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ABOUT US

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 over 2,000 credit students exploring 59 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!

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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CONTACTS

IF YOU HAVE QUESTIONS:

Toll Free 1-800-264-1094

Academic Advising 501-208-5307
Academic and Student Services 501-977-2007
Admissions 501-977-2053
Adult Education - Conway and Perry Counties 501-215-4904
Adult Education - Faulkner County 501-358-4299
Adult Education - Van Buren County 501-745-5666
Career Pathways 501-977-2186
E. Allen Gordon Library 501-977-2092
Financial Aid 501-977-2055
Help Center 501-208-5312
Information 501-977-2000
Public Safety 501-977-2067
Registrar (Student Records) 501-977-2052
Student Accounts 501-977-2023
Student Development - Personal Counseling, Career Planning, Student Readiness, Accessibility & Accommodations 501-977-2095
Student Life 501-977-2142
Testing Services 501-977-2060
Timberwolf Grill 501-977-2118
Tutoring Services 501-977-2039
University Bookstore 501-208-5324
Workforce Education and Training 501-977-2189

Website ..... www.uaccm.edu

COLLEGE HISTORY

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, 17 educational buildings and various support facilities, as well as off-campus Community Education Centers. Through the college's 22 participating high school partners, the UACCM Secondary Career Center and other high school concurrent programs provide opportunities for current high school students to gain education and training at discounted tuition and/or fees. 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 (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. 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 (HLCOMMISSION.ORG)

UACCM is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. (800) 621-7440. The next accreditation review visit will be 2026.

AMERICAN WELDING SOCIETY

The Welding program has been approved by the American Welding Society (AWS) to offers students training and certifications utilizing the AWS SENSE specifications and guidelines. In addition, UACCM is recognized as having met the requirements for testing facilities, personnel, and equipment to test and qualify welders to the nationally-recognized (AWS) standards. As an AWS Accredited Test Facility (ATF), UACCM commits to adhering to strict standards for welder testing and quality assurance. UACCM's AWS Educational Institute membership is renewed annually beginning March 1, 2019. American Welding Society (AWS) 8669 NW 36 St, #130, Miami, FL 33166-6672. (800)-443-5647.

ARKANSAS DIVISION OF HIGHER EDUCATION

UACCM programs are approved by the Arkansas Division of Higher Education, 101 E. Capitol Ave., Suite 300, Little Rock, AR 72201. (501) 371-2000.

ARKANSAS STATE BOARD OF NURSING

The Practical Nursing Technical Certificate is approved by the Arkansas State Board of Nursing, The Registered Nursing Associate of Applied Science Degree will be approved December 2023. 1123 S. University Avenue #800, Little Rock, AR 72204. (501) 686-2700. The approval extends through September 13, 2023.

ARKANSAS DEPARTMENT OF HEALTH SECTION OF EMS & TRAUMA SYSTEMS

The Emergency Medical Technician Certificate of Proficiency is approved by the Arkansas Department of Health Emergency Medical Services, Freeway Medical Tower, 5800 West 10th Street, Suite 800, Little Rock, Arkansas 72204. (501) 661-2262. The approval extends through October 31, 2023.

ARKANSAS DEPARTMENT OF HUMAN SERVICES DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION

The Early Childhood Education program is approved by the Arkansas Department of Human Services Division of Child Care and Early Childhood Education Child Care Licensing Unit, P.O. Box 1437, Slot S150, Little Rock, AR 72203-1437. 501-682-8590. The approval is renewed annually beginning December 9, 2002.

ARKANSAS DEPARTMENT OF HUMAN SERVICES DIVISION OF MEDICAL SERVICES OFFICE OF LONG-TERM CARE

The Nursing Assisting Certificate of Proficiency is approved by the Arkansas Department of Human Services Division of Medical Services Office of Long-Term Care, P.O. Box 8059, Slot S409, Little Rock, AR 72203-1437. (501) 682-6789. The approval extends through September 2, 2022.

ASE EDUCATION FOUNDATION

The Automotive Service Technology program is accredited by the Automotive Service Excellence (ASE) Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176. The accreditation term runs January 2023 to June 1, 2028.

ASSOCIATION OF NUTRITION AND FOODSERVICE PROFESSIONALS

The Dietary Management Certificate of Proficiency is approved by the Association of Nutrition & Foodservice Professionals, 406 Surrey Woods Drive, St. Charles, IL 60174 (800)-323-1908. The approval extends through October 28, 2025.

ASSOCIATION OF TECHNOLOGY, MANAGEMENT, AND APPLIED ENGINEERING (ATMAE)

Computer-Aided Drafting and Design Technology, Computer Information Systems Technology, Industrial Mechanics and Maintenance Technology, and Surveying programs, as well as the Associate of Applied Science in Business are accredited by the Association of Technology, Management, and Applied Engineering (ATMAE), PMB 219, 8865 Norwin Avenue STE 27, North Huntingdon, PA 15642. The accreditation term runs through October 31, 2026.

NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC) EARLY CHILDHOOD ASSOCIATE DEGREE ACCREDITATION

The Early Childhood Education program is accredited by the Commission on Early Childhood Higher Education Programs of the National Association for the Education of Young Children, 1401 H St. NW, Suite 600, Washington, DC 2005. (800) 424-2460 ext. 8007. The accreditation term runs from November 2019 to July 2025.

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER)

The Air Conditioning, Heating, & Refrigeration Technology, Construction Technology, and Welding programs are accredited by the National Center for Construction Education and Research (NCCER) under sponsorship of the Arkansas Department of Career Education, 3 Capitol Mall, Little Rock, AR 72201. 501-682-1125. The accreditation term runs January 2021 to January 2024.

NATIONAL COALITION OF CERTIFICATION (NC3)

The Automotive Service Technology, Air Conditioning, Heating, & Refrigeration Technology, and Industrial Mechanics & Maintenance Technology programs have been approved to offer industry recognized certifications through the National Coalition of Certification Centers (NC3), P.O. Box 580802, Pleasant Prairie, WI 53158.

STATE APPROVING AGENCY FOR VETERANS TRAINING

UACCM programs are approved for veteran education benefits through the Arkansas Department of Education Division of Higher Education's State Approving Agency for Veterans Training, 423 Main Street, Suite 400, Little Rock, AR 72201. (501) 324-9473. The approval runs through July 2021.

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 graduates, concurrently enrolled high school students, transfer students, visiting students, international students, and non-high school graduates or GED graduates who demonstrate an ability-to-benefit. Admission to UACCM does not insure admission to a particular course or program of study.

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 an Application for Admission.
2. Submit ACT, ACCUPLACER, 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 transcript(s) from all previously attended or currently attending regionally accredited colleges or universities. In lieu of an official transcript, students may submit evidence that no transfer credit will be awarded (such as an unofficial transcript or letter from the university). The Vice Chancellor for Student Services will determine if the substitution is permissible.
5. Provide proof of immunization for measles, mumps and rubella. (Two measles immunizations, one mumps immunization, and one rubella immunization; MMR).

Exceptions may be granted by the Director of Admissions.

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 cumulative high school GPA of 2.25 or composite ACT score of 15, ACCUPLACER Next Generation Reading Score of 230, or comparable test scores such as SAT.

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.

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, or ACCUPLACER 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, or ACCUPLACER

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, or ACCUPLACER

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 AND HOME SCHOOL CONCURRENT ENROLLMENT POLICY

The UACCM High School and Home School Concurrent Enrollment Program is an opportunity for high school and home school students to enroll in college courses to enhance or complement their high school or home school programs. High school students that have completed the 8th grade may concurrently enroll for credit courses by meeting the following criteria:

- Students must complete all of the admissions requirements for the College, including:
  - High school GPA of 2.25 or higher and
  - Minimum ACT composite score of 15 or ACCUPLACER Next Generation reading score of 230.
- Student and parent must complete the Concurrent Enrollment Agreement.
- High school counselor/school official must complete the High School Permit to Register Form.
- Students must achieve a minimum 2.00 semester grade point average to continuously enroll. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for the following semester.
- Students will be classified as non-degree seeking and will not be eligible for federal financial aid.
- Students can complete a certificate or degree.
- Students can enroll in up to fifteen (15) credit hours in a semester.
- Students cannot enroll in remedial courses.
- Students must comply with all College policies and procedures.
- Students must complete all prerequisites, including placement scores, as defined in the Course Description section to enroll in specific courses.

UACCM reserves the right to waive any of the above requirements and allow a student to enroll in concurrent courses.

Tuition, fees, books and supplies for General Education and CTE/non-Secondary Career Center programs are subject to the cost sharing agreement between UACCM and the school district. Contact the UACCM Admissions Office or your high school counselor for details.

Tuition, fees, books and supplies for Secondary Career Center programs are paid for by the Office of Skills Development (OSD). Home school or private school students must be enrolled through the local public high school to be eligible for the OSD funding. Contact the UACCM Admissions Office or your high school counselor for details

HONORS PROGRAM ADMISSION

UACCM's Honors Program offers enhanced opportunities for academic excellence, community service, and personal enrichment. The Honors Program is designed to promote a rigorous academic curriculum for eligible talented and motivated students. The Honors Program provides an enhanced intellectual environment to encourage critical thinking and varied opportunities to expand communication along with cultural and community awareness.

The Honors Program is available to incoming freshman, current, and transfer students. At least 13 credit hours of Honors-designated courses and 30 hours of service learning are required for a student to graduate as an Honors Program graduate along with a program grade point average (GPA) of 3.25 (honors-designated courses) and a cumulative GPA of 3.5.

TO APPLY

Student should visit www.uaccm.edu/student/honors_program.html to submit a Honors Program Application online, which will include an admission essay (see the application for topics) and two letters of recommendation. An interview is also required.

HIGH SCHOOL OR ENTERING FRESHMAN CRITERIA (MUST MEET TWO OF THE FOUR FOLLOWING QUALIFICATIONS)

- Be Admitted to UACCM
- High School GPA of 3.5 (based on 6 semester) on a 4.00 Scale or GED 640
- ACT Composite score of 24 or above (or Comparable ACCUPLACER Scores)
- AP Exam with a score of 4 or 5
- 6 hours of concurrent credit (ACTS courses) with a GPA of 3.5

CURRENT UACCM STUDENTS OR TRANSFER STUDENTS CRITERIA

- 12 college-level credit hours from UACCM or from an accredited institution with a 3.5 GPA.

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 97 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.*

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 101 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 33.

TRANSFER CREDIT POLICY

UACCM accepts transfer credit from colleges and universities, both in-state and out-of-state, that are accredited by a regionally recognized accrediting commission. The Registrar's Office maintains a list of regional accrediting commissions. UACCM also transfers military credit based on the Joint-Services Transcript (JST) received from the student.

UACCM follows the guidelines set forth by the Arkansas Course Transfer System (ACTS) to help facilitate the guaranteed transfer of specific courses from one Arkansas college/university to another.

UACCM has articulation agreements with university partners. These 2+2 degree-specific agreements define the transfer of courses on a course-by-course basis and are updated annually.

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.

Transfer grades of CR (credit), P (pass) and S (Satisfactory) will be accepted and posted to the UACCM transcript as a CR grade; however, a CR grade does not guarantee to satisfy specific program requirements.

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.

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 Advising and Concurrent Enrollment.

REGISTRATION

REGISTERING FOR CLASSES

New/readmit students, visiting students, and concurrent high school students must schedule an appointment through the Advising Center to register for courses. Current students must schedule an appointment to meet with his/her assigned faculty advisor to select courses for the next term.

1. Complete admission requirements (see General Admission Requirements on page 6).
2. Meet with advisor to complete a class schedule and register for classes.
3. Obtain an official student photo I.D. card.
4. Register vehicle by completing the Automobile Registration Record. (Student should provide driver's license number, license plate number, make, and model of the vehicle.)
5. Pay tuition and fees.
6. 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. Registration continues until the third day of the fall and spring semesters and the first day of the summer semester.

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 by the fifth class day for summer courses or the eleventh class day for fall and spring semesters. 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. Audited courses are not eligible for Financial Aid.

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 departmental dean.
- 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 departmental dean.

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 departmental dean.
- 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 departmental dean

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), summer term (5th business day), or intersession (2nd 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.

Also see Attendance Policy/Administrative Withdrawal Policy on page 33.

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, 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 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 or missing documentation.

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), summer term (5th business day), or intersession (2nd business day) will be withdrawn from the course(s) and assigned a letter grade of "W".

Business day is defined as Monday through Friday.

TUITION AND FEES

ACCOUNTS RECEIVABLE POLICY

Students that owe a balance at the end of a term, will receive a final bill with a warning that their balance will be sent to collections in 60 days with a contracted collection agency. In conjunction, a student account hold will be placed on the student account, therefore; the student must sign up for a payment plan or pay the balance in full to receive an academic transcript.

Following the 60-day period, the delinquent accounts file will be uploaded to the contracted collection agency to begin the collections process. Student balances will also be submitted to the state set aside program in order to submit students state tax returns to the college for the collection process.

Students remain in collections until the balance is paid, or if the balance is written off by the college through the abatement process.

Students are not allowed to register for classes with an outstanding balance above $200, even if they have signed up for a payment plan.

Repayment plans will consist of 12 equal monthly payments. Students must make one payment to be officially enrolled in the plan and receive a transcript for prior terms. As long as current payments are being made and up to date, a student may continue to receive a transcript.

TUITION

- Conway County Residents . . . . . $105 per credit hour
- In-State, Non-Conway County Residents . . . . . $115 per credit hour
- Out-of-State Students . . . . . $150 per credit hour
- International Students . . . . . $400 per credit hour
- Off-Campus Concurrent . . . . . $41 per credit hour

SPECIAL TUITION RATE FOR SENIOR CITIZENS

Arkansas residents 60 years of age or older meeting UACCM Admission Requirements may enroll in for-credit courses or audit courses at UACCM tuition and mandatory fees waived 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, or Veterans and/or dependents who are receiving GI Bill® benefits at UACCM, 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 GI Bill®-Active Duty Program) or chapter 33 (Post-9/11 GI 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 GI 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.

FEES - MANDATORY FEES (Excluding Off-Campus Concurrent Courses)

- Activity Fee . . . . . $1 per credit hour

  All students will be charged an 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 . . . . . $20 per credit hour

  All students will be charged a campus improvement fee. The fee will be used to make various improvements including parking, lighting, sidewalks, construction, renovation, equipment, etc.

- Library Fee . . . . . $5 per credit hour

  All students will be charged a library fee.

- Public Safety Fee . . . . . $3 per credit hour

  All students will be charged a public safety fee.

- System Integration Fee. . . . . $3 per credit hour

  All students will be charged a system integration fee 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 . . . . . $15 per credit hour

  All students will be charged a technology fee.

FEES - OTHER FEES

ACCUPLACER TEST FEES

- Testing fee . . . . . .$5 per each of the 3 sections chosen

UACCM administers the ACCUPLACER test to prospective students for course placement or scholarship purposes. Fees are non-refundable, non-transferable. These fees must be paid at the Student Accounts window before the test is administered.

CREDIT BY EXAMINATION TESTING FEES

- CLEP test proctoring fee (non-technical courses) . . . . . .$25 per test
- Exam fee (technical courses). . . . . .$95 per test

Students wishing to earn credit towards graduation may take the College Level Exam Program (CLEP) test for non-technical courses or may take a departmental exam for technical course credits. UACCM is an authorized CLEP testing center. See page 157 for CLEP Exam qualified scores required. Students will also be responsible for paying a CLEP testing fee. Contact Testing Services for details.

NOCTI FEE

- Testing fee . . . . . .$45 per test

Individuals not enrolled at UACCM may wish to take the National Occupational Competency Testing Institute (NOCTI) exam in order to receive technical credits at another institution.

PRIOR LEARNING CREDIT FEE

- Transcription Fee . . . . . $25 per credit hour

Students who need to have prior learning credits added to their transcript will be charged a per-credit-hour fee. A prior learning credit could be added to demonstrate an earned credential such as OSHA certification.

RETURN CHECK FEE

- Fee. . . . . .$25 fee for each returned check.

STUDENT I.D. CARD REPLACEMENT FEE

- Fee. . . . . .$10 per replacement card

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

TEST PROCTORING FEE

- UACCM Testing Services proctor fee . . . . . .$25 per student enrolled in courses at another institution

UACCM students may use test proctoring on campus for no charge but UACCM students using test proctoring services at another university may be expected to pay a fee.

TOBACCO-FREE CAMPUS VIOLATION FEE

- Violation fee. . . . . .$30 per violation

UACCM is a tobacco-free campus. All forms of tobacco products are prohibited. Students, employees, and visitors failing to comply are subject to a fine.

FEES - PROGRAM-SPECIFIC FEES

Fees for individual courses help cover the cost of supplies, manuals and other instructional tools.

ACCOUNTING

- ACCT 22043 Computerized Accounting. . . . . $85 Lab Fee

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

- HVAC 12103 HVACR Systems and Components ..... $125 Lab Fee
- HVAC 14004 AC and Heating Systems I. ..... $125 Lab Fee and $30 Testing Fee
- HVAC 19104 AC and Heating Systems II ..... $125 Lab Fee
- HVAC 20003 Commercial Refrigeration ..... $125 Lab Fee
- HVAC 20134 AC and Heating Systems III ..... $125 Lab Fee
- HVAC 20233 Service, Maintenance, and Troubleshooting ..... $125 Lab Fee and $40 Testing Fee
- HVAC 21004 Commercial HVAC ..... $125 Lab Fee
- HVAC 21103 HVACR Motor and Systems Controls ..... $125 Lab Fee

AUTOMOTIVE SERVICE TECHNOLOGY

- ASTE 10103 Light Duty Automotive Maintenance ..... $150 Lab Fee and $66 Testing Fee
- ASTE 10203 Automotive Electrical Systems ..... $150 Lab Fee and $40 Testing Fee
- ASTE 12034 Engine Repair ..... $150 Lab Fee
- ASTE 13002 Power Trains I ..... $150 Lab Fee
- ASTE 14001 Automotive Trim ..... $100 Lab Fee
- ASTE 16004 Brakes ..... $150 Lab Fee and $22 Testing Fee
- ASTE 17002 Power Trains II ..... $150 Lab Fee
- ASTE 18003 Automotive Electronics ..... $150 Lab Fee and $40 Testing Fee
- ASTE 18034 Chassis and Steering ..... $150 Lab Fee
- ASTE 20004 Climate Control. ..... $150 Lab Fee
- ASTE 21044 Engine Performance ..... $150 Lab Fee and $40 Testing Fee
- ASTE 21055 Automatic Transmissions ..... $150 Lab Fee

AUTOMATED MANUFACTURING SYSTEMS TECHNOLOGY

- AMST 10031 Industrial Safety ..... $50 Lab Fee and $15 Testing Fee
- AMST 11031 Understanding OSHA Regulations Basic ..... $59 Testing Fee/Certification Fee
- AMST 11203 Rigging and Load Handling ..... $125 Lab Fee
- AMST 12004 Fundamentals of Electricity ..... $125 Lab Fee and $40 Testing Fee
- AMST 12104 Industrial Mechanics ..... $100 Lab Fee
- AMST 13053 Schematics ..... $100 Lab Fee
- AMST 20033 Hydraulics and Pneumatics. ..... $125 Lab Fee
- AMST 21133 Motor and System Control. ..... $125 Lab Fee
- AMST 22004 Automated Systems and Robotics ..... $125 Lab Fee and $80 Testing Fee
- AMST 23003 Introduction to Programmable Logic Controllers ..... $125 Lab Fee and $80 Testing Fee/Certification Fee
- AMST 24003 Preventative Maintenance and Troubleshooting ..... $125 Lab Fee and $80 Testing Fee/Certification Fee
- TECH 12041 OSHA 10-Hour Construction Industry ..... $59 Testing Fee/Certification Fee

BIOLOGY

- BIOL 10104 Fundamentals of Biology ..... $60 Lab Fee
- BIOL 10304 General Botany ..... $60 Lab Fee
- BIOL 10504 Principles of Zoology ..... $60 Lab Fee
- BIOL 20004 Microbiology ..... $80 Lab Fee
- BIOL 24004 Human Anatomy and Physiology I ..... $80 Lab Fee
- BIOL 24104 Human Anatomy and Physiology II ..... $80 Lab Fee

BUSINESS

- BINS 12203 Electronic Spreadsheet ..... $20 Lab Fee
- BINS 12303 Database Management ..... $20 Lab Fee
- BINS 12503 Word Processing I ..... $20 Lab Fee
- BINS 22503 Word Processing II ..... $20 Lab Fee
- BINS 23103 Professional Development ..... $24 Testing Fee
- BUSI 11003 Document Formatting and Skill Building ..... $20 Lab Fee
- CPSI 12103 Computer Applications. ..... $20 Lab Fee

CHEMISTRY

- CHEM 10004 Fundamentals of Chemistry ..... $60 Lab Fee
- CHEM 12104 Introductory Chemistry for Health-Related Professions ..... $60 Lab Fee
- CHEM 12204 Introduction to Organic and Biochemistry ..... $60 Lab Fee
- CHEM 14101 General College Chemistry I Laboratory ..... $60 Lab Fee
- CHEM 14201 General College Chemistry II Laboratory ..... $60 Lab Fee
- CHEM 22051 Organic Chemistry Lab ..... $60 Lab Fee

COLLISION REPAIR AND REFINISHING TECHNOLOGY

- CRTE 10033 Electrical and Mechanical Systems ..... $150 Lab Fee and $40 Testing Fee
- CRTE 10103 Auto Body Fundamentals ..... $150 Lab Fee
- CRTE 10203 Color Theory ..... $150 Lab Fee
- CRTE 10303 Refinishing Procedures and Application ..... $150 Lab Fee
- CRTE 11003 Materials and Processes ..... $150 Lab Fee
- CRTE 12103 Non-Structural Analysis and Repair ..... $150 Lab Fee
- CRTE 12203 Structural Analysis and Repair ..... $150 Lab Fee

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

- DFTG 10103 Beginning Drafting ..... $50 Lab Fee
- DFTG 11003 AutoCAD ..... $50 Lab Fee
- DFTG 11103 Inventor ..... $50 Lab Fee
- DFTG 11204 Revit ..... $50 Lab Fee
- DFTG 16004 Civil Drafting ..... $50 Lab Fee
- DFTG 20003 Structural Steel Drafting/Detailing ..... $50 Lab Fee
- DFTG 22204 Mechanical Drafting ..... $50 Lab Fee
- DFTG 23203 Commercial Drafting ..... $50 Lab Fee
- DFTG 23304 Residential Drafting ..... $50 Lab Fee
- DFTG 23404 Spatial Planning ..... $50 Lab Fee
- DFTG 29103 Project Drafting ..... $50 Lab Fee

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

- CESC 11033 Introduction to Cybersecurity ..... $50 Lab Fee
- CESC 21003 System Securities ..... $50 Lab Fee
- CESC 22003 Access Controls ..... $50 Lab Fee
- CESC 21403 Incident Response ..... $50 Lab Fee
- CPSI 10003 Introduction to Computers ..... $20 Lab Fee
- CPSI 19003 Computer Ethics and Professionalism ..... $50 Lab Fee
- CPSI 23403 Introduction to Python ..... $50 Lab Fee
- CPSI 24303 JAVA Programming ..... $50 Lab Fee
- ITEC 11003 Computer Hardware and Software I ..... $50 Lab Fee and $115 Testing Fee
- ITEC 11103 Networking Essentials ..... $50 Lab Fee
- ITEC 11303 Introduction to Computer Programming Logic and Language ..... $50 Lab Fee
- ITEC 12003 Introduction to Network Administration ..... $50 Lab Fee and $178 Testing Fee
- ITEC 20203 Internet Technologies ..... $50 Lab Fee
- ITEC 21003 Computer Hardware and Software II ..... $50 Lab Fee and $115 Testing Fee
- ITEC 21203 Desktop Operating Systems ..... $50 Lab Fee
- ITEC 21303 Server Operating Systems ..... $50 Lab Fee
- ITEC 22403 Database Concepts ..... $50 Lab Fee
- ITEC 22503 Introduction to Linux ..... $50 Lab Fee
- ITEC 23003 Network Security ..... $50 Lab Fee
- ITEC 24603 Mobile Application Development ..... $50 Lab Fee
- ITEC 24703 Introduction to Javascript ..... $50 Lab Fee
- ITEC 25003 Ethical Hacking and Network Defense ..... $50 Lab Fee

CONSTRUCTION TECHNOLOGY

- CTTE 10043 Construction Fundamentals ..... $100 Lab Fee and $18 Testing Fee
- CTTE 11053 Carpentry ..... $100 Lab Fee and $21 Testing Fee
- CTTE 12053 Drywall and Masonry ..... $100 Lab Fee and $24 Testing Fee
- CTTE 16052 Highway Construction ..... $100 Lab Fee and $57 Testing Fee
- CTTE 18053 Advanced Carpentry ..... $100 Lab Fee and $33 Testing Fee

DIESEL TECHNOLOGY

- DIEL 10002 Career Readiness ..... $25 Lab Fee
- DIEL 10033 Preventative Maintenance and Inspection ..... $100 Lab Fee and $40 Testing Fee
- DIEL 12003 Gas and Diesel Engine Systems ..... $100 Lab Fee
- DIEL 13003 Diesel Electronics Systems ..... $100 Lab Fee
- DIEL 21003 Diesel Drive Train, Suspension and Steering ..... $100 Lab Fee and $40 Testing Fee
- DIEL 23003 Diesel Brakes ..... $100 Lab Fee
- DIEL 25003 Heating, Ventilation and Air Condition Systems ..... $100 Lab Fee and $30 Testing Fee

DIETARY MANAGEMENT

- DIET 10101 Field Experience I . . . . . $10 Malpractice Insurance Fee and $40 Background Check Fee
- DIET 10142 Field Experience II. . . . . $10 Malpractice Insurance Fee
- DIET 10301 Field Experience III . . . . . $10 Malpractice Insurance Fee

EARLY CHILDHOOD EDUCATION

- ECED 10233 Foundations of Early Childhood . . . . . $15 Background Check Fee
- ECED 20233 Math and Science for Young Children . . . . . $40 Lab Fee
- ECED 20333 Language and Literacy for Young Children . . . . . $40 Lab Fee
- ECED 21033 Professionalism and Ethics in Early Childhood . . . . . $24 Testing Fee
- ECED 21233 Supervised Lab. . . . . $10 Malpractice Insurance Fee
- ECED 21333 Practicum for Early Childhood Development. . . . . $10 Malpractice Insurance Fee

EDUCATION

- EDHP 11373 Introduction to Education . . . . . $40 Background Check Fee

EMERGENCY MEDICAL TECHNICIAN

- EMSC 10008 Emergency Medical Technology . . . . . $100 Lab Fee and $42 Malpractice Insurance Fee

GEOLOGY

- GEOL 11104 General Physical Geology. . . . . $60 Lab Fee

HONORS COURSES

- BIOL 101H4 Honors Fundamentals of Biology . . . . . $60 Lab Fee and $10 Background Check Fee
- BIOL 200H4 Honors Microbiology . . . . . $80 Lab Fee and $10 Background Check Fee
- ENGL 101H3 Honors Composition I. . . . . $10 Background Check Fee
- ENGL 102H3 Honors Composition II . . . . . $10 Background Check Fee
- ENGL 211H3 Honors World Literature I. . . . . $10 Background Check Fee
- ENGL 212H3 Honors World Literature II . . . . . $10 Background Check Fee
- HNRS 100H1 Honors Orientation . . . . . $40 Background Check Fee
- HNRS 200H1 Honors Program Capstone. . . . . $10 Background Check Fee
- INST 200H3 Honors Global Studies . . . . . $10 Background Check Fee
- MATH 210H3 Honors Introduction to Statistics . . . . . $10 Background Check Fee
- PLSC 200H3 Honors American Government. . . . . $10 Background Check Fee
- SOCI 101H3 Honors Introduction to Sociology. . . . . $10 Background Check Fee
- SPCH 100H3 Honors Introduction to Oral Communications . . . . . $10 Background Check Fee

MEDICATION ASSISTANT-CERTIFIED

- ALHE 10005 Medication Assistant Certified . . . . . $30 Lab Fee

NURSING ASSISTING

- ALHE 10204 Nursing Assistant . . . . . $30 Lab Fee and $10 Malpractice Insurance Fee

NURSING - PRACTICAL NURSING

- Nursing Entrance Exam (NEX) Testing fee. . . . . $55 per test

Individuals wishing to enter the Practical Nursing program are required to take the Nursing Entrance Exam (NEX). Fee is non-refundable and non-transferable.

- PNUR 11036 Clinical Practicum I. . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee
- PNUR 12106 Clinical Practicum II . . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee
- PNUR 22036 Clinical Practicum III . . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee

NURSING - REGISTERED NURSING

- NACE Testing fee . . . . . $70 per test

Individuals wishing to enter the Registered Nursing program are required to take the NACE test. Fee is non-refundable and non-transferable.

- NURS 21253 Nursing Practicum I . . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee
- NURS 22253 Nursing Practicum II . . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee
- NURS 23253 Nursing Practicum III . . . . . $100 Lab Fee, $600 Testing Fee, and $10 Malpractice Insurance Fee

PHYSICAL EDUCATION

- PEAC 10381 Recreational Activities. . . . . $25 Lab Fee
- PEAC 10581 Principles of Lifetime Fitness. . . . . $25 Lab Fee
- PEAC 10781 Bowling . . . . . $50 Lab Fee

- PEAC 10871 Fit Walk/Run . . . . . $25 Lab Fee
- PEAC 10981 Pilates/Yoga . . . . . $25 Lab Fee

PHYSICAL SCIENCES AND EARTH SCIENCES

- PHSC 10004 Physical Science . . . . . $60 Lab Fee
- PHSC 11004 Earth Science . . . . . $60 Lab Fee
- PHSC 20234 Concepts in Science Education . . . . . $60 Lab Fee

SURVEYING

- SURV 12004 Plane Surveying . . . . . $75 Lab Fee
- SURV 12103 Introduction to CAD and Surveying Software . . . . . $75 Lab Fee
- SURV 14134 Construction and Route Surveying . . . . . $75 Lab Fee
- SURV 21003 Global Positioning System . . . . . $75 Lab Fee
- SURV 21101 Fundamentals of Surveying (FS) Exam Prep . . . . . $225 Testing Fee
- SURV 22003 Introduction to Geographic Information Systems . . . . . $75 Lab Fee
- SURV 22103 Topographic and Civil Mapping . . . . . $75 Lab Fee
- SURV 22203 Survey Plats and Deeds . . . . . $75 Lab Fee

WELDING TECHNOLOGY

- WELD 10071 Basic Welding . . . . . $175 Lab Fee
- WELD 12072 Craft Skills . . . . . $124 Lab Fee
- WELD 12173 Gas Metal Arc Welding Lab . . . . . $200 Lab Fee
- WELD 14076 Shielded Metal Arc Welding . . . . . $200 Lab Fee
- WELD 21073 Blueprint Reading . . . . . $35 Lab Fee
- WELD 23073 Gas Tungsten Arc Welding . . . . . $200 Lab Fee
- WELD 24072 Flux Core Arc Welding . . . . . $200 Lab Fee
- WELD 24176 Structural Welding . . . . . .$200 Lab Fee and $25 Testing Fee
- WELD 24273 Advanced GTAW . . . . . $200 Lab Fee
- WELD 25073 Special Projects . . . . . $200 Lab Fee
- WELD 26076 Advanced Welding . . . . . .$200 Lab Fee and $85 Testing Fee

OTHER EXPENSES

BRING YOUR OWN DEVICE

All students enrolled in courses at UACCM are encouraged to secure their own computing device for use in their studies. While there are a wide range of choices available, students must acquire a device that meets or exceeds the specifications listed on page 34 to be compatible with the systems in use on our campus.

TEXTBOOKS AND SUPPLIES

Many courses require students to purchase specific textbooks and/or supplies. Students should visit the University Bookstore in person or their website online each semester to see the materials required for each class. The University Bookstore can provide prices for the materials that can be purchased from them.

CAMPUS FOOD SERVICE

Vending machines are located throughout campus for students to purchase softdrinks, water, and snack items. These machines accept both cash and debit/credit card. The Timberwolf Grill is an on-campus option for students to purchase a hot lunch. Visit the Timberwolf Grill website for menu items and pricing. The Timberwolf Grill accepts cash, debit/credit cards, as well as a prepaid meal card that may be purchased at the Student Accounts window in the University Center or charged to available financial aid funds during the normal charge time. The Timberwolf Pantry is free option for students who struggle with food-insecurity. Food and basic hygiene items may be taken or donated at pantries located at the west end of the second floor hall in the University Center, at the top of the stairs in the Business Technology Center, Room 125 in the Kirk Building, in the vending area in the Library Complex, and in the lobby near Tyson Training Hall in the Workforce Training Center.

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 11th 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 11th business day of the semester for full-term courses and on the 5th business day of the semester for condensed-term courses.

SUMMER TERM REFUND RATE

- 100 percent before 4:30 pm on the 5th business day of the summer term.
- No refund after 4:30 pm the 5th day of the summer term.

INTERSESSION REFUND RATE

- 100 percent before 4:30 pm on the 3rd business day of the intersession.
- No refund after 4:30 pm the 3rd day of the intersession.

Business day is defined as Monday through Friday.

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

The following governs the return of Title IV funds disbursed for students at UACCM as specified in Section 484B of the Higher Education Act. This policy applies to students receiving any Title IV funds, which includes, but is not limited to, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized, and/or Parent PLUS loans) who officially withdraw, stop attending, drop out, are expelled, take a qualified leave of absence or fail to return from an approved leave of absence.

A student begins the withdrawal process when they consult their advisor, fill out the withdrawal form and communicate a firm intent to withdraw from their class(es). A student is said to have officially withdrawn when they have turned the withdrawal form, with all of the necessary signatures, in to the Registrar's office.

Failure to attend class or failure to follow the official withdrawal procedures could cause a student to receive a letter grade of F, I, or AW in all courses. In this case, the Return to Title IV Funds Policy would still apply once an official last date of attendance is established.

A student's withdrawal date is the earliest of:

- the date the student began the institution's withdrawal process or officially notified the institution, verbally or in writing, of intent to withdraw; or
- the student's last date of attendance in an academically-related activity for a student who leaves without notifying the institution and is administratively withdrawn; or
- the student's last date of attendance by a documented academically-related activity; or
- The date the institution determines is related to special circumstances if those special circumstances prevent a student from beginning the withdrawal process.

A student is no longer considered withdrawn if any of the following apply:

- The student completes all requirements for graduation before completing the days scheduled to complete in the period; or
- The student completes one or more modules that comprise 49% of more of the number of days in the payment period or a least have-time enrollment; or
- The institution obtains written confirmation that the student will resume attendance at a later point in the period.

Merely discontinuing class attendance is not considered to be a formal withdrawal from college. Students who were awarded Title IV financial assistance and who discontinue class attendance may be held responsible for repayment of part or all tuition and fees. The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Return of Title IV funds is handled on a payment period basis. The amount of Title IV aid earned is determined by multiplying the total Title IV aid that was disbursed or could have been disbursed to the student's account by the percentage of time during the payment period completed by the student.

Title IV aid is viewed as 100% earned if the student's last date of attendance is after the 60% point of the payment period. UACCM does not utilize an R2T4 freeze date. The amount of Title IV funds to return (unearned aid) to the specific federal programs will be determined, using the student's last date of attendance, by calculating the percentage of the payment period for which the student did not complete. Scheduled breaks of at least 5 consecutive days are excluded. The institution must return, in the specified order, the lesser of the total amount of unearned Title IV aid to be returned as calculated or an amount equal to the total institutional charges incurred by the student multiplied by the percentage of unearned Title IV aid. The student will be responsible for repaying, in the specified order, any remaining portion of the unearned Title IV aid. Federal Direct loans will be repaid in accordance with the terms of the loan program as explained in the Master Promissory Note (MPN).

Unearned aid funds are allocated to the Title IV Programs from which the student received assistance in the following specified order of those Title IV Programs at UACCM:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct Parent PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants
6. Other Federal Title IV assistance if applicable

After the institutional refund has been credited in the specified order, any remaining amount will be returned to the student in a post-withdrawal disbursement within 30 days.

In the event of an official withdrawal, the UACCM institutional refund policy will be applied and tuition and fees will be reduced, if applicable. See the Student Accounts Office for a detailed explanation of UACCM's refund policy. The student may be liable for any Title IV Funds disbursed to their account to cover institutional charges in excess of the amount allowed by the Return to Title IV Calculations. Any amounts owed to UACCM due to a Return of Title IV Funds calculation must be repaid to the school. If payment is not received, holds will be placed on the student's account.

In certain cases, the student may owe funds directly to the Department of Education. The Financial Aid Office will be contact the Department of Education within 45 days to report the portion of funds owed by the student. Student's must make payment arrangements with the Department of Education after those 45 days to remain eligible for future Title IV aid. Failure to do so will prevent student's from being eligible for additional Title IV funds at all colleges.

UACCM makes this information available on the college's website and a written copy may be obtained in the Financial Aid Office. Examples of worksheets for the Return of Title IV Funds policy may also be obtained by contacting the Financial Aid Office.

For students who completely withdraw before federal aid is disbursed in the term, the Financial Aid Office will conduct an analysis of the students file to determine if there is any aid "that could have been disbursed." If there is aid "that could have been disbursed" then an R2T4 calculation will be done to determine the students' eligibility for a post-withdrawal disbursement. In the event of a post-withdrawal disbursement, the Financial Aid and Student Accounts Office will ensure the student receives all Title IV funds. If there is not aid "that could have been disbursed" that will be documented and a copy of the students' withdrawal form will be kept in the student's file. If a student has no aid "that could have been disbursed" then it is mathematically impossible for the student to be eligible for a post-withdrawal disbursement.

Return of Title IV Funds calculations will be performed within 30 days of the students' withdrawal. Unofficial withdrawals will be determined and calculated within 30 days of the end of the term in which students unofficially withdrew.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 180 days of the date the student withdrew.

FINANCIAL AID

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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 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 students attempted hours, but will not count toward the hours successfully completed. Due to the COVID-19 pandemic, a grade of WC (withdrawal due to COVID-19 related issues) was created. Grades of AC (Administrator/Advisor cancelled student enrollment) are assigned if an instructor erroneously reported the student as attending, and grades of NC can be used in cases where remedial modular credit is assigned. AC, NC, and WC grades will not be calculated as either attempted or earned hours. Courses with grades of W, WC, AC, I, NC, or AW do not count in the student's cumulative GPA. If a student completes coursework for an incomplete grade, the new grade will be assigned, but if the course is not completed within the time allowed by the faculty, the incomplete grade will be changed to an F grade and calculated accordingly. Incomplete grade changes or instructor grade changes may later be recalculated to determine current eligibility.

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. 60x150%=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 students cumulative GPA. Remedial courses will be considered as earned if the student has a grade of D or better. In order to advance to the college level, some courses require a grade of C or better per course descriptions. Financial aid will be awarded for up to 30 credit hours of remedial coursework.

Repeated Courses: The best 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 Finance, 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 and should be 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 or comparable ACCUPLACER 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 GPA 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. One student will be selected by the UACCM Scholarship Committee 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 Arkansas Community Colleges (ACC) Fall Conference, where they will be offered full-tuition scholarships to most of the state's public four-year universities. 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. Each spring, the Financial Aid Office will notify 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 or comparable ACCUPLACER 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 GPA 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 $1,000 tuition waiver awarded to first-time entering students who have achieved a composite score of 24-25 on the ACT or comparable ACCUPLACER 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 GPA 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 waiver for up to 15 credit hours awarded to first-time entering students who have achieved a composite score of 26+ on the ACT or comparable ACCUPLACER 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 GPA 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.

GED® ACHIEVEMENT SCHOLARSHIP

The GED® Achievement Scholarship is a $1,000 tuition waiver awarded to a GED® graduate with a total score of 640 or above on the GED® exam. The recipients must enroll at UACCM within 5 years following GED® graduation from an Adult Education Center in Arkansas. Students must enroll in at least 12 semester hours to be awarded this scholarship. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative GPA 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. 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 one-time, 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.

HONORS PROGRAM SCHOLARSHIP

The Honors Program Scholarship is a $500 tuition, fees, supplies, or book scholarship awarded to up to five (5) students each fall and spring semester. Students must be accepted into the UACCM Honors Program and enrolled in at least one honors-designated course in the semester of award. Students must have completed at least 12 college-level credit hours with a 3.5 cumulative GPA and maintain a 3.25 GPA in honors-

designated courses. The scholarship is renewable for up to two semesters (total of 3 semesters) if the student maintains continuous enrollment in at least one honors-designated course, a 3.25 GPA in honors-designated courses, and a 3.50 cumulative GPA or better. Applicants over the age of 22 will be given scholarship preference.

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 and cumulative GPA. Students awarded $250 must successfully complete at least 6 credit hours per semester, and students awarded $500 must successfully complete at least 12 credit hours per semester. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

SKILLS USA OR FFA SCHOLARSHIP

The Skills USA or FFA 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 or place first in the FFA State CDE Contest. Students must enroll the fall semester following high school graduation and must enroll in courses applicable to a career/technical certificate or degree. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative GPA 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. There is no application required for this scholarship, but students must provide documentation of the award to the Financial Aid Office.

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 12 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, serving as an active member of the student leadership council, or assisting staff with office-related duties.

Students are required to have a minimum ACT score of 17 or comparable ACCUPLACER scores plus one of the following: a minimum high school GPA of 2.50 for first-time entering students, a GED® score of at least 600, a minimum of 2.50 cumulative GPA from the college most recently attended for transfer students, or a minimum UACCM cumulative GPA 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 GPA 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 at uaccm.formstack.com/forms/student_ambassador_application to be eligible.

PRIVATE SCHOLARSHIPS

AMERICAN WELDING SOCIETY SCHOLARSHIPS

The AWS Foundation offers a variety of scholarships to students. District, national, and international scholarships are available. For a complete list, visit www.aws.org/foundation/page/scholarships.

AMERICORPS BENEFITS

AmeriCorps is a federal agency that brings people together to tackle the country's most pressing challenges through national service and volunteering. AmeriCorps members and Senior volunteers serve with organizations dedicated to the improvement of communities. By volunteering and serving, members can gain funds to help with educational expenses, living allowance to cover basic expenses during the service term, or could qualify for forbearance for most federally-guaranteed student loans. To apply for AmeriCorps Benefits online, visit americorps.gov.

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. Students must be enrolled in a minimum of 12 credit hours and have a minimum cumulative GPA of 2.0. to be eligible. The scholarship is non-renewable but students may reapply. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/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 as funds are available. Students should be in at least the second semester of surveying-specific coursework, priority is given to students who have completed Plane Surveying at UACCM, and students need a minimum cumulative GPA of 2.75. This award is non-renewable. Applicants must include one letter or recommendation from the Department of Surveying faculty. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

ARKANSAS TRUCKING ASSOCIATION CARL TAPP MEMORIAL TECHNICIAN SCHOLARSHIP

The Carl Tapp Technician Scholarship Program supports aspiring technicians in their education and certification pursuits at Arkansas institutions that produce workforce-prepared diesel technicians. This scholarship is awarded towards a minimum two-semester medium/heavy duty truck technician program from a school that is within the state of Arkansas. Applicants must submit an official high school

transcript showing the most recent three years' academic performance. Learn more and apply online at www.arkansastrucking.com/councils/maintenanceandtechnology/tech-scholarship.

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. Excess funds not needed to cover the cost of books, tuition, and fees will not be refunded to the student. Scholarship is not renewable, however, the student may reapply. Eligible students must have a declared major of Associate of Applied Science (AAS) in Business, and have completed a minimum of 12 credit hours of classes with a ACCT, BINS, BLAW, BUS, BUSI, FIN, FINN, or MKTG prefix and maintain a 3.00 cumulative GPA. Recipients must maintain a 3.00 cumulative GPA and complete at least 12 credit hours each semester in one of the AAS Business plans of study and continue to be enrolled as a full-time student. Student must submit two letters of recommendation from Department of Business instructors who have taught the applicant in at least one class with a ACCT, BINS, BLAW, BUS, BUSI, FIN, FINN, or MKTG prefix. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

CENTURY LEAGUE SCHOLARSHIP

The Century League Scholarship is typically a $500 scholarship awarded annually in the fall semester to a full-time student who graduated from a Conway County high school. Scholarship may be applied to tuition, fees, books or supplies only. Applicants must have a minimum GPA of 3.00, and submit a 500-1000 word essay on the topic "Why is community service important?" with their application to be eligible for this award. This scholarship is non-refundable. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. 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 enrolled in a career/technical program. The amount awarded varies. Students must be enrolled in at least 12 hours and have at least a 2.00 cumulative GPA. The scholarship is awarded in the Fall and can be renewed for the Spring and Summer semester assuming funds are available and a 2.00 GPA and full-time enrollment is maintained. 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 to be eligible for this award. The scholarship is open to students residing in UACCM's six-county service area. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected 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 typically a $500 scholarship awarded in the spring and is renewable for the summer (if applicable) 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 GPA of 2.50. The scholarship is a one-time award, however, students who have already received the scholarship will not be disqualified from applying for and receiving the award multiple times. To be eligible, students must submit with their application 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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

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 typically 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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application.

CONWAY COUNTY SCHOOL COUNTS SCHOLARSHIP *(Pending changes from School Counts Board)*

The School Counts Scholarship is a $250 scholarship available for graduates of a Conway County high school who meet the School Counts criteria and attend UACCM.

The scholarship may be renewable for up to three consecutive semesters if the student maintains a 2.50 semester and cumulative GPA or higher. Students can enroll as a part-time or full-time student.

DR. ERNEST P. GRIFFIN, JR. ENDOWMENT SCHOLARSHIP

The Dr. Ernest P. Griffin, Jr. Endowment Scholarship is awarded to a full-time UACCM student who is working toward an Associate of Arts (AA) or Associate of Science (AS) degree with the intent of pursuing a four-year degree. Applicants must have a high school or UACCM cumulative GPA of 2.50 or above and require no remedial courses based on placement test scores. UACCM GPA supersedes the high school GPA if the recipient has attended UACCM prior to the time the scholarship is awarded. Applicants must submit a letter of recommendation from a former instructor or counselor with their application to be considered for this scholarship. The amount and number of the scholarships are contingent on the availability of funding. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

EARLY CHILDHOOD STUDENT ORGANIZATION SCHOLARSHIP

The Early Childhood Student Organization Scholarship is a $100 per semester scholarship awarded to a student majoring in Early Childhood Education. Funds must be used to defray the cost of school expenses. Students must be enrolled full-time with a minimum 3.00 cumulative GPA and have completed 12 hours of coursework with an ECD, ECED, EDUC, and/or EDHP prefix to be considered for the award and to maintain this scholarship for the following semester. Applications must provide a one-page essay with their application stating their educational goals and how the scholarship will benefit them in completing their educational goals. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

FACULTY MERIT SCHOLARSHIP

The Faculty Merit Scholarship is sponsored by the UACCM Faculty Senate. The amount and number of scholarships are contingent on the availability of funding. Students must have completed 24 credit hours at UACCM with a 3.25 or higher cumulative GPA and be enrolled full-time during the semester the scholarship is awarded to be eligible. Applications must submit three letters of reference from faculty members with their application. A student can only be awarded this scholarship one time. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

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 to cover tuition, fees, and books. 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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

FAYETTEVILLE SHALE SCHOLARSHIP FUND, INC. SCHOLARSHIPS

Established in 2006, The Fayetteville Shale Scholarship Fund was a 501c3 organization with members representing companies working in the Fayetteville Shale. Now dissolved, funds raised by the scholarship fund help support UACCM students and are awarded based on academic performance, financial need and event participation.

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 GPA 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 GPA 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 GPA and earn a Technical Certificate in Industrial Mechanics and Maintenance Technology 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 GPA.

Scholarships awarded to first semester students are awarded based on high school GPA 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. 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 GPA 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. A student's eligibility for each subsequent semester will be based on the above eligibility criteria for each respective scholarship. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

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 GPA. This scholarship is renewable for the following semester if the student maintains a minimum 2.00 cumulative GPA. Funds must be applied towards tuition, fees, and books only. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

JEREMIAH J. STORY MEMORIAL SCHOLARSHIP

The Jeremiah J. Story Memorial Scholarship is a scholarship of up to $500 to cover tuition, fees, books, and other college expenses, contingent on the availability of funds. This scholarship is only awarded in the fall semester and is available for a student who is currently serving in law enforcement, emergency services, or the military or following a 2+2 criminology degree plan. Preference will be given to law enforcement personnel. Eligible applicants must be pursuing a degree at UACCM and have completed a minimum of 12 credit hours with a 2.5 cumulative GPA. The scholarship is non-renewable, but students may reapply. Applicants must submit one letter of recommendation with their

application from a current/past employer, current/past teacher, school administrator, or minister/youth minister/church leader (non-relative) who can attest to the applicant's strength of character. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

The Jeremiah J. Story scholarship was established in memory of Jeremiah, who lost his life in the line of duty as a law enforcement officer. He was also in the National Guard and a student of UACCM at the time.

LEAH FARRIS ENDOWMENT

The Leah Farris Endowment is a quasi-endowment that was established in 2021. Award amounts vary, but the quasi-endowment is used to fund a scholarship for any student pursuing Early Childhood Education at UACCM. The scholarship is not based on financial need and is flexible in terms of credit hours. The scholarship is intended for a hard-working student who needs some additional assistance, but is passionate about improving the lives of the children in their communities. Applicants are required to submit one letter of recommendation from a teacher or former/current employer. Funds are renewable and available for new and current students. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

Leah Farris, a life-long resident of Conway, loved working with children, watching their development, and encouraging their growth. She loved teaching and giving back to her community through volunteer work. She passed away in August of 2021, and her trust donated money for the establishment of this scholarship in her memory to assist local students in completing their degree in Early Childhood Education.

MCCLELLAND CONSULTING ENGINEERS SCHOLARSHIP

McClelland Consulting Engineers Scholarship was established in 2022 by McClelland Consulting Engineers. The scholarship is intended to help assist students that are in the surveying program at UACCM in hopes to grow the number of survey professionals in Arkansas and the region. The scholarship amount can vary according to availability of funds, but is typically $1,000. Students must be an Arkansas resident, in the surveying program at UACCM, a current employee in the Engineering or Surveying field, and can be a part-time or full-time student. The intent of the scholarship is to assist students with the costs of tuition, books, fees, and supplies. Unless funds are readily available, the scholarship is not renewable, but recipients may reapply. To be eligible, students must complete the UACCM scholarship application at uaccm.formstack.com/forms/scholarship_application and include a letter of recommendation from a UACCM faculty or staff member. Award recipients are selected by the UACCM Scholarship Committee.

PAULINE CATHCART MEMORIAL SCHOLARSHIP

The Pauline Cathcart Endowed Scholarship was established in 2018 for a student studying a technical program. This is typically a $500 scholarship awarded each semester as funds are available 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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

PHI THETA KAPPA SCHOLARSHIP

The Phi Theta Kappa (ΦΘK) 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 ΦΘK, working toward an associate degree, and have a minimum 3.50 cumulative GPA. Additionally, students must complete a ΦΘK scholarship application form, including two signatures from ΦΘK faculty advisors and must provide one letter of recommendation from an off-campus community leader.

STAFF MEMORIAL SCHOLARSHIP IN HONOR OF WANDA HENSLEY, CANDE JARAMILLO, AND SHEILA SOMMERS

Staff Memorial Scholarship is typically 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 apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

The UACCM Staff Senate established this scholarship in 2015 to honor Ms. Wanda Hensley and in 2020 expanded the scholarship to also honor Cande Jaramillo and Sheila Sommer for their years of service to UACCM and dedication to students.

STUDENT NURSING ORGANIZATION SCHOLARSHIP

The Student Nursing Organization Scholarship is a $100 scholarship awarded to one student in the Practical Nursing program and one student in the Registered Nursing program. The scholarship is nonrenewable, may only be received once per program, but a Practical Nursing student may reapply if they are accepted into the Registered Nursing program. Students must be enrolled in the second or third semester of their PN and/or RN programs, taking NUR and/or NSG courses, and maintain a 3.00 cumulative GPA. Applicants must submit a one-page essay with their application on why they chose nursing as a profession and how a scholarship would benefit their educational goals. Preference for the scholarship will be given to students that are not receiving other forms of financial aid to cover their educational expenses. Scholarship funds will be used to cover the costs of tuition, fees, books and/or supplies; amounts may vary based on availability of funds. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

TOM PACE LEGACY SCHOLARSHIP

The Tom Pace Legacy Scholarship is typically a $1,000 scholarship awarded each fall semester to students enrolled in the Surveying program. The amount awarded can vary depending on available funds. Students must submit a short essay (300 words) regarding the importance and their aspirations of land surveying and have a 2.00 GPA. This scholarship is renewable based on available funds. To apply online, complete

the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

The Tom Pace Legacy Scholarship is in honor and memory of Tom Pace, founding surveyor of CEI Engineering Associates, Inc.

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. To apply online, complete the UACCM Scholarship Application at uaccm.formstack.com/forms/scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

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.

COMMUNITY-BASED SCHOLARSHIPS

ARKANSAS ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS SCHOLARSHIP

The Arkansas Association of Student Financial Aid Administrators (AASFAA) will award at least two $500 scholarships to Arkansas students planning to attend member institutions. Scholarships are non-renewable, and winners must be enrolled at least half time in a program that leads to a college degree or certificate. Winners will be selected at a random drawing each April. Scholarship applications normally open in October and close on April 1. To apply online, visit www.aasfaa.net/members/forms/scholarship-application-form.

ARKANSAS CAREER PATHWAYS

The Arkansas Career Pathways Initiative is a grant-funded economic development program designed to meet the educational, financial, and employment needs of low-income parents. Students must enroll in an approved UACCM technical or professional degree or workforce training program. Benefits could include transportation assistance, testing fees, book assistance, childcare assistance, tuition assistance, class supplies and tools and more. To learn more about the benefits offered, eligibility requirements including approved degrees, and to enroll, visit www.uaccm.edu/financial_aid/career_pathways.

ARKANSAS DEPARTMENT OF WORKFORCE SERVICES

Workforce offers a variety of services such as the dislocated worker taskforce, unemployment insurance, temporary assistance for needy families, and educational assistance for certain programs through the Workforce Innovation & Opportunity Act (WIOA). For general information, contact 1-855-225-4440, 501-682-2121, or ADWS.Info@arkansas.gov or visit www.dws.arkansas.gov.

ARKANSAS REHABILITATION SERVICES

Arkansas Rehabilitation Services (ARS) mission is to prepare Arkansans with disabilities to work and lead productive and independent lives. For more information, contact the field office for your county: Conway, Faulkner, and Perry counties—501-730-9725; Pope and Yell counties—479-890-5751; Van Buren counties—870-793-4153. or visit dws.arkansas.gov/ar-rehabilitation-services.

CONWAY REGIONAL LICENSED PRACTICAL NURSING (LPN) SCHOLARSHIP

Conway Regional Health System offers two UACCM LPN students a $2,500 per semester scholarship during their semesters in the Practical Nursing program. In exchange for the scholarship, recipients are required to apply for employment and remain employed as an LPN in the clinic setting for two years with the Conway Regional Health System. Recipients will be required to repay the amount of the scholarship if they do not meet the employment requirement. For more information or to apply, visit www.conwayregional.org. Deadlines vary per year and an interview is required.

FAYETTEVILLE SHALE SCHOLARSHIP FUND (FSSF) ANGLER'S SCHOLARSHIP

The FSSF Angler's Scholarship is awarded to each of the two participants of the 1st, 2nd, and 3rd place winning youth angler teams competing in the FSSF annual fishing tournament. Scholarship amounts range from $500 to $1,000 per semester and are renewable for up to three consecutive semesters. Recipients must enroll at UACCM within 12 months following high school graduation. Winners should notify the UACCM Financial Aid office of their award.

EMT TRAUMA SCHOLARSHIP

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

HORATIO ALGER ASSOCIATION (HAA) CAREER AND TECHNICAL SCHOLARSHIPS

The HAA offers a variety of scholarships to students. Visit scholars.horatioalger.org/scholarships for a complete list

PAGEANT SCHOLARSHIP

The Pageant Scholarship is $1,000 tuition waiver for the winner and $500 tuition waiver for the first-runner up. A student can only be awarded this scholarship one time. Scholarship must be used within 12 months of winning the pageant or 12 months after graduating high school, whichever comes first. Organizations interested in getting their event approved should contact the Vice Chancellor of Student Services.

PARKER CADILLAC AUTOMOTIVE SCHOLARSHIP

The Parker Cadillac Automotive Intern Scholarship is available for a student in the Associate of Applied Science (AAS) tract for the Automotive Service Technology Program. This scholarship is only available for the fall semester. Student may be full-time or part-time but must have completed 30 hours in the AAS degree, must maintain a GPA of 3.0 or above, and must have a recommendation from the Automotive Service Technology faculty. Student receives tuition, books, and fees if he/she completes a successful internship with the Parker

Automotive Group the summer prior to the fall semester used for the scholarship. Scholarship is renewable if the student remains on the AAS tract for the Automotive Service Technology Program.

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 www.ahrinet.org/scholarships-education/rees-scholarship-foundation for a complete list of requirements and award amounts.

SCHOLARSHIP FUND FOR EDUCATION (POPE AND YELL COUNTY SINGLE PARENTS)

The Scholars Fund for Education provides financial assistance to low-income single parents pursuing post-secondary education. To apply, visit www.scholarsfunded.org/apply/how-to-apply.

SCHOLARSHIP LINKS FOR NON-U.S. CITIZENS

Private scholarships are the best financial resource for non-U.S. citizens. Search online for private scholarships that do not require students to be a U.S. citizen. Get started searching with these suggested search engines: www.10000degrees.org/outside-scholarships, www.mamasunidaslr.org/_files/ugd/e90242_370368be5d9a4c099b220354568772af.pdf.

SCHOLARSHIP SEARCH ENGINES

Free scholarship search engines that match students with targeted private scholarships based on strengths, interests, and skills: fundmyfuture.info/home, www.fastweb.com, www.careeronestop.org/toolkit/training/find-scholarships.aspx.

SINGLE PARENT SCHOLARSHIP FUND

Arkansas Single Parent Scholarship Fund provides scholarships to single parents in Arkansas who need financial support for higher education, textbooks and other school expenses, and more. 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. UACCM students are often awarded other community-based scholarships through various community organizations. Students are encouraged to research all scholarship possibilities.

T.E.A.C.H. EARLY CHILDHOOD SCHOLARSHIP PROGRAM

T.E.A.C.H. provides comprehensive scholarships to enable educators to take coursework leading to credentials and degrees by making it possible for them to afford both the time and expense of going to school. To apply online, visit arkansasearlychildhood.org/teach.

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. For a complete list of requirements and award amounts, visit toadsuck.org/education.

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 with a 2.8 GPA overall, and a 3.0 GPA in welding courses. The student must be pursuing a degree in welding. Financial need is not required but priority will be given to those students who exhibit a financial need. Applicant must be a US citizen. Priority will be given to students who have lived in Arkansas for more than one year. For a complete list of requirements and award amounts, visit www.awssection.org/carkansas.

TRANSFER SCHOLARSHIPS

ARKANSAS TRANSFER ACHIEVEMENT SCHOLARSHIP

The Arkansas Transfer Achievement Scholarship is offered by the University of Arkansas and allows students to transfer to the University of Arkansas at Fayetteville to complete their bachelor's degree to pay the UACCM tuition rate. Students must be an Arkansas resident who has earned an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree at UACCM with a cumulative 2.00 GPA during the Spring or Fall immediately proceeding transfer to the University of Arkansas. Students must also meet all other UofA admission criteria and program requirements and be enrolling in an on-campus undergraudate degree program. Renewable for up to 10 semesters with maintenance of good academic standing (2.00 cumulative GPA after each semester) or the first bachelor's degree,whichever comes first. There is no application required for this scholarship.

ARKANSAS TECH PRESIDENTIAL HONORS TRANSFER SCHOLARSHIP

The Presidential Honors Transfer Scholarship from Arkansas Tech University is a $3,000 per semester award. Applicants must have completed at least 12 credit hours at UACCM and have a 3.00 cumulative GPA. Preference is given to students graduating with an associate degree. The scholarship is renewable up to five semesters or until the completion of an undergraduate degree, whichever comes first. To apply online, complete the UACCM Transfer Scholarship Application at uaccm.formstack.com/forms/transfer_scholarship_application.

BEAR PARTNER SCHOLARSHIP

The Bear Partner Scholarship covers tuition and mandatory fees up to 15 hours per semester for enrollment at the University of Central Arkansas (UCA). Students must have been admitted into the Bear Partner program at UCA. The scholarship is renewable for a maximum of four consecutive fall/spring semesters or through completion of a bachelors degree, whichever comes first.To apply online, complete the UACCM Transfer Scholarship Application at uaccm.formstack.com/forms/transfer_scholarship_application.

HENDERSON STATE TRANSFER SCHOLARSHIP

The Transfer Scholarship from Henderson State University is a $6,000 per year award contingent on recipient completing 30 credit hours by the end of the first academic year and maintaining a 2.50 cumulative GPA white attending Henderson State University. Applicants must have a 3.00 cumulative transfer GPA to qualify. The scholarship is renewable for up to two years. To apply online, complete the UACCM Transfer

Scholarship Application at uaccm.formstack.com/forms/transfer_scholarship_application. Award recipients are selected by the UACCM Scholarship Committee.

UALR COLLEGE OF BUSINESS TRANSFER SCHOLARSHIP

Students who complete an Associate of Science in Business degree from UACCM prior to August of the current year with a 2.5 cumulative GPA are eligible for a $500 per semester scholarship to attend the University of Arkansas Little Rock (UALR) College of Business. Student must be admitted to the UALR College of Business for Fall and have completed MATH 1302 College Algebra and REHT 1312 (ENGL 10203 Composition II at UACCM) or equivalent with grades of "C" or better. Scholarship is renewable for up to two semesters. Check with UALR Business Department for renewal criteria. To apply online, complete the UACCM Transfer Scholarship Application at uaccm.formstack.com/forms/transfer_scholarship_application.

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 grant 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. Students can find out more information and apply at sams.adhe.edu through the Student Application Management System (SAMS).

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 can find out more information and apply at sams.adhe.edu through the Student Application Management System (SAMS).

ARKANSAS ACADEMIC CHALLENGE+ PLUS SCHOLARSHIP

Rules not yet finalized by ADHE, but this will be a "bump" for students demonstrating financial need, as indicated by the FAFSA. The "bump" will be scaled in increments of $1,000 annually, according to the level of need indicated. Stay tuned to sams.adhe.edu for more information.

ARKANSAS CONCURRENT CHALLENGE SCHOLARSHIP

The Arkansas Concurrent Challenge Scholarship will award eligible high school students $125 per course for up to two concurrent credit courses per semester. An applicant must be a high school student classified as a sophomore, junior or senior, be an Arkansas resident or, if the student is less than twenty-one years of age, either the student or one parent of the student is an Arkansas resident, be enrolled in an endorsed concurrent course or certificate program, provide proof that a completed student success plan has been submitted to the student's high school or home school, not enrolled in a vocation center where the student's enrollment is reimbursable, meet all established requirements for endorsed concurrent enrollment courses set by the Division of Higher Education. Students receiving this scholarship are usually in attendance at a public high school that provides a portion of the cost of tuition as this is an eligibility requirement. Students do not need to apply for this program. Students can find out more information at sams.adhe.edu through the Student Application Management System (SAMS).

ARKANSAS NATIONAL GUARD TUITION ASSISTANCE PROGRAM (NGTA)

This program is replacing the former GTIP program. Students are not able eligible for this funding if they are receiving the Arkansas Academic Challenge Scholarship. All current National Guard Soldiers who are Arkansas residents, complete basic training, do not already hold a bachelor or higher degree, are enrolled in an undergraduate degree program at an Arkansas public intuition of higher education, and are not currently flagged for serious misconduct should be eligible. This waiver covers tuition and mandatory fees only. Students interested in this program that plan to pursue other forms of aid available to Veterans, should check with the Financial Aid Office to see how these programs work together. Student can find out more information and apply at arkansas.nationalguard.mil/EIB/NGTW/.

ARKANSAS WORKFORCE CHALLENGE SCHOLARSHIP

The Arkansas Workforce Challenge Scholarship is a non-refundable grant providing a scholarship for workforce training in high demand areas of healthcare, information technology, and industry. Classes are not limited to credit-bearing programs, but can also include non-credit, workforce-training classes that fit criteria. Students can find out more information and apply at sams.adhe.edu through the Student Application Management System (SAMS).

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 or until they have received 600% of their lifetime eligibility allowed (the equivalent of six full-time years). These grants are to be used for educational purposes. Students can apply at studentaid.gov/fafsa through the Free Application for Federal Student Aid (FAFSA).

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITIES GRANT (FSEOG)

The Federal Supplemental Educational Opportunities Grant (FSEOG) is a student financial aid program that assists undergraduate students who have exceptional financial need and who have not earned a bachelor's or graduate degree. In order for a student to receive FSEOG, they must qualify for Pell Grant and have the lowest Expected Family Contribution (EFC). The availability of these funds vary by institutions.

Funds are limited, so not all students will be able to receive this Grant. Student are encouraged to apply for the FAFSA and submit all needed documents to the Financial Aid Office to have the best opportunity to receive these funds.

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. Students who have completed the Free Application for Federal Student Aid (FAFSA) at studentaid.gov/fafsa may apply for Federal Work Study Program at www.uaccm.edu/financial_aid/work_study.html. Qualified students are encouraged to check job availability on the Federal Work Study Program web page of the UACCM website.

IRAQ AND AFGHANISTAN SERVICE GRANT (IASG) PROGRAM

Like other grants, IASG provides money to college or career school students to help pay their education expenses. However, IASG includes special eligibility criteria. Students may be eligible to receive the IASG if: They are not eligible for a Federal Pell Grant on the basis of their EFC, but meet the remaining Federal Pell Grant eligibility requirements, and their parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and they were under 24 years old or enrolled in college at least part-time at the time of their parent or guardian's death.

Students apply by submitting a FAFSA form and all needed documentation to the Financial Aid Office. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the institution's cost of attendance for the award year. Sequestration, as required by the Budget Control Act of 2011, may also affect award amounts for this Grant. Once students have earned a Bachelor degree, their first professional degree, or have used up all 12 semesters of eligibility, they will no longer be eligible to receive the IASG.

LOANS

Notice to student and parent borrowers: The College must disclose loan information to the National Student Loan Data System (NSLDS), and this information will be accessible by authorized agencies, lenders, and institutions per HEOA 489 amended HEA Sec. 485B.

FEDERAL DIRECT LOAN

A Federal Direct Loan allows eligible students to borrow directly from the U.S. Department of Education at participating colleges or universities, and is a low-interest loan to help students with educational expenses. There are two types of Federal Direct Loans, subsidized and unsubsidized. A Direct Subsidized Loan is an undergraduate federal student loan based on financial need and offers students a reduced, fixed interest rate and flexible repayment terms. Interest is subsidized, meaning it does not accrue to the borrower, while in an in-school (must be in 6 or more credit hours), grace (6-month period after the student stops attending at least 6 credit hours), or deferment period. A Direct Unsubsidized loan offers students a fixed interest rate and flexible repayment terms. It is not based on financial need. Interest begins to accrue when the loan is disbursed and can be paid while the student is enrolled or when loan repayment begins. Annual and aggregate limits apply to both subsidized and unsubsidized loans.

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. Students must first apply for the FAFSA at studentaid.gov/fafsa. UACCM requires a separate loan application that can be found on the Financial Aid Forms webpage at www.uaccm.edu/financial_aid/forms.html. Students must be enrolled and attending at least 6 credit hours in order to be eligible for a federal loan.

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 adoptive parents pay for their dependent undergraduate student's educational expenses. Students must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov/fafsa before a PLUS loan can be certified. Students must file the FAFSA as a dependent student, although the parent applying does not have to be listed on the FAFSA. Parents must pass a credit check for adverse credit history to be eligible for a PLUS loan. 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. If parents do not pass the credit check, the student can qualify for additional unsubsidized loan funds. UACCM requires a separate loan application for a PLUS loan Please see the Financial Aid Office for more information.

PRIVATE/EDUCATIONAL LOANS

A student or parent loan from a bank, financial institution, credit union, private company, nonprofit or state-affiliated lender to pay for educational costs. Interest begins to accrue when the loan is disbursed, and repayment usually begins while the student is still enrolled in school. These loans must be paid back with interest according to the promissory note signed by the student/parent and the lender. UACCM does not have a preferred lender list for private/educational loans. The student and/or parent are responsible for seeking out this type of funding.

BORROWING SPECIFICS

Repaying Loans

Borrowers are required to repay federal student loans with interest. Repayment of Federal Direct Subsidized and Unsubsidized Loans will begin six months after you stop attending school at least half-time (6 credit hours); this is known as your grace period. The standard repayment time frame is 10 years for each Federal Direct Student Loan, and you can choose from several repayment plans to fit your financial situation. Your loan will be collected by a third-party servicer on behalf of the federal government; this servicer will be the one to contact you regarding payment arrangements. Talk to your servicer if you can't or have issues making your loan payments. Loan deferment and forbearance can help you temporarily delay repayment. You can always view your borrowing information on studentaid.gov under your FSA login and account information.

Annual and Aggregate Direct Loan Limits

Year	Dependent Students*	Independent Students**
First-Year Undergraduate Annual Loan Limit	$5,500 - No more than $3,500 of this amount may be subsidized loans.	$9,500 - No more than $3,500 of this amount may be subsidized loans.
Second-Year Undergraduate Annual Loan Limit	$6,500 - No more than $4,500 of this amount may be subsidized loans.	$10,500 - No more than $4,500 of this amount may be subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit***	$7,500 - No more than $5,500 of this amount may be subsidized loans.	$12,500 - No more than $5,500 of this amount may be subsidized loans.
Graduate or Professional Student Annual Loan Limit	Not Applicable. (All graduate and professional degree students are considered independent.)	$20,500 (Unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	$31,000 - No more than $23,000 of this amount may be in subsidized loans.	$57,500 for undergraduates - No more than $23,000 of this amount may be in subsidized loans. $138,500 for graduate or professional students - No more than $65,000 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

*Except students whose parents are unable to obtain PLUS Loans.
**Includes dependent undergraduate students whose parents are unable to obtain PLUS Loans.
***Loan amounts only available at schools with programs of 3+ years.

studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized

VETERAN READINESS & EMPLOYMENT (VR&E)

In certain situations, students may be eligible to receive benefits from the Veteran Readiness & Employment program. Services include help with job training, education, employment accommodations, resume development, and job seeking skills coaching. Other services may be provided to assist Veterans and Service members in starting their own businesses or independent living services for those who are severely disabled and unable to work in traditional employment. To learn more visit www.benefits.va.gov/vocrehab.

VETERANS AFFAIRS

VETERAN BENEFITS (GI BILL®)

If you, your spouse, or your dependents think you may be entitled to benefits, please go to benefits.va.gov for more information or contact the Financial Aid Office. In accordance with Title 38 US code 3679©, this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I Bill ® (Ch. 33) or Veteran Readiness and Employment (VR&E) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for the provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a Veterans Educational Benefits Request for Certification form to be certified each semester;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

See tuition rate for Military Services on page 11.

VETERAN BENEFITS TUITION ASSISTANCE (TA)

Veterans Tuition Assistance (TA) is a program available to active duty, National Guard, and Reserve Component service members. TA can pay up to 100% of tuition expenses for semester hours costing $250 or less. Courses and degree programs may be academic or technical and can be taken from two- or four-year institutions. An accrediting body recognized by the Department of Education must accredit the institution. The service members branch will pay tuition directly to the school. Service members need to first check with an education counselor for the specifics involving TA by visiting their local installation education office or by going online to a virtual education center. To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied.

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ACADEMIC CALENDAR

FALL 2024

RETURNING-STUDENT ONLY REGISTRATION
All courses = April 10 - April 19

ALL-STUDENT REGISTRATION
All courses = April 22 - August 27

NEW STUDENT ORIENTATIONS
New Student Orientation = August 2 at 9:00 am
New Student Orientation = August 7 at 9:00 am
New Student Orientation = August 15 at 9:00 am

COURSES BEGIN
Full-term courses = August 21
8-week 1 courses = August 21
8-week 2 courses = October 17

LAST DAY TO DROP WITH 100% REFUND
Full-term courses = September 5
8-week 1 courses = August 27
8-week 2 courses = October 23

LAST DAY TO WITHDRAW WITH A "W"
Full-term courses = November 26
8-week 1 courses = September 26
8-week 2 courses = November 26

LAST DAY OF SCHEDULED CLASSES
Full-term courses = December 11
8-week 1 courses = October 10
8-week 2 courses = December 11

FINAL EXAMS
Full-term courses = December 12-13 & 16-17
8-Week 1 courses = October 11
8-Week 2 courses = December 12-13 & 16-17

CLOSURES
Labor Day = September 2
Fall Break = October 14 - 15
Thanksgiving = November 27 - 29

CEREMONIES
Registered Nursing Pinning = December 19
Practical Nursing Pinning = December 12

SPECIAL DATES
Deadline to submit application for 2024-2025 Graduation = March 15, 2025

Graduation Fest for 2024-2025 Ceremony (held in May 2024) = November 14 at 11:00 am

SPRING 2025

RETURNING-STUDENT ONLY REGISTRATION
All courses = October 21

ALL -STUDENT REGISTRATION
All courses = November 11

NEW STUDENT ORIENTATIONS
New Student Orientation = January 9 at 9:00 am

COURSES BEGIN
Full-term courses = January 15
8-week 1 courses = January 15
8-week 2 courses = March 10

LAST DAY TO DROP WITH 100% REFUND
Full-term courses = January 30
8-week 1 courses = January 22
8-week 2 courses = March 14

LAST DAY TO DROP WITHDRAW A "W"
Full-term courses = April 22
8-week 1 courses = February 20
8-week 2 courses = April 22

LAST DAY OF SCHEDULED CLASSES
Full-term courses = May 6
8-week 1 courses = March 5
8-week 2 courses = May 6

FINAL EXAMS
Full-term courses = May 8-9 & 12-13
8-Week 1 courses = March 6
8-Week 2 courses = May 8-9 & 12-13

HOLIDAY CLOSURES
Martin Luther King Jr. Day = January 20 (Campus Closed)

COMMENCEMENT CEREMONIES
Practical Nursing Pinning = May 15
Commencement = May 17 at 10:00 am

SPECIAL DATES
Deadline to submit application for 2024-2025 Graduation = March 15, 2025

Graduation Fair for 2024-2025 Ceremony = March 12 at 10:30 am-5:30 pm

Spring Break=March 24 - March 28 (no classes)

INTERSESSION 2025

RETURNING-STUDENT ONLY REGISTRATION
All courses = March 31

ALL -STUDENT REGISTRATION
All courses = April 21

COURSES BEGIN
All courses = May 15

LAST DAY TO DROP WITH 100% REFUND
All courses = May 19

LAST DAY TO DROP WITHDRAW A "W"
4-week courses = May 27

LAST DAY OF SCHEDULED CLASSES
4-week courses = May 29

FINAL EXAMS
4-week courses = May 30

SUMMER 1 2025

RETURNING-STUDENT ONLY REGISTRATION
All courses = March 31

ALL -STUDENT REGISTRATION
All courses = April 21

COURSES BEGIN
All courses = June 2

LAST DAY TO DROP WITH 100% REFUND
All courses = June 6

LAST DAY TO DROP WITHDRAW A "W"
4-week courses = June 18
8-week courses = July 9

LAST DAY OF SCHEDULED CLASSES
4-week courses = June 25
8-week courses = July 23

FINAL EXAMS
4-week courses = June 26
8-week courses = July 24

SUMMER 2 2025

RETURNING-STUDENT ONLY REGISTRATION
All courses = March 31

ALL -STUDENT REGISTRATION
All courses = April 21

COURSES BEGIN
All courses = June 30

LAST DAY TO DROP WITH 100% REFUND
All courses = July 7

LAST DAY TO DROP WITHDRAW A "W"
All courses = July 17

LAST DAY OF SCHEDULED CLASSES
All courses = July 23

FINAL EXAMS
All courses = July 24

ACADEMIC INFORMATION

ACADEMIC ADVISORS

Upon acceptance to the University of Arkansas Community College at Morrilton, new/readmit students are assigned an academic advisor. Current students are then reassigned to a faculty advisor based upon major.

ACADEMIC CLEMENCY

Academic clemency 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:

- 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 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 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 was granted.

Academic clemency 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 must 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.

DEAN'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 Dean'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 Dean's List.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the home page of the Arkansas Division of Higher Education. The Web address is adhe.edu/students-parents/transfer-info-for-students. 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, departmental dean, 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 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 their courses and will include the administrative withdrawal policy and class makeup policy in the course syllabus.

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

Per Federal guidelines, institutions that require attendance are expected to monitor attendance records to determine in a timely manner if a student has withdrawn from a class due to nonattendance. If the student has not attended a class for 14 consecutive calendar days, the instructor will determine if the student still has a passing grade. If the student still has a passing grade, the student will not be considered withdrawn, but the instructor will continue to monitor if the student's absences persist. Once a student has a grade of "F" in a class, they will be withdrawn from the course when he or she either has two consecutive weeks of absences, or two nonconsecutive weeks of lectures, labs, and/or other regularly scheduled class meetings.

Attendance in online and hybrid classes is determined by academic engagement. Academic engagement would include, but is not limited to, completing an academic assignment, taking an exam, participating in an interactive tutorial, participating in an instructor assignment study group, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the course, etc. Merely logging in to the electronic classroom does not constitute academic engagement. Instructors will record attendance once a week for online and hybrid classes on a day and time specified by the instructor in the syllabus.

ONLINE/HYBRID COURSES

- 1 class meeting per week . . . . . 2nd absence initiates administrative withdrawal

Student has 7 days to appeal after date of official withdraw notice.

FULL-TERM, 10-WEEK, AND 5-WEEK COURSES

- 1 class meeting per week . . . . . 2nd absence initiates administrative withdrawal
- 2 class meetings per week . . . . . 4th absence initiates administrative withdrawal
- 3 class meetings per week . . . . . 6th absence initiates administrative withdrawal
- 4 class meetings per week . . . . . 8th absence initiates administrative withdrawal
- 5 class meetings per week . . . . . 10th absence initiates administrative withdrawal

Student has 7 days to appeal after date of official withdraw notice.

8-WEEK COURSES

- 2 (1-hour class) class meetings per week. . . . . 2nd absence initiates administrative withdrawal
- 4 (4-hour class) class meetings per week. . . . . 4th absence initiates administrative withdrawal

Student has 7 days to appeal after date of official withdraw notice.

4-WEEK COURSES (SUMMER)

- 4 class meetings per week . . . . . 2nd absence initiates administrative withdrawal

Student has 1 day to appeal after date of official withdraw notice.

Instructors will inform students of each absence via email and will record attendance in Blackboard. The instructor will initiate the administrative withdrawal process by completing an Administrative Withdrawal Form and submitting the form to the Registrar's Office. Students who are withdrawn administratively will receive an "AW" on their transcript for that class. Administrative withdrawals will be processed until two weeks before the last scheduled class meeting of the fall and spring semesters and one week before the last scheduled class meeting of the summer semester. The Registrar's Office will mail an official administrative withdrawal notice to the student. For summer courses, the Registrar's Office will send an administrative withdrawal notice via email.

Students may appeal the administrative withdrawal by completing the AW Appeal Form. 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 Academics will consider the request, and after discussion with the instructor, may allow the student to reenter the class. Students may successfully appeal an AW for a specific class once per semester. Should a student receive a second AW from the class during the same semester, it may not be appealed.

BRING YOUR OWN DEVICE RECOMMENDATIONS

All students enrolled in courses at UACCM are required to bring your own device (BYOD) that would be suitable for use in scholastic activities such as note taking, document processing, email, and Internet research. While there are a wide range of choices available, students must acquire a device that meets or exceeds the following requirements. Please note that the minimum requirements will operate properly, but the highest affordable specifications are recommended.

PROCESSOR MINIMUM REQUIREMENTS

- PC: 1.6 gigahertz (GHz) or faster, 2 core or better
- Mac: Intel or Apple Silicon (As supported by the three most recent versions of macOS.)

MEMORY MINIMUM REQUIREMENTS

- PC: 4 GB RAM Minimum, 8 GB or greater recommended
- Mac: 4 GB RAM
- Chromebook: 4 GB RAM Minimum, higher amounts are recommended

HARD DISK MINIMUM REQUIREMENTS

- PC: 4.0 GB of available disk space
- Mac: 10 GB of available disk space
- Chromebook: 32 GB disk space minimum, 64 GB recommended

DISPLAY MINIMUM REQUIREMENTS

- PC: 1280 x 768 screen resolution (64-bit Office required for 4K and higher)
- Mac: 1280 x 800 screen resolution
- Chromebook: A screen size of 10.1 inches minimum, larger is recommended

GRAPHICS MINIMUM REQUIREMENTS

- PC: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).

OPERATING SYSTEM MINIMUM REQUIREMENTS

- PC: Windows 10 or Windows 11
- Mac: Office for Mac is supported on the three most recent versions of macOS. As new major versions of macOS are made generally available, Microsoft will drop support for the oldest version and support the newest and previous two versions of macOS. Product functionality and feature availability may vary on older systems. For the best experience, use the latest version of any operating system specified above.

NETWORK REQUIREMENTS

- The current version of Internet Safari, Chrome, or Firefox.
- PC: Some features may require .NET 3.5 or 4.6 and higher to also be installed.
- 802.11n or 802.11ac wireless network capabilities or better

HIGH PERFORMANCE REQUIREMENTS

Certain programs at UACCM will require computing devices with higher performance standards. In these programs, students must secure a device that meets or exceeds that following specifications. Please note that the minimum requirements will operate properly, but the highest affordable specifications are recommended.

- **Computer:** Microsoft Surface Pro
- **Processor Minimum Requirements:** Intel Core i3 or better
- **Memory Minimum Requirements:** 4 GB RAM, 8 GB or greater recommended
- **Hard Disk Minimum Requirements:** 128GB SSD or larger
- **Display Minimum Requirements:** 2736 X 1824
- **Graphics Minimum Requirements:** Graphics hardware acceleration requires a DirectX 10 graphics card
- **Operating System Minimum Requirements:** Windows 10 or Windows 11
- **Network Requirements:** The current version of Safari, Chrome, or Firefox, 802.11ac wireless network capabilities or better
- **Accessory**: Surface Pen

PLATFORM CONSIDERATIONS

- **Apple:** This platform performs well in our environment. There are apps to access Blackboard and OneDrive. There is a version of Office for Mac computers with an Intel processor, but there does not seem to be much accommodation for iPads. While not 100% compatible, it would still be acceptable assuming access to another computer.
- **Android:** Android offers much the same functionality that would be found on an Apple platform. While not 100% compatible, it would still be acceptable assuming access to another computer.
- **Chromebooks:** ChromeOS is essentially the Chrome browser running in a separate device. Any web site or web-based application that can run in the browser will work on a modern Chromebook. In recent years, Google has expanded Chromebooks to include Android apps, including the Microsoft Office apps for Android. If you're buying a Chromebook, make sure you get a modern one with full app support, not an older non-app model.
- **Microsoft:** This platform offers the highest level of compatibility. All of the tools we use are 100% compatible with Windows. The only limitation would be the functionality of the device running the operating system.

HELP CENTER

The Help Center is a one-stop shop for students, faculty, and staff that have problems or questions concerning computer-related issues both on and off campus. The center can help with network account access issues, Blackboard issues, email access, account lockouts, Office365 access, and general campus software questions. Help Center staff will also assist with personal computing devices. Assistance is available through email at helpcenter@uaccm.edu, over the phone by calling 501-208-5312, or in person at the Library Complex in Room 103.

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 dean and approved by the Vice Chancellor for Academics.

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.

CREDIT HOUR POLICY

This policy applies to all courses that award academic credit (i.e. any course that appears on an official transcript issued by the College) regardless of the mode of delivery. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

FEDERAL DEFINITION OF CREDIT HOUR

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the above statement of this definition for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The regulations make an exception to this definition in the case of programs that are subject to one of the clock-hour/credit-hour conversion formulas as described below:

- A semester hour must include at least 37.5 clock hours of instruction
- Conversion: number of clock hours in the credit hour programs/37.5

U.S. Department of Education definition of a clock hour:

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- A 50-to 60-minute faculty-supervised laboratory, shop training, or internship in a 60 minute period; or
- Sixty minutes of preparation in a correspondence course.

United States Department of Education defines the relationship of a credit hour to a week of instructional time for purposes of an educational program and student eligibility for aid as follows:

- A week of instructional time is any seven-day period in which at least one day of regularly scheduled instruction or examination occurs, exclusive of vacation time, homework, or periods of counseling or orientation.
- In any seven-day period, a student is expected to be academically engaged through, for example, classroom attendance, examinations, practica, laboratory work, internships, supervised studio work, etc.
- In the case of distance education, academic engagement would include, but is not limited to, completing an academic assignment; taking an exam, participating in an interactive tutorial; participating in an instructor assigned study group; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course, etc.
- Merely logging into the electronic classroom does not constitute academic engagement.

In response to a question regarding how an institution applies the definition of a credit hour to asynchronous online courses, not offered in a classroom setting, the USDE responded as follows: There is no "seat time" requirement implicit in the definition of a credit hour. An institution offering asynchronous online courses would need to determine the amount of student work expected in each online course in order to achieve the course objectives, and to assign a credit hour based on at least an equivalent amount of work as represented in the definition of a credit hour.

ARKANSAS DEFINITION OF CREDIT HOUR

The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction;
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and
- Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

UACCM DEFINITION OF CREDIT HOUR

The UACCM definition of a credit hour is in compliance with state, federal, and accreditation expectations. UACCM adheres to the Carnegie Unit for contact time (750 minutes for each credit hour awarded.)

- One credit is equivalent to 50 minutes (at a minimum) of class time (direct instruction) and a minimum of two hours of out of class student work per week.
- Three-credit course will typically meet 150 minutes per week for 15 weeks (direct faculty instruction), excluding designated College closings and exam periods. Summer sessions and accelerated (short) sessions/courses vary in length.
- An equivalent amount of work is required in courses and academic activities where direct instruction is not the primary mode of learning such as online and hybrid courses, laboratory work, independent study, internships, practicum, etc. Credits will be awarded on the basis of documented learning objectives, expected learning outcomes, and student workload expectations within a specified period of academically engaged time.

Lecture/Seminar: Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester. A typical three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded three credits.

Accelerated Sessions: Courses offered within the standard 15-week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit).

Laboratory: Practical application courses are those courses where the major focus is "hands on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). Science laboratory classes will meet 2-3 hours per week to equal one semester credit hour. Technical Skills laboratory classes will meet three hours per week to equal one semester credit hour.

Internship/Field Experience: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline are classified as Internship/Field Experience. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Minimum number of hours varies based on credits assigned to each internship course.

- 1 credit hour internship . . . . . 50 hours throughout the semester

Practicum/Student Teaching: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline are classified as Practicum/Student Teaching. These courses allow for observation, participation, client evaluation, fieldwork, and are offered off campus. Practicum time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Clinical Placement: Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material are classified as clinical placement. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments. Clinical courses and fieldwork will meet the minimum required by the respective professional accrediting or regulatory agency.

Independent Study: Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course are titled independent study. Students must interact with the faculty member on a regular and substantive basis to assure progress within the course. College faculty provide guidance, criticism, and review of the student's work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc., as required by the faculty member.

Hybrid: A hybrid course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course.

Online (Asynchronous): These courses are where "instructors and students do not meet in the same space." Regardless of mode of instruction, these courses are consistent in terms of quality, assessment, learning outcomes, requirements, etc., as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, and chat rooms. Simply logging on, either by faculty or students, does not constitute active student learning. Credits hours assigned to a course delivered online must equal the number of credit hours for the same course delivered face-to-face.

Faculty and deans are responsible for ensuring that each course complies with the College's credit hour standards as set forth in this policy. Assignment of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Courses are evaluated for adherence to the federal and state credit hour regulations during routine program evaluations. Documentation of compliance includes course syllabi and class schedules. Syllabi include information outlining the expected amount of work the course requires for the designated number of credit hours.

The deans at UACCM shall comply with this policy in their review and approval of all new courses and for certifying that the expected student learning outcomes for the course meets the credit hour definition. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The submitted syllabus is examined for the instructional format and contact time as well as for assignments and evaluation mechanisms by the deans and the Vice Chancellor for Academics.

At UACCM, a standard semester consists of 15 weeks, plus a final examination week. The academic calendar is set by the Vice Chancellor for Academics and approved by the Chancellor's Council. The semester start and end dates are selected to ensure the minimum number of days for all courses offered.

ELECTRONICALLY-DELIVERED LEARNING

Electronically-delivered course instructors facilitate the same material as taught in the traditional classroom, which require the same amount of work and time commitment. Students may learn through reading assignments, viewing videos, listening to short lectures, viewing PowerPoints alongside reading of the text, participating in discussion forums, taking quizzes and exams and completing other required assignments.

UACCM offers several types of electronically-delivered courses designed to give students the opportunity for quality education within a virtual environment:

HYBRID COURSES

Instruction and content are delivered utilizing both face-to-face instruction and some form of technology where student and faculty member are separated by time, space, or both. The hybrid course reduces the amount of face-to-face seat time for the student on campus. The UACCM instructor is required to administer a proctored comprehensive final exam that counts for a significant percent of the semester grade.

MULTI-MODE COURSES

In a multiple-mode course, students will either participate online or attend class in person during the days and times indicated on their schedule. Students may be required to be on campus for some components of the course and should refer to the course syllabus for more information. The UACCM instructor is required to administer a proctored comprehensive final exam that counts for a significant percent of the semester grade.

SYNCHRONOUS COURSES

In a synchronous course, students will participate online during the days and times indicated on their schedule. Students may be required to be on campus for some components of the course and should refer to the course syllabus for more information. The UACCM instructor is required to administer a proctored comprehensive final exam that counts for a significant percent of the semester grade.

WEB COURSES

Instruction and content are delivered primarily utilizing some form of technology where student and faculty member are separated by time, space, or both. The UACCM instructor is required to administer a proctored comprehensive final exam that counts for a significant percent of the semester grade.

WEB-ENHANCED COURSES

Instruction and content are delivered utilizing both face-to-face instruction and some form of technology where student and faculty member are separated by time, space, or both. The web-enhanced course does not reduce the amount of face-to-face seat time for the student on campus. Instruction and content are delivered in a face-to-face class, with an instructor at the regular scheduled day, time, and location.

Some component(s) of the course will require students to access and submit coursework through the LMS. All scheduled tests/exams in a web-enhanced course must be given face-to-face.

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 Academics 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.

GRADE APPEALS

Students who wish to challenge a grade that they believe has been miscalculated or incorrectly recorded , must contact the Registrar's Office within thirty (30) days of the end of the term/semester in which the grade in question was recorded. The challenge must be submitted to the Registrar in writing stating the nature of the complaint.

Once the Registrar has verified that the grade was correct as it had been reported by the instructor, the request will be referred to the appropriate Academic Dean who will review the request with the instructor in question within 15 working days and report the findings of the review to the Chief Academic Officer. The Registrar will notify the student of the Chief Academic Officer's decision regarding the grade in question. The decision of the Chief Academic Officer , in consultation with the Academic Dean, is final.

GRADING SYSTEM

The following grading system is utilized to evaluate students:

A	90%-100% . . . . . 4 quality points	AC	Administrative Cancelled . . . . . 0 quality points
B	80%-89% . . . . . 3 quality points	AW	Administrative Withdrawal . . . . . 0 quality points
C	70%-79% . . . . . 2 quality points	I	In Progress . . . . . 0 quality points
D	60%-69% . . . . . 1 quality points	CR	Credit . . . . . 0 quality points
F	Below 60% . . . . . 0 quality points	NC	No Credit . . . . . 0 quality points
W	Withdrawn . . . . . 0 quality points	AU	Audit . . . . . 0 quality points
WC	Withdrawn Due to COVID-19. . . . . 0 quality points	P	Pass . . . . . 0 quality points

Any deviation from the percentage based grading scale indicated for a specific course or entire program must first be approved by the College's Curriculum Committee before being implemented.

REPEATED COURSES

For a course taken more than once the best grade is the grade of record at UACCM. The best grade will be used for certificate/degree completions and in calculating the student's cumulative GPA if applicable. Only courses taken at UACCM will count toward the number of hours attempted and GPA.

IN PROGRESS GRADES

In Progress (I) grades will calculate the same as a Withdrawn (W) grade until such time the student completes the course and earns the assigned grade. If the course is not completed during the time allowed by the faculty the I grade will be changed to an F grade and calculated accordingly.

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 15 credit hours as a student at UACCM required to earn an associate degree (AA, AS, AAS, AGS); completion of at least 50% of the required courses as a student at UACCM for a technical certificate or certificate of proficiency.

Students must satisfy all financial obligations due to the college before a transcript or diploma is issued to the student.

Students have five years to complete the degree/technical certificate program requirements in the college catalog under which they initially enroll unless they have separated from the college for more than one year. Students may not graduate under a catalog dated before their initial enrollment.

Exceptions may be granted by the Vice Chancellor for Academics.

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.

NEW STUDENT ORIENTATION

New Student Orientation is a student's official introduction to UACCM. All first-time entering freshman and transfer students should attend mandatory New Student Orientation. There is no cost to attend the on-campus orientation where a student will learn about essential student success topics, develop relationships with people on campus, become familiar with campus, and learn how to access support service and opportunities. In addition to on-campus orientation, all students have access to on-line orientation. The Student Success Hub in Blackboard serves as a information hub that benefits students in the following ways: establish expectations for academic success, identify support services dedicated to student achievement, engage with learning technologies, and access important information released throughout 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 by submitting a Prior Learning Credit Request form to the Registrar's Office. 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 Academics.

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 Student Success Center 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, ACCUPLACER test scores, or high school GPA, 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 148.

MINIMUM ADMISSION REQUIREMENTS

High School or GED® graduates must achieve at least one of the following minimum prerequisites to meet admission requirements to UACCM:

- 2.25 High School GPA
- 15 score on ACT Composite Score
- 230 score on ACCUPLACER NG Reading

ENGLISH

COMPOSITION I

Students planning to take ENGL 10103* Composition I must achieve a 3.0 High School GPA or a pair of minimum prerequisites listed below:

- 19 score on ACT English
- 83 score on ACCUPLACER Sentence Skills
- 260 score on ACCUPLACER NG Writing

AND

- 19 score on ACT Reading
- 78 score on ACCUPLACER Reading
- 252 score on ACCUPLACER NG Reading

COMPOSITION I EXTENDED/COMPOSITION I LAB

Students planning to take ENGL 10103* Composition I Extended or ENGL 03001 Composition I Lab must achieve a 2.5 High School GPA or a pair of minimum prerequisites listed below:

- 17 score on ACT English
- 79 score on ACCUPLACER Sentence Skills
- 252 score on ACCUPLACER NG Writing

AND

- 18 score on ACT Reading
- 76 score on ACCUPLACER Reading
- 248 score on ACCUPLACER NG Reading

APPLIED TECHNICAL WRITING

No prerequisite minimum test score is required for ENGL 10083 Applied Technical Writing beyond the minimum admission requirement.

BASIC COMPOSITION

Students may be required to take UNIV 03003 Basic Composition if they place in one of the following listed ranges:

- Below 2.5 High School GPA
- 0-18 score on ACT English
- 0-82 score on ACCUPLACER Sentence Skills
- 0-259 score on ACCUPLACER NG Writing

READING

Students may be required to take UNIV 02103 Reading if they place in one of the following listed ranges:

- Below 2.25 High School GPA
- 0-18 score on ACT Reading
- 0-77 score on ACCUPLACER Reading
- 0-251 score on ACCUPLACER NG Reading

FIRST YEAR EXPERIENCE

Students are required to take UNIV 10181 First Year Experience if scores indicate placement is two discipline areas of remediation.

MATHEMATICS (A.A., CIS, & A.S.)

QUANTITATIVE LITERACY

Students planning to take MATH 11103* Quantitative Literacy must meet writing score or corequisite requirement and achieve one of the following minimum prerequisites listed below:

- 2.8 High School GPA and a "B" or Above in Algebra I
- 19-20 score on ACT Math Section
- 77-81 score on ACCUPLACER Elementary Algebra
- 240 score on ACCUPLACER NG QAS

QUANTITATIVE LITERACY LAB/QUANTITATIVE LITERACY EXTENDED

No prerequisite minimum test score is required for MATH 01141 Quantitative Literacy Lab or MATH 11103* Quantitative Literacy Extended. Students must fall below 2.25 GPA and must meet corequisite requirements.

COLLEGE ALGEBRA/PRECALCULUS

Students planning to take MATH 11003* College Algebra or MATH 13005* Precalculus must meet reading requirement and achieve one of the following minimum prerequisites listed below:

- 3.0 High School GPA and a "B" or Above in Algebra I and II
- 20 score on ACT Math Section
- 81 score on ACCUPLACER Elementary Algebra
- 254 score on ACCUPLACER NG QAS

FOUNDATIONS OF ALGEBRA

Students planning to take MATH 09103 Foundations of Algebra must achieve one of the following minimum prerequisites listed below:

- 2.5 High School GPA and a "C" or Above in Algebra I
- 15-17 score on ACT Math Section
- 39-48 score on ACCUPLACER Elementary Algebra
- 220-234 score on ACCUPLACER NG QAS

COLLEGE ALGEBRA LAB/COLLEGE ALGEBRA EXTENDED

Students planning to take MATH 09041 College Algebra Lab or MATH 11003* College Algebra Extended must meet reading requirements and achieve one of the following minimum prerequisites listed below:

- 2.8 High School GPA and a "B" or Above in Algebra I and II
- 18-19 score on ACT Math Section
- 70-77 score on ACCUPLACER Elementary Algebra
- 235-253 score on ACCUPLACER NG QAS

MATHEMATICS (TECHNICAL):

APPLIED TECHNICAL MATH

No prerequisite minimum test score is required for MATH 10103 Applied Technical Math beyond the minimum admission requirement.

APPLIED BUSINESS MATH

No prerequisite minimum test score is required for MATH 13343 Applied Business Math beyond the minimum admission requirement.

MATH FOR NURSES

Students planning to take NURS 12143 Math for Nurses must achieve one of the following minimum prerequisites listed below:

- 17 score on ACT Math Section
- 48 score on ACCUPLACER Elementary Algebra
- 230 score on ACCUPLACER NG QAS

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 11003* College Algebra if they choose and will be eligible to take MATH 12003* Plane Trigonometry, MATH 21003* Introduction to Statistics, or MATH 22003 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 24004* Calculus I.

Students DO NOT get credit for MATH 11003* College Algebra or MATH 12003* Plane Trigonometry if they choose to skip those classes. Eligibility for this action will be determined by a dean.

DEGREE OPTIONS

The **Associate of Arts General Education (A.A.) and Associate of Science Liberal Arts (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.) degree** is a two-year transfer degree specifically designed for students planning to pursue a four-year degree in business.

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

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.

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.

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 short-term training programs that enhance an individual's skills set in a specific career field and allow students to quickly enter the workforce. In some instances, the certificate of proficiency prepares graduates to take a certification exam required in the field.

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 148.

SOCIAL SCIENCE ELECTIVES

_____	ANTH	10103*	Introduction to Anthropology	3 credit hours
_____	CRJU	10203*	Introduction to Criminal Justice	3 credit hours
_____	ECON	21003*	Macroeconomics	3 credit hours
_____	ECON	22003*	Microeconomics	3 credit hours
_____	HIST	11103*	World Civilization I	3 credit hours
_____	HIST	11203*	World Civilization II	3 credit hours
_____	HIST	21103*	United States History I	3 credit hours
_____	HIST	21203*	United States History II	3 credit hours
_____	HIST	21393	American South Since 1865	3 credit hours
_____	HIST	25503	Arkansas History	3 credit hours
_____	PLSC	20003*	American Government	3 credit hours
_____	PSYC	11003*	General Psychology	3 credit hours
_____	PSYC	20133	Abnormal Psychology	3 credit hours
_____	PSYC	21003*	Psychology of Human Development	3 credit hours
_____	PSYC	21173	Sensation and Perception	3 credit hours
_____	SOCI	10103*	Introduction to Sociology	3 credit hours
_____	SOCI	20103*	Social Problems	3 credit hours
_____	SOCI	25073	Marriage and the Family	3 credit hours

FINE ARTS AND HUMANITIES ELECTIVES

____ ARHS 10003* Art Appreciation . . . . . 3 credit hours
____ ARHS 20003* Art History I . . . . . 3 credit hours
____ ARHS 21003* Art History II . . . . . 3 credit hours
____ ENGL 20103* Creative Writing . . . . . 3 credit hours
____ ENGL 21103* World Literature I . . . . . 3 credit hours
____ ENGL 21203* World Literature II . . . . . 3 credit hours
____ ENGL 26503* American Literature I . . . . . 3 credit hours
____ ENGL 26603* American Literature II . . . . . 3 credit hours
____ ENGL 26703* British Literature I . . . . . 3 credit hours
____ ENGL 26803* British Literature II . . . . . 3 credit hours
____ MUSC 10003* Music Appreciation . . . . . 3 credit hours
____ PHIL 11003* Introduction to Philosophy . . . . . 3 credit hours
____ PHIL 10003* Introduction to Critical Thinking . . . . . 3 credit hours
____ RELS 20503 Survey of World Religions . . . . . 3 credit hours
____ SPAN 10103* Elementary Spanish I . . . . . 3 credit hours
____ SPAN 10203* Elementary Spanish II . . . . . 3 credit hours
____ SPAN 20103* Intermediate Spanish I . . . . . 3 credit hours
____ THTR 10003* Theatre Appreciation . . . . . 3 credit hours

DIRECTED GENERAL EDUCATION ELECTIVES

____ ANTH 10103* Introduction to Anthropology . . . . . 3 credit hours
____ ARHS 10003* Art Appreciation . . . . . 3 credit hours
____ ARHS 20003* Art History I . . . . . 3 credit hours
____ ARHS 21003* Art History II . . . . . 3 credit hours
____ BIOL 10104* Fundamentals of Biology . . . . . 4 credit hours
____ BIOL 24004* Human Anatomy & Physiology I . . . . . 4 credit hours
____ BIOL 24104* Human Anatomy & Physiology II . . . . . 4 credit hours
____ BIOL 10504* Principles of Zoology . . . . . 4 credit hours
____ BIOL 10304* General Botany . . . . . 4 credit hours
____ BIOL 20004* Microbiology . . . . . 4 credit hours
____ CHEM 10004* Fundamentals of Chemistry . . . . . 4 credit hours
____ CHEM 12104* Introductory Chemistry for Health-Related Professions . . . . . 4 credit hours
____ CHEM 14101* General College Chemistry I Lab . . . . . 1 credit hour
____ CHEM 14103* General College Chemistry I . . . . . 3 credit hours
____ CHEM 14201* General College Chemistry II Lab . . . . . 1 credit hour
____ CHEM 14203* General College Chemistry II . . . . . 3 credit hours
____ CHEM 22051 Organic Chemistry Lab † . . . . . 1 credit hour
____ CHEM 22153 Organic Chemistry † . . . . . 3 credit hours
____ CHEM 12204* Introduction to Organic and Biochemistry . . . . . 4 credit hours
____ COMM 23203 Interpersonal Communications † . . . . . 3 credit hours
____ CRJU 10203* Introduction to Criminal Justice . . . . . 3 credit hours
____ ECON 21003* Macroeconomics . . . . . 3 credit hours
____ ECON 22003* Microeconomics . . . . . 3 credit hours
____ ENGL 20103* Creative Writing . . . . . 3 credit hours
____ ENGL 20203* Technical Communications . . . . . 3 credit hours
____ ENGL 21103* World Literature I . . . . . 3 credit hours
____ ENGL 21203* World Literature II . . . . . 3 credit hours
____ ENGL 26503* American Literature I . . . . . 3 credit hours
____ ENGL 26603* American Literature II . . . . . 3 credit hours
____ ENGL 26703* British Literature I . . . . . 3 credit hours
____ ENGL 26803* British Literature II . . . . . 3 credit hours
____ FILM 20203 Film Appreciation † . . . . . 3 credit hours
____ GEOL 11104* General Physical Geology . . . . . 4 credit hours
____ HIST 11103* World Civilization I . . . . . 3 credit hours
____ HIST 11203* World Civilization II . . . . . 3 credit hours
____ HIST 21103* United States History I . . . . . 3 credit hours
____ HIST 21203* United States History II . . . . . 3 credit hours
____ HIST 21393 American South Since 1865 † . . . . . 3 credit hours
____ HIST 25503 Arkansas History † . . . . . 3 credit hours
____ MATH 11103* Quantitative Literacy . . . . . 3 credit hours
____ MATH 11003* College Algebra . . . . . 3 credit hours

_____ MATH 12003* Plane Trigonometry . . . . . 3 credit hours
_____ MATH 13005* Precalculus . . . . . 5 credit hours
_____ MATH 20103 Discrete Mathematics . . . . . 3 credit hours
_____ MATH 20543 Finite Math . . . . . 3 credit hours
_____ MATH 21003* Introduction to Statistics . . . . . 3 credit hours
_____ MATH 22003* Calculus for Business . . . . . 3 credit hours
_____ MATH 24004* Calculus I . . . . . 4 credit hours
_____ MATH 25004* Calculus II . . . . . 4 credit hours
_____ MUSC 10003* Music Appreciation . . . . . 3 credit hours
_____ PHIL 11003* Introduction to Philosophy . . . . . 3 credit hours
_____ PHIL 10003* Introduction to Critical Thinking . . . . . 3 credit hours
_____ PHSC 10004* Physical Science . . . . . 4 credit hours
_____ PHSC 11004* Earth Science . . . . . 4 credit hours
_____ PLSC 20003* American Government . . . . . 3 credit hours
_____ PSYC 11003* General Psychology . . . . . 3 credit hours
_____ PSYC 20133 Abnormal Psychology † . . . . . 3 credit hours
_____ PSYC 21003* Psychology of Human Development . . . . . 3 credit hours
_____ PSYC 21173 Sensation and Perception † . . . . . 3 credit hours
_____ RELS 20503 Survey of World Religions † . . . . . 3 credit hours
_____ SOCI 10103* Introduction to Sociology . . . . . 3 credit hours
_____ SOCI 20103* Social Problems . . . . . 3 credit hours
_____ SOCI 25073 Marriage and the Family † . . . . . 3 credit hours
_____ SPAN 10103* Elementary Spanish I . . . . . 3 credit hours
_____ SPAN 10203* Elementary Spanish II . . . . . 3 credit hours
_____ SPAN 20103* Intermediate Spanish I . . . . . 3 credit hours
_____ THTR 10003* Theatre 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 20003* Principles of Accounting I . . . . . 3 credit hours
_____ ACCT 20103* Principles of Accounting II . . . . . 3 credit hours
_____ BINS 23703 Supervisory Management . . . . . 3 credit hours
_____ BLAW 20003* Business Law . . . . . 3 credit hours
_____ BUSI 10103* Introduction to Business . . . . . 3 credit hours
_____ BUSI 20103* Business Communications I . . . . . 3 credit hours
_____ CPSI 10003* Introduction to Computers . . . . . 3 credit hours
_____ EDHP 11373 Introduction to Education . . . . . 3 credit hours
_____ EDHP 13093 Educational Technology . . . . . 3 credit hours
_____ EDHP 22193 Development and Learning Theories . . . . . 3 credit hours
_____ EDHP 22093 Teaching Learners with Exceptionalities . . . . . 3 credit hours
_____ EDHP 22103 Integrated Curriculum and Assessment Planning . . . . . 3 credit hours
_____ FINN 20103 Personal Finance . . . . . 3 credit hours
_____ HEAL 10003* Personal Health . . . . . 3 credit hours
_____ INST 20033 Global Studies . . . . . 3 credit hours
_____ ISHP 10003 Medical Terminology . . . . . 3 credit hours
_____ ITEC 11003 Computer Hardware/Software I . . . . . 3 credit hours
_____ ITEC 11303 Introduction to Computer Programing Logic and Language . . . . . 3 credit hours
_____ ITEC 20203 Internet Technologies . . . . . 3 credit hours
_____ ITEC 21003 Computer Hardware/Software II . . . . . 3 credit hours
_____ MATH 20163 Math for Teachers I . . . . . 3 credit hours
_____ MATH 20263 Math for Teachers II . . . . . 3 credit hours
_____ NUTR 12103 Nutrition . . . . . 3 credit hours
_____ PEAC 10181 Volleyball . . . . . 1 credit hour
_____ PEAC 10381 Recreational Activities . . . . . 1 credit hour
_____ PEAC 10581 Principles of Lifetime Fitness . . . . . 1 credit hour
_____ PEAC 10681 Aerobics . . . . . 1 credit hour
_____ PEAC 10781 Bowling . . . . . 1 credit hour
_____ PEAC 10871 Fitness Walking/Running . . . . . 1 credit hour
_____ PEAC 10981 Pilates/Yoga . . . . . 1 credit hour
_____ PHSC 20234 Concepts in Science Education . . . . . 4 credit hours
_____ UNIV 10181 First Year Experience . . . . . 1 credit hour
_____ UNIV 10281 Research and Information Literacy . . . . . 1 credit hour

HIGH SCHOOL/HOME SCHOOL CONCURRENT PROGRAMS

UACCM's concurrent enrollment program allows high school and home school students to enroll in college-level general education or technical courses. Concurrent students are able to meet high school graduation requirements while completing college credit toward a certificate or associate degree. See page 7 for specific enrollment eligibility requirements.

GENERAL EDUCATION

Students can complete general education courses while enrolled in the concurrent program. Students have the opportunity to complete the Arkansas 35-hour General Education Core requirement before they graduate high school. The 35-hour General Education Core is transferable to all degrees and all public colleges in the state of Arkansas. All mandatory fees (see page 11) are waived for concurrent students and there are participating high schools that cover part of the cost of tuition. For more information, contact the Admissions Office at 501-354-7573.

SECONDARY CAREER CENTER

Students in grades 10 through 12, enrolled at a public high school, can enroll in one of the 10 approved Career Center programs: Air Conditioning, Heating, and Refrigeration Technology; Automotive Service Technology; Collision Repair and Refinishing Technology; Computer-Aided Drafting and Design Technology; Computer Information Systems Technology; Construction Technology; Emergency Medical Technician; Industrial Mechanics and Maintenance Technology; Nursing Assisting; and Welding Technology. Through the Career Center, students can obtain hands-on training with state-of-the-art equipment and earn credentials that are valued by employers. Tuition, fees, and supplies for technical courses are paid through the Office of Skills Development.

CONCURRENT STUDENT ORIENTATION

Concurrent Student Orientation is specifically for high school concurrent students and is an official introduction to UACCM. All first-time entering, high school concurrent students are required to attend Concurrent Student Orientation. Topics covered during Concurrent Student Orientation include student support services, academic requirements for concurrent students, and communication tools. Students are required to bring one parent/guardian to orientation.

COURSE PLACEMENT SCORES FOR HIGH SCHOOL/HOME SCHOOL CONCURRENT

Placement in college courses at UACCM is contingent upon ACT, or 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 148.

GENERAL EDUCATION REQUIREMENTS

Students planning to take general education classes must achieve the following reading requirement and meet any other English or math requirement:

- 19 ACT Reading
- 252 score on ACCUPLACER NG Reading

ENGLISH

Students planning to take **ENGL 10103* Composition I** must achieve a pair of minimum prerequisites listed below:

- 19 score on ACT English
- 260 score on ACCUPLACER NG Writing

AND

- 19 score on ACT Reading
- 252 score on ACCUPLACER NG Reading

No prerequisite minimum test score is required for **ENGL 10083 Applied Technical Writing** beyond the minimum admission requirement.

MATHEMATICS (A.A., CIS, & A.S.)

Students planning to take **MATH 11003* College Algebra** or **MATH 13005* Precalculus** must meet reading requirements and achieve one of the following minimum prerequisites listed below:

- 20 score on ACT Math Section
- 254 score on ACCUPLACER NG QAS

Students planning to take **MATH 11103* Quantitative Literacy** must meet reading requirement and achieve one of the following minimum prerequisites listed below:

- 19 score on ACT Math Section
- 249 score on ACCUPLACER NG QAS

MATHEMATICS (TECHNICAL)

No prerequisite minimum test score is required for **MATH 10103 Applied Technical Math** beyond the minimum admission requirement.

No prerequisite minimum test score is required for **MATH 13343 Applied Business Math** beyond the minimum admission requirement.

PROGRAM PLACEMENT SCORES FOR SECONDARY CAREER CENTER

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

Students must achieve one of the minimum prerequisite scores listed below:

- 17 score on ACT Reading OR 15 score on ACT Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing
- 248 score on ACCUPLACER NG Reading OR 230 score on ACCUPLACER NG Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing

AUTOMOTIVE SERVICE TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 17 score on ACT Reading OR 15 score on ACT Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing
- 248 score on ACCUPLACER NG Reading OR 230 score on ACCUPLACER NG Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing

COLLISION REPAIR AND REFINISHING TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 15 score on ACT Reading
- 230 score on ACCUPLACER NG Reading

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

Students must achieve one of the following minimum prerequisites from each section listed below:

- 19 score on ACT Reading OR 15 score on ACT Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing
- 252 score on ACCUPLACER NG Reading OR 230 score on ACCUPLACER NG Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 19 score on ACT Reading OR 15 score on ACT Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing
- 252 score on ACCUPLACER NG Reading OR 230 score on ACCUPLACER NG Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing

CONSTRUCTION TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 15 score on ACT Reading
- 230 score on ACCUPLACER NG Reading

EMERGENCY MEDICAL TECHNICIAN

Students must achieve one of the following minimum prerequisites listed below:

- 19 score on ACT Reading
- 252 score on ACCUPLACER NG Reading

INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 17 score on ACT Reading OR 15 score on ACT Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing
- 248 score on ACCUPLACER NG Reading OR 230 score on ACCUPLACER NG Reading and concurrent enrollment in ENGL 10083 Applied Technical Writing

NURSING ASSISTING

Students must achieve one of the following minimum prerequisites from each section listed below:

- 19 score on ACT Reading
- 252 score on ACCUPLACER NG Reading

AND

- 19 score on ACT English
- 260 ACCUPLACER NG Writing

WELDING TECHNOLOGY

Students must achieve one of the following minimum prerequisites listed below:

- 15 score on ACT Reading
- 230 score on ACCUPLACER NG Reading

INSTITUTIONAL LEARNING OUTCOMES

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

COMMUNICATION

Students will communicate to succeed socially, academically, and professionally.

PERSONAL ENRICHMENT

Students will develop personally to gain respect and appreciation for themselves and the world around them.

CRITICAL THINKING

Students will think critically and analytically to evaluate information, synthesize ideas, and solve problems.

TECHNOLOGY

Students will access technological resources and demonstrate the effective utilization of those in the workplace.

SECTION C

TRANSFER PROGRAMS

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 The Student Success Center located in the Business Technology Center.

Program Placement Scores for Secondary Career Center Continued

SECTION REFERENCE

Business
Associate of Science in Business ..... page 49
Education
Certificate of Proficiency ..... page 50
Technical Certificate ..... page 50
Associate of Science in Education..... page 50
General Education
Associate of Arts in General Education ..... page 52
General Studies
Certificate of General Studies ..... page 54
Associate of General Studies ..... page 55
Liberal Arts
Associate of Science in Liberal Arts ..... page 56

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 148.

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

____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2
____	SPCH	10003*	Introduction to Oral Communications	3 credit hours	

MATHEMATICS: . . . . . .6 credit hours

____	MATH	11003*	College Algebra	3 cr.	sem. 1
____	MATH	22003*	Calculus for Business	3 cr.	sem. 2

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

____	ECON	21003*	Macroeconomics	3 cr.	sem. 2/3
____	ECON	22003*	Microeconomics	3 cr.	sem. 2/3
____	HIST	11103*	World Civilization I		
OR	HIST	11203*	World Civilization II	3 cr.	sem. 3
____	HIST	21103*	U. S. History I		
OR	HIST	21203*	U. S. History II		
OR	PLSC	20003*	American Government	3 cr.	sem. 4
____	SOCI	10103*	Introduction to Sociology	3 cr.	sem. 1

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

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

____	BIOL	10104*	Fundamentals of Biology	4 cr.	sem. 3
____	BIOL	10304*	General Botany	4 cr.	sem. 3
____	BIOL	10504*	Principles of Zoology	4 cr.	sem. 3
____	BIOL	20004*	Microbiology	4 cr.	sem. 3
____	BIOL	24004*	Human Anatomy and Physiology I	4 cr.	sem. 3
____	BIOL	24104*	Human Anatomy and Physiology II	4 cr.	sem. 3

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

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

____	CHEM	10004*	Fundamentals of Chemistry	4 cr.	sem. 4
____	CHEM	14101*	General College Chemistry I Lab	1 cr.	sem. 4
AND	CHEM	14103*	General College Chemistry I	3 cr.	sem. 4
____	CHEM	14201*	General College Chemistry II Lab	1 cr.	sem. 4
AND	CHEM	14203*	General College Chemistry II	3 cr.	sem. 4
____	CHEM	22051	Organic Chemistry Lab	1 cr.	sem. 4
AND	CHEM	22153	Organic Chemistry	3 cr.	sem. 4
____	GEOL	11104*	General Physical Geology	4 cr.	sem. 4
____	PHSC	10004*	Physical Science	4 cr.	sem. 4
____	PHSC	11004*	Earth Science	4 cr.	sem. 4

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

____	ENGL	21103*	World Literature I		
OR	ENGL	21203*	World Literature II	3 cr.	sem. 4
____	ARHS	10003*	Art Appreciation		
OR	MUSC	10003*	Music Appreciation		
OR	THTR	10003*	Theatre Appreciation	3 cr.	sem. 1

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

____	ACCT	20003*	Principles of Accounting I	3 cr.	sem. 2
____	ACCT	20103*	Principles of Accounting II	3 cr.	sem. 3
____	BLAW	20003*	Business Law	3 cr.	sem. 4
____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1
____	MATH	21003*	Introduction to Statistics	3 cr.	sem. 3

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

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

____	BUSI	10103*	Introduction to Business	3 cr.	sem. 2
____	BUSI	20103*	Business Communications I	3 cr.	sem. 2

Institutional Learning Outcomes may be found on page 47.

No course substitutions will be allowed. The Arkansas Division 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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first 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

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.

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.

EDUCATION

UACCM is committed to the Arkansas Teacher Residency Model of preparing future educators.

Students can earn the Certified Teaching Assistant (CTA) credential upon completion of the certificate of proficiency and make a passing score on the ETS ParaPro assessment.

The Associate of Science in Education 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.
- 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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first 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

9 Semester Hours

EDUCATION: . . . . . .9 credit hours

____	EDHP	11373	Introduction to Education	3 cr.	sem. 1
____	EDHP	13093	Educational Technology	3 cr.	sem. 1
____	EDHP	22193	Development and Learning Theories	3 cr.	sem. 1

Institutional Learning Outcomes may be found on page 47.

TECHNICAL CERTIFICATE

31 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2
____	SPCH	10003*	Introduction to Oral Communications	3 cr.	sem. 2

MATHEMATICS: . . . . . .3 credit hours

____	MATH	11003*	College Algebra		
OR	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1

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

____	BIOL	10104*	Fundamentals of Biology	4 cr.	sem. 1

EDUCATION: . . . . . .15 credit hours

____	EDHP	11373	Introduction to Education	3 cr.	sem. 1
____	EDHP	13093	Educational Technology	3 cr.	sem. 1
____	EDHP	22193	Development and Learning Theories	3 cr.	sem. 2
____	MATH	20163	Math for Teachers I	3 cr.	sem. 2
____	MATH	20263	Math for Teachers II	3 cr.	sem. 2

Institutional Learning Outcomes may be found on page 47.

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 148.

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

____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2
____	SPCH	10003*	Introduction to Oral Communications	3 cr.	sem. 3

MATHEMATICS: . . . . . .3-6 credit hours

____	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1
____	MATH	11003*	College Algebra	3 cr.	sem. 1

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

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

____	HIST	21103*	United States History I	3 cr.	sem. 2
____	HIST	21203*	United States History II	3 cr.	sem. 2
____	PLSC	20003*	American Government	3 cr.	sem. 2

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

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

____	HIST	11103*	World Civilization I	3 cr.	sem. 3
____	HIST	11203*	World Civilization II	3 cr.	sem. 3

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

____	BIOL	10104*	Fundamentals of Biology		
OR	BIOL	24004*	Human Anatomy & Physiology	4 cr.	sem. 1

continues on next page

PHYSICAL SCIENCES: . . . . . 4 credit hours

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

_____	CHEM	10004*	Fundamentals of Chemistry	4 cr.	sem. 2
_____	CHEM	12104*	Introductory Chemistry for Health-Related Professions	4 cr.	sem. 2
_____	CHEM	14103*	General College Chemistry I	3 cr.	sem. 2
AND	CHEM	14101*	General College Chemistry I Lab	1 cr.	sem. 2
_____	GEOL	11104*	General Physical Geology	4 cr.	sem. 2
_____	PHSC	10004*	Physical Science	4 cr.	sem. 2
_____	PHSC	11004*	Earth Science	4 cr.	sem. 2

FINE ARTS/HUMANITIES: . . . . . 6-9 credit hours

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

_____	ARHS	10003*	Art Appreciation	3 cr.	sem. 2
_____	ENGL	21103*	World Literature I		
OR	ENGL	21203*	World Literature II	3 cr.	sem. 3
_____	MUSC	10003*	Music Appreciation	3 cr.	sem. 2
_____	THTR	10003*	Theatre Appreciation	3 cr.	sem. 2

ELECTIVES: . . . . . 16-17 credit hours

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

_____	ARHS	10003*	Art Appreciation	3 cr.	sem. 1/2/3/4
_____	CHEM	14103*	General College Chemistry I	3 cr.	sem. 1/2/3/4
AND	CHEM	14101*	General College Chemistry I Lab	1 cr.	sem. 1/2/3/4
_____	ECON	21003*	Macroeconomics	3 cr.	sem. 1/2/3/4
_____	ECON	22003	Microeconomics	3 cr.	sem. 1/2/3/4
_____	ENGL	20103*	Creative Writing	3 cr.	sem. 1/2/3/4
_____	ENGL	21103*	World Literature I		
OR	ENGL	21203*	World Literature II	3 cr.	sem. 1/2/3/4
_____	ENGL	26503*	American Literature I	3 cr.	sem. 1/2/3/4
_____	ENGL	26603*	American Literature II	3 cr.	sem. 1/2/3/4
_____	EDHP	11373	Introduction to Education	3 cr.	sem. 1/2/3/4
_____	EDHP	13093	Educational Technology	3 cr.	sem. 1/2/3/4
_____	EDHP	22093	Teaching Learners with Exceptionalities	3 cr.	sem. 1/2/3/4
_____	EDHP	22103	Integrated Curriculum & Assessment Planning	3 cr.	sem. 1/2/3/4
_____	EDHP	22193	Development and Learning Theories	3 cr.	sem. 1/2/3/4
_____	GEOL	11104	General Physical Geology	4 cr.	sem. 1/2/3/4
_____	HIST	11103*	World Civilization I	3 cr.	sem. 1/2/3/4
_____	HIST	11203*	World Civilization II	3 cr.	sem. 1/2/3/4
_____	HIST	21103*	United States History I	3 cr.	sem. 1/2/3/4
_____	HIST	21203*	United States History II	3 cr.	sem. 1/2/3/4
_____	HIST	25503	Arkansas History	3 cr.	sem. 1/2/3/4
_____	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1/2/3/4
_____	MATH	12003*	Plane Trigonometry	3 cr.	sem. 1/2/3/4
_____	MATH	20163	Math for Teachers I	3 cr.	sem. 1/2/3/4
_____	MATH	20263	Math for Teachers II	3 cr.	sem. 1/2/3/4
_____	MATH	21003*	Introduction to Statistics	3 cr.	sem. 1/2/3/4
_____	MATH	22003	Calculus for Business	3 cr.	sem. 1/2/3/4
_____	MATH	24004	Calculus I	4 cr.	sem. 1/2/3/4
_____	MUSC	10003*	Music Appreciation	3 cr.	sem. 1/2/3/4
_____	PEAC	10381	Recreational Activities	1 cr.	sem. 1/2/3/4
_____	PEAC	10581	Principles of Lifetime Fitness	1 cr.	sem. 1/2/3/4
_____	PEAC	10781	Bowling	1 cr.	sem. 1/2/3/4
_____	PEAC	10871	Fitness Walking/Running	1 cr.	sem. 1/2/3/4
_____	PEAC	10981	Pilates/Yoga	1 cr.	sem. 1/2/3/4
_____	PHSC	10004*	Physical Science	4 cr.	sem. 1/2/3/4
_____	PHSC	11004	Earth Science	4 cr.	sem. 1/2/3/4
_____	PHSC	20234	Concepts in Science Education	4 cr.	sem. 1/2/3/4
_____	PSCI*	20003*	American Government	3 cr.	sem. 1/2/3/4
_____	PSYC	11003	General Psychology	3 cr.	sem. 1/2/3/4
_____	SOCI	10103*	Introduction to Sociology	3 cr.	sem. 1/2/3/4
_____	SPAN	10103	Elementary Spanish I	3 cr.	sem. 1/2/3/4
_____	SPAN	10203	Elementary Spanish II	3 cr.	sem. 1/2/3/4
_____	THTR	10003*	Theatre Appreciation	3 cr.	sem. 1/2/3/4

Institutional Learning Outcomes may be found on page 47.

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.

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.

Associate of Science in Education Continued

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 148.

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

____	ENGL	10103*	Composition I	.3 credit hours
____	ENGL	10203*	Composition II	.3 credit hours
____	SPCH	10003*	Introduction to Oral Communications	.3 credit hours

MATHEMATICS: . . . . . .3 credit hours

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

____	MATH	11003*	College Algebra	.3 credit hours
____	MATH	11103*	Quantitative Literacy	.3 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	21103*	United States History I	.3 credit hours
____	HIST	21203*	United States History II	.3 credit hours
____	PLSC	20003*	American Government	.3 credit hours

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

____	HIST	11103*	World Civilization I	
OR	HIST	11203*	World Civilization II	.3 credit hours

An additional three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	.3 credit hours

SCIENCES: . . . . . .8 credit hours

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

____	BIOL	10104*	Fundamentals of Biology	.4 credit hours
____	BIOL	10304*	General Botany	.4 credit hours
____	BIOL	10504*	Principles of Zoology	.4 credit hours
____	BIOL	20004*	Microbiology	.4 credit hours
____	BIOL	24004*	Human Anatomy and Physiology I	.4 credit hours
____	BIOL	24104*	Human Anatomy and Physiology II	.4 credit hours
____	CHEM	10004*	Fundamentals of Chemistry	.4 credit hours
____	CHEM	12104*	Introductory Chemistry for Health-Related Professions	.4 credit hours
____	CHEM	12204*	Introduction to Organic and Biochemistry	.4 credit hours
____	CHEM	14101*	General College Chemistry I Lab	.1 credit hour
AND	CHEM	14103*	General College Chemistry I	.3 credit hours
____	CHEM	14201*	General College Chemistry II Lab	.1 credit hour
AND	CHEM	14203*	General College Chemistry II	.3 credit hours
____	CHEM	22051	Organic Chemistry Lab	.1 credit hour
AND	CHEM	22153	Organic Chemistry	.3 credit hours
____	GEOL	11104*	General Physical Geology	.4 credit hours
____	PHSC	10004*	Physical Science	.4 credit hours
____	PHSC	11004*	Earth Science	.4 credit hours

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

____	ENGL	21103*	World Literature I	
OR	ENGL	21203*	World Literature II	.3 credit hours
____	ARHS	10003*	Art Appreciation	
OR	MUSC	10003*	Music Appreciation	
OR	THTR	10003*	Theatre 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 43.

____	ELECTIVE		Directed General Education Elective	.15 credit hours

continues on next page

INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES: 10 credit hours

Ten hours of institutional requirements/approved electives must be selected from the list on page 44 and approved by your advisor

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

Institutional Learning Outcomes may be found on page 47.

After UACCM

The Associate of Arts in General Education is the most versatile transfer degree. Graduates can transfer credits to a four-year institution in pursuit of a bachelor degree in areas such as:

- Art,
- English,
- Forestry,
- History,
- Psychology,
- Mathematics,
- Science,
- Secondary Education,
- Social Work,
- Sociology, and
- Theatre.

If you plan to transfer and major in one of these focus areas, see your advisor for recommended courses.

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.

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.
- Take classes when first 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 GENERAL STUDIES 30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

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

_____ ENGL 10103* Composition I. . . . . .3 credit hours
_____ ENGL 10203* Composition II . . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours

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

_____ MATH 11003* College Algebra . . . . . .3 credit hours
_____ MATH 11103* Quantitative Literacy . . . . . .3 credit hours
_____ MATH (Any Higher-Level Math). . . . . .3 credit hours

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

_____ HIST 21103* United States History I . . . . . .3 credit hours
_____ HIST 21203* United States History II . . . . . .3 credit hours
_____ PLSC 20003* 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 10104* Fundamentals of Biology . . . . . .4 credit hours
_____ BIOL 10304* General Botany. . . . . .4 credit hours
_____ BIOL 10504* Principles of Zoology . . . . . .4 credit hours
_____ BIOL 20004* Microbiology . . . . . .4 credit hours
_____ BIOL 24004* Human Anatomy and Physiology I . . . . . .4 credit hours
_____ BIOL 24104* Human Anatomy and Physiology II. . . . . .4 credit hours
_____ CHEM 10004* Fundamentals of Chemistry. . . . . .4 credit hours
_____ CHEM 12104* Introductory Chemistry for Health-Related Professions. . . . . .4 credit hours
_____ CHEM 12204* Introduction to Organic and Biochemistry .4 credit hours
_____ CHEM 14101* General College Chemistry I Lab . . . . . .1 credit hour
AND CHEM 14103* General College Chemistry I . . . . . .3 credit hours
_____ CHEM 14201* General College Chemistry II Lab. . . . . .1 credit hour
AND CHEM 14203* General College Chemistry II . . . . . .3 credit hours
_____ GEOL 11104* General Physical Geology . . . . . .4 credit hours
_____ PHSC 10004* Physical Science . . . . . .4 credit hours
_____ PHSC 11004* Earth Science . . . . . .4 credit hours

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

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

_____ ARHS 10003* Art Appreciation . . . . . .3 credit hours
_____ MUSC 10003* Music Appreciation . . . . . .3 credit hours
_____ THTR 10003* 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 43.

_____ ELECTIVE Directed General Education Elective . . . . . .11 credit hours

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 148.

ENGLISH/COMMUNICATIONS: . . . . . .6 credit hours
Six hours of English/Communications must be selected from the following list:

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 1
____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2
____	ENGL	20203*	Technical Communications	3 cr.	sem. 2

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

____	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1
____	MATH	10103	Applied Technical Math	3 cr.	sem. 1
____	MATH	13343	Applied Business Math.	3 cr.	sem. 1
____	MATH	11003*	College Algebra	3 cr.	sem. 1
____	NURS	12143	Math for Nurses	3 cr.	sem. 1
____	MATH		(Any Higher-Level Math).	3 cr.	sem. 1

SOCIAL SCIENCES:. . . . . .3 credit hours
Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective.	3 cr.	sem. 1

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

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

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 cr.	sem. 1/2/3/4

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:

____	ENGL	10103*	Composition I
____	ENGL	10203*	Composition II

MATHEMATICS:

____	NURS	12143	Math for Nurses

BIOLOGICAL SCIENCES:

____	BIOL	20004*	Microbiology
____	BIOL	24004*	Human Anatomy and Physiology I
____	BIOL	24104*	Human Anatomy and Physiology II

SOCIAL SCIENCES:

____	PSYC	11003*	General Psychology
____	PSYC	21003*	Psychology of Human Development

NUTRITION:

____	NUTR	12103	Nutrition

TECHNICAL ELECTIVES:

____	PNUR	10001	Professional and Ethical Issues in Nursing
____	PNUR	11005	Basic Nursing I
____	PNUR	11036	Clinical Practicum I
____	PNUR	12037	Medical Surgical Nursing I
____	PNUR	12106	Clinical Practicum II
____	PNUR	12202	Maternal/Child Nursing
____	PNUR	22002	Mental Health
____	PNUR	22036	Clinical Practicum III
____	PNUR	22137	Medical Surgical Nursing II

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.

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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first 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

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:

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

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 148.

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

Must follow 2+2 plan.

____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2
____	SPCH	10003*	Introduction to Oral Communications	3 cr.	sem. 2

MATHEMATICS: . . . . . 3 credit hours

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

____	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1
____	MATH	11003*	College Algebra	3 cr.	sem. 1
____	MATH		(Any Higher-Level Math)	3 cr.	sem. 1

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	21103*	United States History I	3 cr.	sem. 1
____	HIST	21203*	United States History II	3 cr.	sem. 1
	PLSC	20003*	American Government	3 cr.	sem. 1

SOCIAL SCIENCES: . . . . . 6 credit hours

Must follow 2+2 plan.

____	HIST	11103*	World Civilization I		
OR	HIST	11203*	World Civilization II	3 cr.	sem. 3

Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 1

SCIENCES: . . . . . 8 credit hours

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

____	BIOL	10104*	Fundamentals of Biology	4 cr.	sem. 2/3
____	BIOL	10304*	General Botany	4 cr.	sem. 2/3
____	BIOL	10504*	Principles of Zoology	4 cr.	sem. 2/3
____	BIOL	20004*	Microbiology	4 cr.	sem. 2/3
____	BIOL	24004*	Human Anatomy and Physiology I	4 cr.	sem. 2/3
____	BIOL	24104*	Human Anatomy and Physiology II	4 cr.	sem. 2/3
____	CHEM	10004*	Fundamentals of Chemistry	4 cr.	sem. 2/3
____	CHEM	12104*	Introductory Chemistry for Health-Related Professions	4 cr.	sem. 2/3
____	CHEM	12204*	Introduction to Organic and Biochemistry	4 cr.	sem. 2/3
____	CHEM	14101*	General College Chemistry I Lab	1 cr.	sem. 2/3
AND	CHEM	14103*	General College Chemistry I	3 cr.	sem. 2/3
____	CHEM	14201*	General College Chemistry II Lab	1 cr.	sem. 2/3
AND	CHEM	14203*	General College Chemistry II	3 cr.	sem. 2/3
____	CHEM	22051	Organic Chemistry Lab	1 cr.	sem. 2/3
AND	CHEM	22153	Organic Chemistry	3 cr.	sem. 2/3
____	GEOL	11104*	General Physical Geology	4 cr.	sem. 2/3
____	PHSC	10004*	Physical Science	4 cr.	sem. 2/3
____	PHSC	11004*	Earth Science	4 cr.	sem. 2/3

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

Must follow 2+2 plan.

____	ENGL	21103*	World Literature I		
OR	ENGL	21203*	World Literature II	3 cr.	sem. 2
____	ARHS	10003*	Art Appreciation		
OR	MUSC	10003*	Music Appreciation		
OR	THTR	10003*	Theatre Appreciation	3 cr.	sem. 1

continues on next page

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 cr. sem. 2/3/4

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

- Accounting
- Addiction Studies
- Business Administration
- Business Economics
- Communication Studies
- Community Nutrition
- Computer Information Systems Technology
- Criminology
- Dental Hygiene
- Dietetics
- Disaster Preparedness and Emergency Management
- Economics
- Education in Business Technology
- Education in Family and Consumer
- Elementary and Middle-Level Education
- English
- Finance
- Food Science
- Global Supply Chain Management
- Health Education
- Health Sciences (Health Services Administration)
- History
- International Business
- Management: General Management
- Nutrition
- Organizational Leadership
- Organizational Supervision
- Political Science
- Psychology
- Science
- Sociology
- Special Education K-12
- Strategic Communication - Emphasis in Social Media Management

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

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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Air conditioning, heating, and refrigeration systems consist of many mechanical, electrical, and electronic components, including motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. Our HVAC graduates will be able to maintain, diagnose, and correct problems throughout an entire system, including modern industry challenges such as energy audits, green principles, and energy efficiency. Students follow blueprints, design specifications, and manufacturer's instructions to install motors, compressors, condensing units, evaporators, piping, and other components all while using the newest technology.

CERTIFICATE OF PROFICIENCY

15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 1	CC	sem. 2

TECHNICAL COURSES: . . . . . .12 credit hours

____	AMST	10031	Industrial Safety. . . . . .1 cr.	sem. 1	CC	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic. . .1 cr.	sem. 1	CC	sem. 1
____	AMST	12004	Fundamentals of Electricity . . . . . .4 cr.	sem. 1	CC	sem. 1
____	HVAC	14004	AC and Heating Systems I. . . . . .4 cr.	sem. 1	CC	sem. 2
____	WELD	12072	Craft Skills . . . . . .2 cr.	sem. 1	CC	sem. 1

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Service basic HVACR systems using a schematic diagram.
- Properly recover and dispose of refrigerants.
- Troubleshoot and service different types of heating systems.

Institutional Learning Outcomes may be found on page 47.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Career Opportunities

- Residential repair technician
- Commercial refrigeration technician
- Energy auditor
- Controller

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

Air conditioning, heating, and refrigeration systems consist of many mechanical, electrical, and electronic components, including motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. Our HVAC graduates will be able to maintain, diagnose, and correct problems throughout an entire system, including modern industry challenges such as energy audits, green principles, and energy efficiency. Students follow blueprints, design specifications, and manufacturer's instructions to install motors, compressors, condensing units, evaporators, piping, and other components all while using the newest technology.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Career Opportunities

- Residential repair technician
- Commercial refrigeration technician
- Energy auditor
- Controller

TECHNICAL CERTIFICATE

31 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 1	CC	sem. 2

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr.	sem. 1	CC	sem. 3

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 2	CC	sem. 4

TECHNICAL COURSES: . . . . . .22 credit hours

____	AMST	10031	Industrial Safety. . . . . .1 cr.	sem. 1	CC	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic. . .1 cr.	sem. 1	CC	sem. 1
____	AMST	12004	Fundamentals of Electricity . . . . . .4 cr.	sem. 1	CC	sem. 1
____	AMST	13053	Schematics . . . . . .3 cr.	sem. 2	CC	sem. 3
____	HVAC	12103	HVACR Systems and Components. . . . . .3 cr.	sem. 2	CC	sem. 4
____	HVAC	14004	AC and Heating Systems I . . . . . .4 cr.	sem. 1	CC	sem. 2
____	HVAC	19104	AC and Heating Systems II . . . . . .4 cr.	sem. 2	CC	sem. 3
____	WELD	12072	Craft Skills . . . . . .2 cr.	sem. 1	CC	sem. 1

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 departmental dean 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 HVACR systems using a schematic diagram.
- Properly wire HVAC components.
- Vacuum using a micron gauge and charge and adjust a system.

Institutional Learning Outcomes may be found on page 47.

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 148.

ENGLISH/COMMUNICATIONS: . . . . . .6 credit hours
Six hours of English/communications courses must be selected from the following list:

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 1
____	ENGL	10103*	Composition I	3 cr.	sem. 3/4
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	3 cr.	sem. 2

SOCIAL SCIENCE ELECTIVE:. . . . . .3 credit hours
Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

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

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 2

TECHNICAL COURSES: . . . . . .45 credit hours

____	AMST	10031	Industrial Safety	1 cr.	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic	1 cr.	sem. 1
____	AMST	12004	Fundamentals of Electricity	4 cr.	sem. 1
____	AMST	13053	Schematics	3 cr.	sem. 2
____	AMST	22003	Technical Career Development	3 cr.	sem. 4
____	HVAC	12103	HVACR Systems & Components	3 cr.	sem. 2
____	HVAC	14004	AC and Heating Systems I	4 cr.	sem. 1
____	HVAC	19104	AC and Heating Systems II	4 cr.	sem. 2
____	HVAC	20003	Commercial Refrigeration	3 cr.	sem. 3
____	HVAC	20134	AC and Heating Systems III	4 cr.	sem. 3
____	HVAC	20233	Service, Maintenance, & Troubleshooting		
OR	HVAC	29003	HVACR Internship	3 cr.	sem. 4
____	HVAC	21004	Commercial HVAC	4 cr.	sem. 4
____	HVAC	21103	HVACR Motor and System Controls	3 cr.	sem. 3
____	ITEC	11103	Network Essentials	3 cr.	sem. 3
____	WELD	12072	Craft Skills	2 cr.	sem. 1

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 departmental dean 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.
- 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 47.

Air conditioning, heating, and refrigeration systems consist of many mechanical, electrical, and electronic components, including motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. Our HVAC graduates will be able to maintain, diagnose, and correct problems throughout an entire system, including modern industry challenges such as energy audits, green principles, and energy efficiency. Students follow blueprints, design specifications, and manufacturer's instructions to install motors, compressors, condensing units, evaporators, piping, and other components all while using the newest technology.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Career Opportunities

- Residential repair technician
- Commercial refrigeration technician
- Energy auditor
- Controller

AUTOMOTIVE SERVICE TECHNOLOGY

UACCM's Automotive Service Technology program covers the operation, maintenance, and repair of the modern vehicle. Students will learn to troubleshoot issues accurately using high-tech diagnostic equipment on a diverse fleet of vehicles. Students will receive classroom instruction that complements the hands-on training assignments that are completed in the shop. Reading, basic math, and computer skills are essential to success since auto repair requires such precision. Major tools needed for this program are provided. Throughout the program, students have the ability to earn industry-recognized certifications.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Career Opportunity

- Automotive service technician
- Independent shop owner/operator
- Shop manager in auto dealership
- Parts store manager
- Line mechanic

Accredited Training Program
Powered by ASE Education Foundation

CERTIFICATE OF PROFICIENCY

15 Semester Hours

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing	.3 cr.	sem. 1	CC sem. 1

TECHNICAL COURSES: . . . . . .12 credit hours

____	ASTE	10103	Light Duty Automotive Maintenance	.3 cr.	sem. 1	CC sem. 1
____	ASTE	10203	Automotive Electrical System	.3 cr.	sem. 1	CC sem. 1
____	ASTE	18034	Chassis and Steering	.4 cr.	sem. 1	CC sem. 2
____	WELD	12072	Craft Skills	.2 cr.	sem. 1	CC sem. 2

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Perform light maintenance on vehicles.

Institutional Learning Outcomes may be found on page 47.

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I.	.3 cr.	sem. 1	CC sem. 1

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 2	CC sem. 3

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

____	ASTE	10103	Light Duty Automotive Maintenance	.3 cr.	sem. 1	CC sem. 1
____	ASTE	10203	Automotive Electrical System	.3 cr.	sem. 1	CC sem. 1
____	ASTE	12034	Engine Repair.	.4 cr.	sem. 2	CC sem. 4
____	ASTE	14001	Automotive Trim	.1 cr.	sem. 2	CC sem. 2
____	ASTE	18003	Automotive Electronics	.3 cr.	sem. 2	CC sem. 3
____	ASTE	18034	Chassis and Steering	.4 cr.	sem. 1	CC sem. 2
____	WELD	10071	Basic Welding.	.1 cr.	sem. 2	CC sem. 3
____	WELD	12072	Craft Skills	.2 cr.	sem. 1	CC sem. 2

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

____	CPSI	10003*	Introduction to Computers	.3 cr.	sem. 2	CC sem. 4

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Perform basic electrical repairs.
- Perform basic mechanical repairs.

Institutional Learning Outcomes may be found on page 47.

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 148

ENGLISH/COMMUNICATIONS: . . . . . .6 credit hours
Six hours of English/communications courses must be selected from the following list:

_____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 1
_____	ENGL	10103*	Composition I	3 cr.	sem. 3
_____	ENGL	10203*	Composition II	3 cr.	
_____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . .3 credit hours

_____	MATH	10103	Applied Technical Math	3 cr.	sem. 2

SOCIAL SCIENCE ELECTIVE:. . . . . .3 credit hours
Three hours of social science electives must be selected from the list on page 42.

_____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

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

_____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 2

TECHNICAL COURSES: . . . . . .42 credit hours

_____	ASTE	10103	Light Duty Automotive Maintenance	3 cr.	sem. 1
_____	ASTE	10203	Automotive Electrical System	3 cr.	sem. 1
_____	ASTE	12034	Engine Repair	4 cr.	sem. 2
_____	ASTE	13002	Power Trains I	2 cr.	sem. 4
_____	ASTE	14001	Automotive Trim	1 cr.	sem. 2
_____	ASTE	16004	Brakes	4 cr.	sem. 3
_____	ASTE	17002	Power Trains II	2 cr.	sem. 4
_____	ASTE	18003	Automotive Electronics	3 cr.	sem. 2
_____	ASTE	18034	Chassis & Steering	4 cr.	sem. 1
_____	ASTE	20004	Climate Control	4 cr.	sem. 3
_____	ASTE	21044	Engine Performance	4 cr.	sem. 3
_____	ASTE	21055	Automatic Transmissions	5 cr.	sem. 4
_____	WELD	10071	Basic Welding	1 cr.	sem. 2
_____	WELD	12072	Craft Skills	2 cr.	sem. 1

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

_____	ASTE	29003	Automotive Service Internship	3 cr.	sem. 4
_____	BINS	23703	Supervisory Management	3 cr.	sem. 4
_____	AMST	20033	Hydraulics & Pneumatics	3 cr.	sem. 4
_____	AMST	22003	Technical Career Development	3 cr.	sem. 4

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 departmental dean 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 engines, transmissions, and differentials.
- Diagnose, locate, and repair mechanical issues

Institutional Learning Outcomes may be found on page 47.

UACCM's Automotive Service Technology program covers the operation, maintenance, and repair of the modern vehicle. Students will learn to troubleshoot issues accurately using high-tech diagnostic equipment on a diverse fleet of vehicles. Students will receive classroom instruction that complements the hands-on training assignments that are completed in the shop. Reading, basic math, and computer skills are essential to success since auto repair requires such precision. Major tools needed for this program are provided. Throughout the program, students have the ability to earn industry-recognized certifications.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Career Opportunity

- Automotive service technician
- Independent shop owner/operator
- Shop manager in auto dealership
- Parts store manager
- Line mechanic

Accredited Training Program
Powered by ASE Education Foundation

The Business department's certificates of proficiency serve as an introduction to the processes, etiquette, and technology required for work in an office setting. The Certificate of Proficiency in Business is a useful stepping stone toward a higher degree while the Certificate of Proficiency in Small Business Management is useful in building the professional foundation needed for starting and/or managing a small business. Both certificates also offer useful add-on skills for students majoring in other disciplines.

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.
- Students should plan to study two hours per week for every one hour in class.

CERTIFICATE OF PROFICIENCY IN BUSINESS

15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

MATHEMATICS: . . . . . .3 credit hours

____	MATH	13343	Applied Business Math. . . . . .3 cr.	sem. 1

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

____	CPSI	10003*	Introduction to Computers		
OR	CPSI	12103*	Computer Applications . . . . . .3 cr.	sem. 1

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

____	BINS	10003	Business English . . . . . .3 cr.	sem. 1
____	BINS	10301	Electronic Calculators . . . . . .1 cr.	sem. 1
____	BINS	10401	Microsoft Outlook . . . . . .1 cr.	sem. 1
____	BINS	10501	File Management . . . . . .1 cr.	sem. 1
____	BUSI	11003*	Document Formatting and Skill Building . .3 cr.	sem. 1

CPSI 12103 Computer Applications and CPSI 10003 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.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency 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.
- Perform office tasks such as business document creation, filing, scheduling, phone etiquette, and travel and/or meeting arrangements.
- Use Microsoft Office Suite software with proficiency.
- Use problem-solving techniques and basic math skills to solve business-related problems.

CERTIFICATE OF PROFICIENCY IN SMALL BUSINESS MANAGEMENT

16 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

____	ACCT	22043	Computerized Accounting. . . . . .3 cr.	sem. 1
____	BLAW	20003*	Business Law . . . . . .3 cr.	sem. 1
____	BUSI	17004	Small Business Organization and Management . . . . . .4 cr.	sem. 1
____	BUSI	24003	Entrepreneurship. . . . . .3 cr.	sem. 1
____	MKTG	20003*	Marketing Principles. . . . . .3 cr.	sem. 1

ACCT 22043 Computerized Accounting 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.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Small Business Management will be able to:

- Communicate effectively using a diverse range of tools and methods including printed materials, interpersonal relations, oral presentations, and presentation graphics.
- Perform the various steps in the accounting cycle by analyzing and posting transactions, maintaining accounts, creating reports, and computing payroll.
- Use problem-solving techniques and basic math skills to solve business-related problems.

Institutional Learning Outcomes may be found on page 47.

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

_____	BUSI	20103*	Business Communications I.	.3 cr.	sem. 2
_____	ENGL	10103*	Composition I.	.3 cr.	sem. 2

MATHEMATICS: . . . . . .3 credit hours

_____	MATH	13343	Applied Business Math.	.3 cr.	sem. 1

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

Three hours of social science electives must be selected from the list on page 42.

_____	ELECTIVE		Social Science Elective.	.3 cr.	sem. 2

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

_____	CPSI	10003*	Introduction to Computers		
OR	CPSI	12103*	Computer Applications	.3 cr.	sem. 1

TECHNICAL COURSES: . . . . . .12 credit hours

_____	ACCT	20003*	Principles of Accounting I		
OR	BINS	10103	Bookkeeping.	.3 cr.	sem. 2
_____	BINS	10003	Business English	.3 cr.	sem. 1
_____	BINS	10301	Electronic Calculators	.1 cr.	sem. 1
_____	BINS	10401	Microsoft Outlook	.1 cr.	sem. 1
_____	BINS	10501	File Management	.1 cr.	sem. 1
_____	BUSI	11003*	Document Formatting and Skill Building . .	.3 cr.	sem. 1

TECHNICAL ELECTIVES:. . . . . .3 credit hours

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

_____	BINS	12503	Word Processing I	.3 cr.	sem. 2
_____	BINS	23703	Supervisory Management	.3 cr.	
_____	FINN	20103	Personal Finance	.3 cr.	

CPSI 12103 Computer Applications, BINS 12503 Word Processing I, and CPSI 10003 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate 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.
- Perform office tasks such as business document creation, filing, scheduling, phone etiquette, and travel and/or meeting arrangements.
- Use Microsoft Office Suite software with proficiency.
- Perform the various steps in the accounting cycle by analyzing and posting transactions, maintaining accounts, creating reports, and computing payroll.
- Use problem-solving techniques and basic math skills to solve business-related problems.

Institutional Learning Outcomes may be found on page 47.

The Business department's technical certificate is 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, this certificate is also useful stepping stones toward a higher degree.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.Students should plan to study two hours per week for every one hour in class.

Hint

Recommended course order:

First Semester (Fall):

- Business English
- Applied Business Math
- Computer Applications
- Document Formatting and Skill Building
- File Management
- Electronic Calculators
- Microsoft Outlook

Second Semester (Spring):

- Bookkeeping
- Business Communications I
- Supervisory Management
- Electronic Spreadsheet
- Word Processing I

ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

The Associate of Applied Science degree provides students with a foundation in basic accounting principles and applications with an in-depth knowledge of business, computer, and communication skills necessary for today's office professional. Students will acquire skills to assist them in working with others and handling administrative responsibilities for various office positions. The program prepares students to work in professions not requiring a four-year degree.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first 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.

Career Opportunities

- Accounting assistant
- Payroll clerk
- Bank employee
- Accounts receivable/payable technician
- Executive assistant
- Administrative assistant
- General office assistant

ACCREDITED BY ATMAE
The Association of Technology, Management, and Applied Engineering

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

____	BUSI	20103*	Business Communications I	3 cr.	sem. 2
____	ENGL	10103*	Composition I	3 cr.	sem. 2

MATHEMATICS: . . . . . 3 credit hours

____	MATH	13343	Applied Business Math	3 cr.	sem. 1

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

Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 2

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers		
OR	CPSI	12103*	Computer Applications	3 cr.	sem. 1

TECHNICAL COURSES: . . . . . 30 credit hours

____	ACCT	20003*	Principles of Accounting I		
OR	BINS	10103	Bookkeeping	3 cr.	sem. 2
____	ACCT	22043	Computerized Accounting	3 cr.	sem. 3
____	BINS	10003	Business English	3 cr.	sem. 1
____	BINS	10301	Electronic Calculators	1 cr.	sem. 1
____	BINS	10401	Microsoft Outlook	1 cr.	sem. 1
____	BINS	10501	File Management	1 cr.	sem. 1
____	BINS	12203	Electronic Spreadsheet	3 cr.	sem. 3
____	BINS	12503	Word Processing I	3 cr.	sem. 2
____	BINS	21103	Human Relations & Communications	3 cr.	sem. 4
____	BINS	23103	Professional Development	3 cr.	sem. 4
____	BINS	23203	Business Procedures	3 cr.	sem. 3
____	BUSI	11003*	Document Formatting and Skill Building	3 cr.	sem. 1

TECHNICAL ELECTIVES:. . . . . 15 credit hours

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

____	ACCT	20003*	Principles of Accounting I	3 cr.	sem. 3/4
____	ACCT	20103*	Principles of Accounting II	3 cr.	sem. 3/4
____	ACCT	21043	Payroll Accounting	3 cr.	sem. 3/4
____	BINS	12303	Database Management	3 cr.	sem. 3/4
____	BINS	22503	Word Processing II	3 cr.	sem. 3/4
____	BINS	23003	Proofreading and Transcription Skills	3 cr.	sem. 3/4
____	BINS	23703	Supervisory Management	3 cr.	sem. 3/4
____	FINN	20103	Personal Finance	3 cr.	sem. 3/4

ACCT 22043 Computerized Accounting, CPSI 12103 Computer Applications, BINS 12203 Electronic Spreadsheet, BINS 12303 Database Management, BINS 12503 Word Processing I, BINS 22503 Word Processing II, and CPSI 10003 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 departmental dean 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.
- Perform office tasks such as business document creation, filing, scheduling, phone etiquette, and travel and/or meeting arrangements.
- Use Microsoft Office Suite software with proficiency.
- Perform the various steps in the accounting cycle by analyzing and posting transactions, maintaining accounts, creating reports, and computing payroll.
- Use problem-solving techniques and basic math skills to solve business-related problems.

Institutional Learning Outcomes may be found on page 47.

ASSOCIATE OF APPLIED SCIENCE IN HEALTH SCIENCES

60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

MEDICAL OFFICE MANAGEMENT OPTION

60 Semester Hours

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

____	ENGL	10103*	Composition I	3 cr.	sem. 1
____	ENGL	10203*	Composition II	3 cr.	sem. 2

MATHEMATICS: . . . . . 3 credit hours

____	MATH	11103*	Quantitative Literacy	3 cr.	sem. 1

SOCIAL SCIENCE: . . . . . 3 credit hours

____	PSYC	11003*	General Psychology	3 cr.	sem. 2

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

HEALTH SCIENCES CORE: . . . . . 18 credit hours

____	BIOL	20004*	Microbiology	4 cr.	sem. 4
____	BIOL	24004*	Human Anatomy and Physiology I	4 cr.	sem. 2
____	BIOL	24104*	Human Anatomy and Physiology II	4 cr.	sem. 3
____	NUTR	12103	Nutrition	3 cr.	sem. 2
____	PSYC	21003*	Psychology of Human Development	3 cr.	sem. 3

TECHNICAL COURSES: . . . . . 27 credit hours

____	ACCT	22043	Computerized Accounting	3 cr.	sem. 4
____	BINS	12203	Electronic Spreadsheet	2 cr.	sem. 3
____	BINS	12303	Database Management	3 cr.	sem. 3
____	BINS	23103	Professional Development	3 cr.	sem. 4
____	BINS	23203	Business Procedures	3 cr.	sem. 3
____	BINS	23703	Supervisory Management	3 cr.	sem. 4
____	BUSI	10103	Introduction to Business	3 cr.	sem. 2
____	HEAL	10003*	Personal Health	3 cr.	sem. 1
____	ISHP	10003	Medical Terminology	3 cr.	sem. 1

ACCT 22043 Computerized Accounting, BINS 12203 Electronic Spreadsheet, BINS 12303 Database Management, and CPSI 10003 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science in Health Sciences, Medical Office Management Option will be able to:

- Engage students in a comprehensive health science curriculum allowing them to gain a foundational knowledge in their respective health profession including sciences, theories, concepts and best practices.
- Enable students to apply quantitative, qualitative, and scientific reasoning to solve problems by emphasizing creative and analytical thinking in the curriculum.
- Demonstrate effective communication skill, both verbal and written, to interact professionally with colleagues, patients and other healthcare professionals.
- Gain a primary health science education that enables students to transition to various associate, baccalaureate, or professional degrees.
- Understand and practice the ethical and legal principles governing their health profession, and demonstrate integrity, empathy, and cultural sympathy in their interactions with others.

Institutional Learning Outcomes may be found on page 47.

The Associate of Applied Science Degree in Health Sciences – Medical Office Management Option provides students with a foundation in the general education courses, health sciences core, and technical electives necessary to be successful in today's health careers. Students will acquire skills to specifically help them be successful in a medical office setting. The program prepares students to work in professions not requiring a four-year degree.

Career Opportunities

- Medical office assistant
- Medical office manager

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first 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.

COLLISION REPAIR AND REFINISHING TECHNOLOGY

The Collision Repair and Refinishing Technology program prepares students to enter the workforce with skills such as body and frame restoration, metal repair, refinishing processes, and computerized estimates. Training includes the use of various hand and power tools to prepare, finish, and paint damaged surfaces. Hands-on experience also covers emerging repair techniques, including plastic welding and aluminum repair. Throughout the program, students will have the ability to earn several industry-recognized certifications.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Career Opportunities

- Professional estimator
- Professional refinisher
- Self-employed auto body shop owner
- Insurance adjustor
- Paint/supply representative
- Parts store manager

CERTIFICATE OF PROFICIENCY

15 Semester Hours

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr	sem. 1	CC	sem. 2

TECHNICAL COURSES: . . . . . .15 credit hours

____	CRTE	10033	Electrical and Mechanical Systems . . . . . .3 cr.	sem. 1	CC	sem. 2
____	CRTE	10103	Autobody Fundamentals . . . . . .3 cr.	sem. 1	CC	sem. 1
____	CRTE	10203	Color Theory . . . . . .3 cr.	sem. 1	CC	sem. 3
____	CRTE	11003	Materials and Processes . . . . . .3 cr.	sem. 1	CC	sem. 1

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Collision Repair and Refinishing 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Collision Repair and Refinishing Technology will be able to:

- Be able to do basic metal repairs using proper tools and methods.
- Be able to perform basic paint mixing and spray techniques.
- Be able to perform panel removal and alignment.

Institutional Learning Outcomes may be found on page 47.

The Collision Repair and Refinishing Technology program prepares students to enter the workforce with skills such as body and frame restoration, metal repair, refinishing processes, and computerized estimates. Training includes the use of various hand and power tools to prepare, finish, and paint damaged surfaces. Hands-on experience also covers emerging repair techniques, including plastic welding and aluminum repair. Throughout the program, students will have the ability to earn several industry-recognized certifications.

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 2	CC	sem. 3

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr.	sem. 1	CC	sem. 2

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

____	CRTE	10033	Electrical and Mechanical Systems . . . . . .3 cr.	sem. 1	CC	sem. 2
____	CRTE	10103	Auto Body Fundamentals . . . . . .3 cr.	sem. 1	CC	sem. 1
____	CRTE	10203	Color Theory . . . . . .3 cr.	sem. 1	CC	sem. 3
____	CRTE	10303	Refinish Procedures and Applications . . . . .3 cr.	sem. 2	CC	sem. 4
____	CRTE	11003	Materials and Processes . . . . . .3 cr.	sem. 1	CC	sem. 1
____	CRTE	12103	Non-Structural Analysis and Repair. . . . . .3 cr.	sem. 2	CC	sem. 4
____	CRTE	12203	Structural Analysis and Repair . . . . . .3 cr.	sem. 2	CC	sem. 4

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 2	CC	sem. 3

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Collision Repair and Refinishing 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Collision Repair and Refinishing Technology will be able to:

- Be able to do basic metal repairs using proper tools and methods.
- Be able to perform basic paint mixing and spray techniques.
- Be able to perform panel removal and alignment.
- Be able to perform major collision damage repairs using proper tools and methods.
- Be able to demonstrate proper measuring and straightening techniques.
- Be able to perform color matching and blending techniques.

Institutional Learning Outcomes may be found on page 47.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Career Opportunities

- Professional estimator
- Professional refinisher
- Self-employed auto body shop owner
- Insurance adjustor
- Paint/supply representative
- Parts store manager

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

In the Computer-Aided Drafting and Design Technology program, students learn basic techniques for residential and commercial drafting, structural steel drafting, machine, and mechanical drafting to prepare them for entry-level positions in the drafting industry. Throughout the program, students learn and work with the following drafting and 3-D modeling programs: AutoCAD, Inventor Professional, Revit Suite, and Autodesk Civil 3D. Realistic projects and working with clients are incorporated into the semester projects. Program curriculum includes the study of design concepts and sustainability theories to give students an edge in today's workplace.

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.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Career Opportunities

- Drafter (architectural, machine, or engineering)
- Drafting designer
- AutoCAD technician
- Structural technician
- Estimator
- Salesperson
- Electrical and electronics drafter

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CERTIFICATE OF PROFICIENCY — 15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . 3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 1	CC	sem. 2

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr.	sem. 1	CC	sem. 1

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 1	CC	sem. 3

TECHNICAL COURSES: . . . . . 6 credit hours

____	DFTG	10103	Beginning Drafting . . . . . .3 cr.	sem. 1	CC	sem. 1
____	DFTG	11003	AutoCAD . . . . . .3 cr.	sem. 1	CC	sem. 1

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-Aided Drafting and Design 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Computer-Aided Drafting and Design Technology will be able to:

- Be able to identify and define drafting symbols and terminology.
- Demonstrate competency in computer-aided drafting software.

Institutional Learning Outcomes may be found on page 47.

In the Computer-Aided Drafting and Design Technology program, students learn basic techniques for residential and commercial drafting, structural steel drafting, machine, and mechanical drafting to prepare them for entry-level positions in the drafting industry. Throughout the program, students learn and work with the following drafting and 3-D modeling programs: AutoCAD, Inventor Professional, Revit Suite, and Autodesk Civil 3D. Realistic projects and working with clients are incorporated into the semester projects. Program curriculum includes the study of design concepts and sustainability theories to give students an edge in today's workplace.

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

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

____	ENGL	10083	Applied Technical Writing	.3 cr.	sem. 1	CC	sem. 2
____	ENGL	10103*	Composition I	.3 cr.	sem. 2	CC	sem. 4
____	ENGL	10203*	Composition II	.3 cr.			
____	ENGL	20203*	Technical Communications	.3 cr.			

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 1	CC	sem. 1

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

____	CPSI	10003*	Introduction to Computers	.3 cr.	sem. 1	CC	sem. 3

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

____	AMST	11031	Understanding OSHA Regulations Basic	.1 cr.	sem. 2	CC	sem. 3
____	DFTG	10103	Beginning Drafting	.3 cr.	sem. 1	CC	sem. 1
____	DFTG	11003	AutoCAD	.3 cr.	sem. 1	CC	sem. 1
____	DFTG	11103	Inventor	.3 cr.	sem. 2	CC	sem. 2
____	DFTG	11204	Revit	.4 cr.	sem. 2	CC	sem. 2
____	DFTG	16004	Civil Drafting	.4 cr.	sem. 2	CC	sem. 4

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-Aided Drafting and Design 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Computer-Aided Drafting and Design Technology will be able to:

- Identify and define drafting symbols and terminology.
- Demonstrate competency in computer-aided drafting software.
- Create working drawings for manufacturing, construction, and telecommunications industries.

Institutional Learning Outcomes may be found on page 47.

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.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Career Opportunities

- Drafter (architectural, machine, or engineering)
- Drafting designer
- AutoCAD technician
- Structural technician
- Estimator
- Salesperson
- Electrical and electronics drafter

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COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

In the Computer-Aided Drafting and Design Technology program, students learn basic techniques for residential and commercial drafting, structural steel drafting, machine, and mechanical drafting to prepare them for entry-level positions in the drafting industry. Throughout the program, students learn and work with the following drafting and 3-D modeling programs: AutoCAD, Inventor Professional, Revit Suite, and Autodesk Civil 3D. Realistic projects and working with clients are incorporated into the semester projects. Program curriculum includes the study of design concepts and sustainability theories to give students an edge in today's workplace.

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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Electives are selected in consultation with the program advisor and are designed to support the major.

Career Opportunities

- Drafter (architectural, machine, or engineering)
- Drafting designer
- AutoCAD technician
- Structural technician
- Estimator
- Salesperson
- Electrical and electronics drafter

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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 148.

ENGLISH/COMMUNICATIONS: . . . . . 6 credit hours
Six hours of English/communications courses must be selected from the following list:

____	ENGL	10083	Applied Technical Writing . . . . . 3 cr.	sem. 1
____	ENGL	10103*	Composition I. . . . . 3 cr.	sem. 2
____	ENGL	10203*	Composition II . . . . . 3 credit hours	
____	ENGL	20203*	Technical Communications . . . . . 3 credit hours	

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math . . . . . 3 cr.	sem. 1

SOCIAL SCIENCE ELECTIVE:. . . . . 3 credit hours
Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective. . . . . 3 cr.	sem. 3

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers . . . . . 3 cr.	sem. 1

TECHNICAL COURSES: . . . . . 42 credit hours

____	AMST	11031	Understanding OSHA Regulations Basic. . . 1 cr.	sem. 2
____	BINS	23103	Professional Development (must be taken last semester) . . . . . 3 cr.	sem. 4
____	DFTG	10103	Beginning Drafting . . . . . 3 cr.	sem. 1
____	DFTG	11003	AutoCAD . . . . . 3 cr.	sem. 1
____	DFTG	11103	Inventor. . . . . 3 cr.	sem. 2
____	DFTG	11204	Revit. . . . . 4 cr.	sem. 2
____	DFTG	16004	Civil Drafting . . . . . 4 cr.	sem. 2
____	DFTG	20003	Structural Steel Drafting. . . . . 3 cr.	sem. 4
____	DFTG	22204	Mechanical Drafting . . . . . 4 cr.	sem. 3
____	DFTG	23203	Commercial Drafting . . . . . 3 cr.	sem. 4
____	DFTG	23304	Residential Drafting . . . . . 4 cr.	sem. 3
____	DFTG	23404	Spatial Planning. . . . . 4 cr.	sem. 3
____	DFTG	29003	Drafting Internship I	
OR	DFTG	29103	Project Drafting . . . . . 3 cr.	sem. 4

RELATED ELECTIVES: . . . . . 3 credit hours
Three hours of electives must be selected from the list below:

____	BINS	23703	Supervisory Management . . . . . 3 cr.	sem. 4
____	DFTG	29003	Drafting Internship I. . . . . 3 cr.	sem. 4
____	DFTG	29203	Drafting Internship II . . . . . 3 cr.	sem. 4
____	SPCH	10003*	Introduction to Oral Communications. . . . 3 cr.	sem. 4
____	SURV	12103	Introduction to CAD and Surveying Software. . . . . 3 cr.	sem. 4
____	SURV	22003	Introduction to Geographic Information Systems. . . . . 3 cr.	sem. 4

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-Aided Drafting and Design 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science Degree in Computer-Aided Drafting and Design Technology will be able to:

- Identify and define drafting symbols and terminology.
- Demonstrate competency in computer-aided drafting software.
- Create working drawings for manufacturing, construction, and telecommunications industries.
- Interpret working drawings for manufacturing, construction, and telecommunications industries.
- Demonstrate safe and professional work habits.
- Demonstrate the technical skills needed to secure employment in the CADD industry.

Institutional Learning Outcomes may be found on page 47.

The Computer Information Systems Technology program's certificates of proficiency 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 higher certificates and degrees. The Certificate of Proficiency in Computer Information Systems provides the knowledge to configure and troubleshoot personal computers and make network connections.

CERTIFICATE OF PROFICIENCY IN COMPUTER INFORMATION SYSTEMS 15 Semester Hours

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math			
OR	MATH	11003*	College Algebra	.3 cr.	sem. 1	CC sem. 1

TECHNICAL COURSES: . . . . . .12 credit hours

____	CPSI	10003*	Introduction to Computers	.3 cr.	sem. 1	CC sem. 2
____	ITEC	11003	Computer Hardware and Software I	.3 cr.	sem. 1	CC sem. 1
____	ITEC	11103	Networking Essentials	.3 cr.	sem. 1	CC sem. 1
____	ITEC	21203	Desktop Operating Systems.	.3 cr.	sem. 1	CC sem. 2

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Install, configure, and troubleshoot internal and peripheral hardware components.
- Demonstrate proficiency with PC software.
- Install, configure, and troubleshoot network infrastructure.

Institutional Learning Outcomes may be found on page 47.

Career Opportunities

- Help desk specialist
- Service technician

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

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COMPUTER INFORMATION SYSTEMS TECHNOLOGY

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 personal computers. Students completing the technical certificate may take exams leading to an A+ Certificate and will have completed the core requirements needed to complete their Associate of Applied Science degree in either networking or programming.

Career Opportunities

- Network administrator
- Help desk specialist
- Service technician

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

TECHNICAL CERTIFICATE IN COMPUTER INFORMATION SYSTEMS 30 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

ENGLISH/COMMUNICATIONS: . . . . . .3 credit hours
Six hours of English/communications courses must be selected from the following list:

____	ENGL	10083	Applied Technical Writing				
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 2	CC	sem. 2	

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math				
OR	MATH	11003*	College Algebra . . . . . .3 cr.	sem. 1	CC	sem. 1	

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 1	CC	sem. 2	

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

____	CESC	11033	Introduction to Cybersecurity . . . . . .3 cr.	sem. 2	CC	sem. 3	
____	CPSI	19003	Computer Ethics and Professionalism . . . . .3 cr.	sem. 2	CC	sem. 4	
____	ITEC	11003	Computer Hardware and Software I. . . . . .3 cr.	sem. 1	CC	sem. 1	
____	ITEC	11103	Networking Essentials . . . . . .3 cr.	sem. 1	CC	sem. 1	
____	ITEC	21003	Computer Hardware and Software II. . . . . .3 cr.	sem. 2	CC	sem. 3	
____	ITEC	21203	Desktop Operating Systems. . . . . .3 cr.	sem. 1	CC	sem. 2	
____	ITEC	22403	Database Concepts . . . . . .3 cr.	sem. 2	CC	sem. 4	

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 departmental dean 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:

- Exhibit professional standards, ethics, and business practices.
- Install, configure, and troubleshoot internal and peripheral hardware components.
- Demonstrate proficiency with PC software.
- Install, configure, and troubleshoot network infrastructure.
- Exhibit knowledge of information security and an understanding of security concepts.

Institutional Learning Outcomes may be found on page 47.

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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 148.

NETWORKING OPTION — 60 Semester Hours

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

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

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 2
____	ENGL	10103*	Composition I.	3 cr.	sem. 3
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications.	3 cr.	

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math		
OR	MATH	11003*	College Algebra	3 cr.	sem. 1

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

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

____	ANTH	10103*	Introduction to Anthropology	3 cr.	sem. 4
____	CRJU	10203*	Introduction to Criminal Justice	3 cr.	sem. 4
____	ECON	21003*	Macroeconomics.	3 cr.	sem. 4
____	ECON	22003*	Microeconomics	3 cr.	sem. 4
____	HIST	11103*	World Civilization I	3 cr.	sem. 4
____	HIST	11203*	World Civilization II	3 cr.	sem. 4
____	HIST	21103*	United States History I	3 cr.	sem. 4
____	HIST	21203*	United States History II.	3 cr.	sem. 4
____	PLSC	20003*	American Government	3 cr.	sem. 4
____	PSYC	11003*	General Psychology	3 cr.	sem. 4
____	SOCI	10103*	Introduction to Sociology	3 cr.	sem. 4
____	SOCI	20103*	Social Problems.	3 cr.	sem. 4
____	SOCI	25073	Marriage and the Family.	3 cr.	sem. 4

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers.	3 cr.	sem. 1

CORE TECHNICAL COURSES:. . . . . 21 credit hours

____	CESC	11033	Introduction to Cybersecurity	3 cr.	sem. 2
____	CPSI	19003	Computer Ethics and Professionalism . .	3 cr.	sem. 2
____	ITEC	11003	Computer Hardware and Software I. . . .	3 cr.	sem. 1
____	ITEC	11103	Networking Essentials.	3 cr.	sem. 1
____	ITEC	21003	Computer Hardware and Software II . . .	3 cr.	sem. 2
____	ITEC	21203	Desktop Operating Systems	3 cr.	sem. 1
____	ITEC	22403	Database Concepts.	3 cr.	sem. 2

NETWORKING COURSES: . . . . . 18 credit hours

____	ITEC	11303	Introduction to Computer Programming: Logic and Language	3 cr.	sem. 3
____	ITEC	12003	Introduction to Network Administration .	3 cr.	sem. 3
____	ITEC	21303	Server Operating Systems.	3 cr.	sem. 3
____	ITEC	22503	Introduction to Linux	3 cr.	sem. 3
____	ITEC	23003	Network Security	3 cr.	sem. 4
____	ITEC	25003	Ethical Hacking And Network Defense .	3 cr.	sem. 4

RELATED ELECTIVES: . . . . . 6 credit hours

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

____	BINS	12203	Electronic Spreadsheets.	3 cr.	sem. 4
____	BINS	23703	Supervisory Management.	3 cr.	sem. 4
____	CPSI	23403	Introduction to Python	3 cr.	sem. 4
____	CPSI	24303	Java Programming	3 cr.	sem. 4
____	ITEC	20203	Internet Technologies.	3 cr.	sem. 4
____	ITEC	24603	Mobile Application Development	3 cr.	sem. 4
____	ITEC	24703	Introduction to JavaScript.	3 cr.	sem. 4
____	ITEC	29003	CIS Internship.	3 cr.	sem. 4

continues on next page

The Computer Information Systems Technology (CIS) program's Associate of Arts degree offers two options designed to provide students with skills focused in networking or programming that will prepare them for careers in today's information technology (IT) field.

The CIS program provides an in-depth understanding of the skills employers are looking for in their IT staff. This program is not just classroom-based; instruction takes place in a hands-on laboratory environment that provides real-world experience in applying the skills valued by employers.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Network administrator
- Help desk specialist
- Service technician

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COMPUTER INFORMATION SYSTEMS TECHNOLOGY

PROGRAM LEARNING OUTCOMES

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

- Exhibit professional standards, ethics, and business practices.
- Demonstrate general computer knowledge and concepts.
- Install, configure, and troubleshoot internal and peripheral hardware components.
- Demonstrate proficiency with PC software.
- Install, configure, and troubleshoot network infrastructure.
- Exhibit knowledge of information security and an understanding of security concepts.
- Students will exhibit knowledge of information security and an understanding of security concepts.

Institutional Learning Outcomes may be found on page 47.

PROGRAMMING OPTION

60 Semester Hours

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

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

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 2
____	ENGL	10103*	Composition I	3 cr.	sem. 3
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math		
OR	MATH	11003*	College Algebra	3 cr.	sem. 1

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

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

____	ANTH	10103*	Introduction to Anthropology	3 cr.	sem. 3
____	CRJU	10203*	Introduction to Criminal Justice	3 cr.	sem. 3
____	ECON	21003*	Macroeconomics	3 cr.	sem. 3
____	ECON	22003*	Microeconomics	3 cr.	sem. 3
____	HIST	11103*	World Civilization I	3 cr.	sem. 3
____	HIST	11203*	World Civilization II	3 cr.	sem. 3
____	HIST	21103*	United States History I	3 cr.	sem. 3
____	HIST	21203*	United States History II	3 cr.	sem. 3
____	PLSC	20003*	American Government	3 cr.	sem. 3
____	PSYC	11003*	General Psychology	3 cr.	sem. 3
____	SOCI	10103*	Introduction to Sociology	3 cr.	sem. 3
____	SOCI	20103*	Social Problems	3 cr.	sem. 3
____	SOCI	25073	Marriage and the Family	3 cr.	sem. 3

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

CORE TECHNICAL COURSES: . . . . . 21 credit hours

____	CESC	11033	Introduction to Cybersecurity	3 cr.	sem. 2
____	CPSI	19003	Computer Ethics and Professionalism	3 cr.	sem. 2
____	ITEC	11003	Computer Hardware and Software I	3 cr.	sem. 1
____	ITEC	11103	Networking Essentials	3 cr.	sem. 1
____	ITEC	21003	Computer Hardware and Software II	3 cr.	sem. 2
____	ITEC	21203	Desktop Operating Systems	3 cr.	sem. 1
____	ITEC	22403	Database Concepts	3 cr.	sem. 2

PROGRAMMING COURSES: . . . . . 18 credit hours

____	ITEC	11303	Introduction to Computer Programming: Logic and Language	3 cr.	sem. 3
____	ITEC	20203	Internet Technologies	3 cre.	sem. 3
____	ITEC	24603	Mobile Application Development	3 cr.	sem. 4
____	ITEC	24703	Introduction to JavaScript	3 cr.	sem. 4
____	CPSI	23403	Introduction to Python	3 cr.	sem. 3
____	CPSI	24303	Java Programming	3 cr.	sem. 4

RELATED ELECTIVES: . . . . . 6 credit hours

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

____	BINS	12203	Electronic Spreadsheets	3 cr.	sem. 4
____	BINS	23703	Supervisory Management	3 cr.	sem. 4
____	ITEC	12003	Introduction to Network Administration	3 cr.	sem. 4
____	ITEC	21303	Server Operating Systems	3 cr.	sem. 4
____	ITEC	22503	Introduction to Linux	3 cr.	sem. 4
____	ITEC	23003	Network Security	3 cr.	sem. 4
____	ITEC	25003	Ethical Hacking And Network Defense	3 cr.	sem. 4
____	ITEC	29003	CIS Internship	3 cr.	sem. 4

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 departmental dean and following the procedure(s) given.

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The Association of Technology, Management, and Applied Engineering

The Computer Information Systems Technology program's certificates of proficiency 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 higher certificates and degrees. The Certificate of Proficiency in Cybersecurity Fundamentals equips professionals with the essential knowledge needed to understand the principles, threats, and ethics needed to safeguard digital systems and networks.

CERTIFICATE OF PROFICIENCY IN CYBERSECURITY FUNDAMENTALS

12 Semester Hours

TECHNICAL COURSES: . . . . . .3 credit hours

____ CPSI 10003 Introduction to Computers

OR ITEC 11303 Introduction to Computer Programming: Logic and Language . . . . . .3 cr. sem. 1

CYBERSECURITY COURSES:. . . . . .6 credit hours

____ CESC 11033 Introduction to Cybersecurity . . . . . .3 cr. sem. 1

____ CESC 21003 System Security - Consortium . . . . . .3 cr. sem. 1

ETHICS COURSE: . . . . . .3 credit hours

____ CPSI 19003 Computer Ethics and Professionalism . . . . .3 cr. sem. 1

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Exhibit professional standards, ethics, and business practices.
- Demonstrate general computer knowledge and concepts.
- Exhibit knowledge of information security and an understanding of security concepts.

Institutional Learning Outcomes may be found on page 47.

Career Opportunities

- Information Security Analyst
- Cybersecurity Apprentice
- Mid Level Cybersecurity Information Assurance

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.

ACCREDITED BY ATMAE
The Association of Technology, Management, and Applied Engineering

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

The Technical Certificate in Cybersecurity Fundamentals is designed to allow students to enter the workforce quickly. Students will learn core concepts such as risk assessment, data protection, network security, and incident response. Students completing the technical certificate may transfer to the University of Arkansas Little Rock to complete a Bachelor of Science in Cybersecurity through multiple flexible pathways.

Career Opportunities

- Information Security Analyst
- Cybersecurity Apprentice
- Mid Level Cybersecurity Information Assurance

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

TECHNICAL CERTIFICATE IN CYBERSECURITY FUNDAMENTALS

27 Semester Hours

MATHEMATICS: . . . . . 6 credit hours

____	MATH	11003*	College Algebra	3 cr.	sem. 2
____	MATH	20103	Discrete Mathematics	3 cr.	sem. 2

TECHNICAL COURSES: . . . . . 6 credit hours

____	ITEC	11303	Introduction to Computer Programming: Logic and Language	3 cr.	sem. 1
____	ITEC	23003	Network Security.	3 cr.	sem. 2

CYBERSECURITY COURSES:. . . . . 12 credit hours

____	CESC	11033	Introduction to Cybersecurity	3 cr.	sem. 1
____	CESC	21003	System Security - Consortium	3 cr.	sem. 1
____	CESC	21403	Incident Response - Consortium	3 cr.	sem. 2
____	CESC	22003	Access Control - Consortium	3 cr.	sem. 2

ETHICS COURSES: . . . . . 3 credit hours

____	CPSI	19003	Computer Ethics and Professionalism	3 cr.	sem. 1

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Exhibit professional standards, ethics, and business practices.
- Demonstrate general computer knowledge and concepts.
- Exhibit knowledge of information security and an understanding of security concepts.

Institutional Learning Outcomes may be found on page 47.

ACCREDITED BY ATMAE
The Association of Technology, Management, and Applied Engineering

The Construction Technology program will prepare students for a career in the construction industry. The curriculum is comprised of a comprehensive sequence of courses that combine theory and practical applications. The program includes course work in applied mathematics, basic hand/electrical tool safety, OSHA Regulations, construction fundamentals, carpentry, drywall, and masonry. After successful completion of the program, students will be better equipped to enter the workplace in a construction-related career.

CERTIFICATE OF PROFICIENCY

15 Semester Hours

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 1	CC sem. 2

TECHNICAL COURSES: . . . . . .12 credit hours

____	CTTE	10043	Construction Fundamentals.	.3 cr.	sem. 1	CC sem. 1
____	CTTE	11053	Carpentry	.3 cr.	sem. 1	CC sem. 1
____	CTTE	12053	Drywall and Masonry.	.3 cr.	sem. 1	CC sem. 2
____	TECH	12041	OSHA 10-Hour Construction Industry	.1 cr.	sem. 1	CC sem. 1
____	WELD	12072	Craft Skills	.2 cr.	sem. 1	CC sem. 1

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Construction 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Utilize personal protective equipment and identify various safety hazards common to the workplace.
- Read and interpret basic construction diagrams.
- Explain how to calculate the quantities of lumber, panel, and concrete products using industry-standard methods.

Institutional Learning Outcomes may be found on page 47.

Note

- Students who successfully complete degree requirements should be able to understand and apply basic construction principles.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Construction Craft Worker
- Brick and Stone Mason
- General Carpenter
- Building or Property Maintenance
- Concrete Finisher
- Drywall and Ceiling Installer
- Flooring Installation Technician

CONSTRUCTION TECHNOLOGY

The Construction Technology program will prepare students for a career in the construction industry. The curriculum is comprised of a comprehensive sequence of courses that combine theory and practical applications. The program includes course work in applied mathematics, basic hand/electrical tool safety, OSHA Regulations, construction fundamentals, carpentry, drywall, and masonry. After successful completion of the program, students will be better equipped to enter the workplace in a construction-related career.

Note

- Students who successfully complete degree requirements should be able to understand and apply basic construction principles.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Construction Craft Worker
- Brick and Stone Mason
- General Carpenter
- Building or Property Maintenance
- Concrete Finisher
- Drywall and Ceiling Installer
- Flooring Installation Technician

TECHNICAL CERTIFICATE

30 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 2	CC	sem. 3

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr.	sem. 1	CC	sem. 2

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 2	CC	sem. 4

TECHNICAL COURSES: . . . . . .15 credit hours

____	AMST	10031	Industrial Safety. . . . . .1 cr.	sem. 2	CC	sem. 3
____	CTTE	10043	Construction Fundamentals. . . . . .3 cr.	sem. 1	CC	sem. 1
____	CTTE	11053	Carpentry . . . . . .3 cr.	sem. 1	CC	sem. 1
____	CTTE	12053	Drywall and Masonry. . . . . .3 cr.	sem. 1	CC	sem. 2
____	CTTE	16052	Highway Construction . . . . . .2 cr.	sem. 2	CC	sem. 3
____	TECH	12041	OSHA 10-Hour Construction Industry . . . .1 cr.	sem. 1	CC	sem. 1
____	WELD	12072	Craft Skills . . . . . .2 cr.	sem. 1	CC	sem. 1

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

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

____	BINS	23103	Professional Development . . . . . .3 cr.	sem. 2	CC	sem. 4
____	BINS	23703	Supervisory Management . . . . . .3 cr.	sem. 2	CC	sem. 4
____	CTTE	18053	Advanced Carpentry. . . . . .3 cr.	sem. 2	CC	sem. 4
____	CTTE	19053	Construction Internship . . . . . .3 cr.	sem. 2	CC	sem. 4

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Construction 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Utilize personal protective equipment and identify various safety hazards common to the workplace.
- Read and interpret basic construction diagrams.
- Explain how to calculate the quantities of lumber, panel, and concrete products using industry-standard methods.
- Identify the heavy equipment used in highway and bridge construction and describe their uses.
- Identify signs, signals, and barricades used on a job site.
- Describe the various types and applications of construction materials.
- Develop and improve professional strengths such as teamwork, time management, business ethics, customer service, and leadership skills.

Institutional Learning Outcomes may be found on page 47.

CERTIFICATE OF PROFICIENCY — 15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

____	CPSI	10003*	Introduction to Computers	.3 cr.	sem. 1

TECHNICAL COURSES: . . . . . .12 credit hours

____	AMST	11031	Understanding OSHA Regulations Basics. .	.1 cr.	sem. 1
____	ASTE	10203	Automotive Electrical System	.3 cr.	sem. 1
____	DIEL	10002	Career Readiness	.2 cr.	sem. 1
____	DIEL	10033	Preventative Maintenance and Inspection. .	.3 cr.	sem. 1
____	DIEL	12003	Gas and Diesel Engine Systems.	.3 cr.	sem. 1

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Diesel 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Practice personal and professional work habits
- Perform light maintenance, basic repair, and inspections on vehicles.

Institutional Learning Outcomes may be found on page 47.

TECHNICAL CERTIFICATE — 30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing		
OR	ENGL	10103*	Composition I.	.3 cr.	sem. 2

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 2

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

____	CPSI	10003*	Introduction to Computers	.3 cr.	sem. 1

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

____	ASTE	10203	Automotive Electrical System	.3 cr.	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic. . .	.1 cr.	sem. 1
____	AMST	20033	Hydraulics and Pneumatics.	.3 cr.	sem. 2
____	DIEL	10002	Career Readiness	.2 cr.	sem. 1
____	DIEL	10033	Preventative Maintenance and Inspection. .	.3 cr.	sem. 1
____	DIEL	12003	Gas and Diesel Engine Systems.	.3 cr.	sem. 1
____	DIEL	13003	Diesel Electronics Systems	.3 cr.	sem. 2
____	DIEL	29003	Diesel Internship I	.3 cr.	sem. 2

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Diesel 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

- Perform basic electrical repairs.
- Perform basic mechanical repairs on medium-heavy duty engines

Institutional Learning Outcomes may be found on page 47.

The Diesel Technology program will prepare students for a career as a Diesel Service technician. The program focuses on the fundamentals of design, repair, and preventative maintenance of diesel engines and basic diesel systems. These systems include, engine performance, cooling systems, lubrication systems, induction exhaust and after-treatment systems, hydrostatic transmissions, charging systems, heavy-duty torque converters, power train principles, heavy-duty clutches, transport refrigeration, brake air systems, steering alignment. Technical skills will also be developed in advanced diagnostics and repair of engine and system controls. Students completing this program will be prepared to demonstrate knowledge of the skills necessary to diagnose, service, and repair different systems of Class 4 through Class 8 trucks and tractors.

Students have the opportunity to earn ASE Student Certifications in 4 different content areas: Diesel Engines, Electrical/Electronic Systems, Brakes, and Steering & Suspension.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Diesel technician
- Independent shop owner/operator
- Parts store manager
- Owner of trucking company and truck shop
- Line mechanic

DIESEL TECHNOLOGY

The Diesel Technology program will prepare students for a career as a Diesel Service technician. The program focuses on the fundamentals of design, repair, and preventative maintenance of diesel engines and basic diesel systems. These systems include, engine performance, cooling systems, lubrication systems, induction exhaust and after-treatment systems, hydrostatic transmissions, charging systems, heavy-duty torque converters, power train principles, heavy-duty clutches, transport refrigeration, brake air systems, steering alignment. Technical skills will also be developed in advanced diagnostics and repair of engine and system controls. Students completing this program will be prepared to demonstrate knowledge of the skills necessary to diagnose, service, and repair different systems of Class 4 through Class 8 trucks and tractors.

Students have the opportunity to earn ASE Student Certifications in 4 different content areas: Diesel Engines, Electrical/Electronic Systems, Brakes, and Steering & Suspension.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Diesel technician
- Independent shop owner/operator
- Parts store manager
- Owner of trucking company and truck shop
- Line mechanic

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 148.

ENGLISH/COMMUNICATIONS: . . . . . 6 credit hours
Six hours of English/communications courses must be selected from the following list:

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 2
____	ENGL	10103*	Composition I	3 cr.	sem. 4
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math	3 cr.	sem. 2

SOCIAL SCIENCE ELECTIVE:. . . . . 3 credit hours
Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

TECHNICAL COURSES: . . . . . 45 credit hours

____	ASTE	10203	Automotive Electrical Systems	3 cr.	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic.	1 cr.	sem. 1
____	AMST	20033	Hydraulics and Pneumatics	3 cr.	sem. 2
____	DIEL	10002	Career Readiness	2 cr.	sem. 1
____	DIEL	10033	Preventative Maintenance and Inspection.	3 cr.	sem. 1
____	DIEL	12003	Gas and Diesel Engine Systems.	3 cr.	sem. 1
____	DIEL	13003	Diesel Electronics Systems	3 cr.	sem. 2
____	DIEL	21003	Diesel Drive Train, Suspension, and Steering	3 cr.	sem. 3
____	DIEL	23003	Diesel Brakes	3 cr.	sem. 3
____	DIEL	25003	Heating, Ventilation and Air Conditioning Systems	3 cr.	sem. 3
____	DIEL	29003	Diesel Internship I	3 cr.	sem. 2
____	DIEL	29036	Diesel Internship II	6 cr.	sem. 3
____	DIEL	29048	Diesel Internship III.	8 cr.	sem. 4
____	WELD	10071	Basic Welding	1 cr.	sem. 4

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Diesel 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Diagnose electronics control systems using appropriate diagnostic tools, software and service information
- Diagnose and repair medium and heavy-duty truck suspension and steering systems
- Diagnose and repair Air and Hydraulic ABS and Electronic Stability Control Systems
- Diagnose and repair medium and heavy-duty truck heating, ventilation and air conditioning systems

Institutional Learning Outcomes may be found on page 47.

The Dietary Management program is designed for individuals who wish to obtain the Certified Dietary Manager (CDM) credential. The program follows the curriculum prescribed by the Association of Nutrition and Foodservice Professionals (ANFP), which is the national professional organization for dietary managers. It consists of classroom instruction and field experiences. Field experiences will be scheduled on an individual basis. All students are encouraged to join ANFP as a pre-professional member upon starting the program. Successful graduates of this program are eligible for the CDM Credentialing Exam and ANFP Professional membership.

CERTIFICATE OF PROFICIENCY

16 Semester Hours

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

____	DIET	10002	Food Safety & Sanitation	2 cr.	sem. 1
____	DIET	10101	Field Experience I	1 cr.	sem. 1
____	DIET	10132	Managing Food Service Programs	2 cr.	sem. 1
____	DIET	10142	Field Experience II	1 cr.	sem. 1
____	DIET	10203	Diet Therapy	3 cr.	sem. 1
____	DIET	10301	Field Experience III	1 cr.	sem. 1
____	DIET	11103	Food Service Administration	3 cr.	sem. 1
____	NUTR	12103	Nutrition	3 cr.	sem. 1

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Dietary Management 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Dietary Management will be able to:

- Communicate ideas clearly and effectively in written format.
- Retrieve information through printed or electronic sources.
- Analyze information through the use of appropriate technologies.
- Solve problems verbally, graphically, symbolically, or numerically.

Institutional Learning Outcomes may be found on page 47.

Note

- Field Experience is an integral and required part of the Dietary Management program. The program and/or clinical facilities require certain criteria for entry into the clinical areas possibly including but not limited to the COVID vaccination series.

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.

Career Opportunities

- Hospitals
- Long-Term Care Facilities
- Schools
- Restaurants
- Armed Forces

ANFP® Association of Nutrition & Foodservice Professionals
Approved Training Program

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program combines classroom study and field experience with children from 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.

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
- Some courses require recent influenza immunization
- Ability to lift up to 50 pounds and stand for prolonged periods of time.

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

_____	ECED	10133	Early Childhood Competencies. . . . . .3 cr.	sem. 1
_____	ECED	10233	Foundations of Early Childhood Education ‡ .3 cr.	sem. 1
_____	ECED	14033	Child Development ‡ . . . . . .3 cr.	sem. 1

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 Education 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Early Childhood Education will be able to execute the following Program Learning Outcomes found on page 87: 1a, 1c, 1d, 2a, 2b, 6a.

Early Childhood Education Program Learning Outcomes align with NAEYC Standards.

Institutional Learning Outcomes may be found on page 47.

Early Childhood naeyc ACCREDITED Higher Education Program

The Early Childhood Education program combines classroom study and field experience with children from 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.

TECHNICAL CERTIFICATE

30 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

‡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

____	ENGL	10103*	Composition I.	.3 cr.	sem. 2

MATHEMATICS: . . . . . .3 credit hours

____	MATH	13343	Applied Business Math.	.3 cr.	sem. 2

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

____	ECED	10133	Early Childhood Competencies.	.3 cr.	sem. 1
____	ECED	10233	Foundations of Early Childhood Education ‡	.3 cr.	sem. 1
____	ECED	12033	Child Guidance ‡.	.3 cr.	sem. 1
____	ECED	14033	Child Development ‡.	.3 cr.	sem. 1
____	ECED	20133	Health, Safety, and Facilities for Young Children	.3 cr.	sem. 2
____	ECED	20233	Math and Science for Young Children ‡. . . .	.3 cr.	sem. 1
____	ECED	20333	Language and Literacy for Young Children ‡	.3 cr.	sem. 2
____	ECED	21233	Supervised Lab.	.3 cr.	sem. 2

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 Education 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Early Childhood Education will be able to execute the following Program Learning Outcomes found on page 87: 1a, 1b, 1c, 1d, 2a, 2b, 2c, 4a, 4b, 4c, 5a, 5b, 5c, 6a, 6b.

Early Childhood Education Program Learning Outcomes align with NAEYC Standards.

Institutional Learning Outcomes may be found on page 47.

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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Requirements

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Background Check
- Some courses require recent influenza immunization
- Ability to lift up to 50 pounds and stand for prolonged periods of time.

Early Childhood naeyc ACCREDITED Higher Education Program

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program combines classroom study and field experience with children from 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. Completion of the A.A.S. program includes 330 hours of field experience, which is gained through fully-licensed child care centers and other quality cites.

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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Career Opportunities

- Child care facility owner and director
- Child care center director
- Head Start teacher
- Infant/toddler teacher
- Preschool teacher
- Assistant teacher
- Paraprofessional
- Arkansas Better Chance preschool paraprofessional

Requirements

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Background Check
- Some courses require recent influenza immunization
- Ability to lift up to 50 pounds and stand for prolonged periods of time

ASSOCIATE OF APPLIED SCIENCE — 60 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

‡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

____	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 2
____	ENGL	10203*	Composition II	
OR	ENGL	20203*	Technical Communications . . . . . .3 cr.	sem. 3

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

____	BINS	23703	Supervisory Management . . . . . .3 cr.	sem. 4
____	MATH	13343	Applied Business Math. . . . . .3 cr.	sem. 2

SOCIAL SCIENCE:. . . . . 3 credit hours

____	PSYC	11003*	General Psychology	
OR	SOCI	10103*	Introduction to Sociology . . . . . .3 cr.	sem. 4

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

____	ECED	10133	Early Childhood Competencies. . . . . .3 cr.	sem. 1
____	ECED	10233	Foundations of Early Childhood Education ‡ . . . . . .3 cr.	sem. 1
____	ECED	12033	Child Guidance ‡. . . . . .3 cr.	sem. 1
____	ECED	14033	Child Development ‡ . . . . . .3 cr.	sem. 1
____	ECED	20133	Health, Safety and Facilities for Young Children . . . . . .3 cr.	sem. 2
____	ECED	20233	Math and Science for Young Children ‡. . . .3 cr.	sem. 1
____	ECED	20333	Language and Literacy for Young Children ‡ . . . . . .3 cr.	sem. 2
____	ECED	20433	Curriculum and Assessment for Infants and Toddlers ‡ . . . . . .3 cr.	sem. 3
____	ECED	20533	Curriculum and Assessment for Young Children ‡ . . . . . .3 cr.	sem. 4
____	ECED	21033	Professionalism and Ethics in Early Childhood ‡. . . . . .3 cr.	sem. 4
____	ECED	21233	Supervised Lab. . . . . .3 cr.	sem. 2
____	ECED	21333	Practicum for Early Childhood Development ‡. . . . . .3 cr.	sem. 4
____	EDHP	13093	Educational Technology . . . . . .3 cr.	sem. 3
____	EDHP	22093	Teaching Learners with Exceptionalities . . .3 cr.	sem. 3

NUTRITION:. . . . . 3 credit hours

____	NUTR	12103	Nutrition . . . . . .3 cr.	sem. 3

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 Education 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science in Early Childhood Education will be able to execute the Program Learning Outcomes found on page 87.

Institutional Learning Outcomes may be found on page 47.

continues on next page

EARLY CHILDHOOD EDUCATION PROGRAM LEARNING OUTCOMES

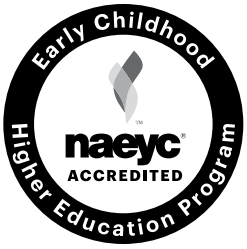
Students who successfully complete the Associate of Applied Science degree in Early Childhood Education will be able to:

1. Child Development and Learning in Context
   a. Understand the developmental period of early childhood from birth through age 8 across developmental domains.
   b. Understand each child as an individual with unique developmental variations.
   c. Understand that children learn and develop with relationships and within multiple contexts, including families, cultures, languages, communities, and society.
   d. Use multidimensional knowledge to make evidence-based decisions about how to carry out their responsibilities.
2. Family-Teacher Partnerships and Community Connections
   a. Know about, understand, and value the diversity in family characteristics.
   b. Use understanding to create respectful, responsive, reciprocal relationships with families and to engage them as partners in their young children's development and learning.
   c. Use community resources to support young children's learning and development and support children's families, and they build connections between early learning settings, schools, and community organizations and agencies.
3. Child Observation, Documentation, and Assessment
   a. Understand that the primary purpose of assessments is to inform instruction and planning in early learning settings.
   b. Know how to use observation, documentation, and other appropriate assessment approaches and tools. Early childhood educators.
   c. Use screening and assessment tools in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to document developmental progress and promote positive outcomes for each child.
   d. Build assessment partnerships with families and professional colleagues.
4. Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
   a. Understand and demonstrate positive, caring, supportive relationships and interactions as the foundation for their work with young children.
   b. Understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child.
   c. Use a broad repertoire of developmentally appropriate and culturally and linguistically relevant, anti-bias, and evidence-based teaching approaches that reflect the principles of universal design for learning.
5. Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
   a. Understand the central concepts, the methods and tools of inquiry, and the structures in each academic discipline.
   b. Understand pedagogy, including how young children learn and process information in each discipline, the learning trajectories for each discipline, and how teachers use this knowledge to inform their practice.
   c. Apply knowledge using early learning standards and other resources to make decisions about spontaneous and planned learning experiences and about curriculum development, implementation, and evaluation to ensure that learning will be stimulating, challenging, and meaningful to each child.
6. Professionalism as an Early Childhood Educator
   a. Identify and participate as members of the early childhood profession. They serve as informed advocates for young children, for the families of the children in their care, and for the early childhood profession.
   b. Know and use ethical guidelines and other early childhood professional guidelines.
   c. Communicate with professional communication skills that effectively support their relationships and work with young children, families, and colleagues.
   d. Engage in continuous collaborative learning.
   e. Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

Early Childhood Education Program Learning Outcomes align with NAEYC Standards.

Note

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



EMERGENCY MEDICAL TECHNICIAN

The EMSC 10008 course offered in the Emergency Medical Technician program is an introduction to the study of emergency medical services and the basic principles, procedures, and techniques of pre-hospital emergency care. Course content includes medical, legal, and ethical topics; patient assessment; medical and traumatic injuries; emergencies with emphasis on life-threatening conditions; airway and ventilation skills; cardiopulmonary resuscitation; and spinal immobilization and splinting.

Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice, which includes 16 hours in the emergency room setting and a minimum of 14 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 to earn the EMT national certification.

Note

- Students will complete 16 hours in the ER at CHI St. Vincent Morrilton, 14 ambulance rides at Med-Tech EMS, and one Saturday class on Extrication.
- Course completion does not automatically guarantee the right to test for certification.
- Clinical practice is an integral and required part of the EMT course. The EMT course and/or clinical facilities require certain criteria for entry into clinical areas possibly including but not limited to the COVID vaccination series.

Requirements

- Must be 18 years of age or older by the end of the semester
- Current American Heart Association Healthcare Provider CPR certification that must not expire before class ends.
- Malpractice insurance
- Tuberculosis assessment and clearance
- Shot record including flu shot (turned in during the first night of class)
- Arkansas Criminal Record background check and federal background check if the student hasn't been a resident of the state of Arkansas for the last consecutive five years (done during the first night of class)
- Ability to lift to a height of 33 inches
- Ability to carry 125 pounds
- Completion of all remedial courses prior to EMSC 10008 if placement scores indicate it is required
- Provide own uniform, safety glasses, and stethoscope (information provided during first class).

CERTIFICATE OF PROFICIENCY — 8 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

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

____ EMSC 10008 Emergency Medical Technology-Basic . . . .8 cr. sem. 1 CC sem. 1

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 47.

ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH/COMMUNICATIONS: . . . . . .6 credit hours
____ ENGL 10103* Composition I. . . . . .3 credit hours
____ ENGL 10203* Composition II . . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours
____ MATH 11103* Quantitative Literacy
OR NURS 12143 Math for Nurses. . . . . .3 credit hours

SOCIAL SCIENCE:. . . . . .3 credit hours
____ PSYC 11003* General Psychology. . . . . .3 credit hours

REQUIRED COURSE: . . . . . .3 credit hours
____ CPSI 10003* Introduction to Computers . . . . . .3 credit hours

HEALTH SCIENCES CORE: . . . . . .18 credit hours
____ BIOL 20004* Microbiology . . . . . .4 credit hours
____ BIOL 24004* Human Anatomy and Physiology I . . . . . .4 credit hours
____ BIOL 24104* Human Anatomy and Physiology II. . . . . .4 credit hours
____ NUTR 12103 Nutrition . . . . . .3 credit hours
____ PSYC 21003* Psychology of Human Development . . . . . .3 credit hours

TECHNICAL ELECTIVES:. . . . . .27 credit hours
Twenty-seven hours of technical electives must be selected from the following list:
____ ACCT 22043 Computerized Accounting. . . . . .3 credit hours
____ ALHE 10005 Medication Assistant - Certified . . . . . .4 credit hours
____ ALHE 10204 Nursing Assistant . . . . . .4 credit hours
____ BINS 12203 Electronic Spreadsheet . . . . . .2 credit hours
____ BINS 12303 Database Management . . . . . .3 credit hours
____ BINS 23103 Professional Development . . . . . .3 credit hours
____ BINS 23203 Business Procedures . . . . . .3 credit hours
____ BINS 23703 Supervisory Management . . . . . .3 credit hours
____ BUSI 10103 Introduction to Business. . . . . .3 credit hours
____ CHEM 12104 Chemistry for Health-Related Professions .4 credit hours
____ DIET 10002 Food Safety and Sanitation . . . . . .2 credit hours
____ DIET 10101 Field Experience I . . . . . .1 credit hour
____ DIET 10132 Managing Food Service Programs . . . . . .2 credit hours
____ DIET 10142 Field Experience II. . . . . .1 credit hour
____ DIET 10203 Diet Therapy. . . . . .3 credit hours
____ DIET 10301 Field Experience III . . . . . .1 credit hour
____ DIET 11103 Food Service Administration. . . . . .3 credit hours
____ EMSC 10008 Emergency Medical Technician. . . . . .8 credit hours
____ HEAL 10003* Personal Health . . . . . .3 credit hours
____ ISHP 10003 Medical Terminology . . . . . .3 credit hours
____ MATH 21003* Introduction to Statistics. . . . . .3 credit hours
____ NURS 21102 Pharmacology I . . . . . .2 credit hours
____ NURS 21106 Medical Surgical Nursing I . . . . . .6 credit hours
____ NURS 21201 Mental Health Nursing. . . . . .1 credit hour
____ NURS 21253 Nursing Practicum I . . . . . .3 credit hours
____ NURS 22156 Maternal/Child Nursing . . . . . .6 credit hours
____ NURS 22253 Nursing Practicum II. . . . . .3 credit hours
____ NURS 23151 NCLEX-RN Preparation . . . . . .1 credit hour
____ NURS 23301 Community/Leadership in Nursing . . . . . .1 credit hour
____ NURS 23302 Pharmacology II. . . . . .2 credit hours
____ NURS 23305 Medical Surgical Nursing II. . . . . .5 credit hours
____ NURS 23253 Nursing Practicum III . . . . . .3 credit hours
____ PNUR 10001 Professional and Ethical Issues in Nursing .1 credit hour
____ PNUR 11005 Basic Nursing I. . . . . .5 credit hours
____ PNUR 11036 Clinical Practicum I. . . . . .6 credit hours
____ PNUR 12037 Medical Surgical Nursing I . . . . . .7 credit hours
____ PNUR 12106 Clinical Practicum II . . . . . .6 credit hours

continues on next page

The Associate of Applied Science Degree in Health Sciences provides students with a foundation in the general education courses, health sciences core, and technical electives necessary to be successful in today's health careers. Students will acquire skills to help them be successful in a clinic, nursing home, hospital or medical office setting. The program prepares students to work in professions not requiring a four-year degree.

Note

The Medical Office Management degree option can be found in the Business section on page 67.

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.
- 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.

Career Opportunities

- Medical office assistant
- Dietary Management
- EMT
- Nursing Assistant
- MA-C
- Practical Nursing
- Registered Nursing

_____	PNUR	12202	Maternal/Child Nursing . . . . . .2 credit hours
_____	PNUR	22002	Mental Health. . . . . .2 credit hours
_____	PNUR	22036	Clinical Practicum III . . . . . .6 credit hours
_____	PNUR	22137	Medical Surgical Nursing II. . . . . .7 credit hours

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science in Health Sciences will be able to:

- Engage students in a comprehensive health science curriculum allowing them to gain a foundational knowledge in their respective health profession including sciences, theories, concepts and best practices.
- Enable students to apply quantitative, qualitative, and scientific reasoning to solve problems by emphasizing creative and analytical thinking in the curriculum.
- Students should demonstrate effective communication skill, both verbal and written, to interact professionally with colleagues, patients and other healthcare professionals.
- Gain a primary health science education that enables students to transition to various associate, baccalaureate, or professional degrees.
- Students should understand and practice the ethical and legal principles governing their health profession. The students should also demonstrate integrity, empathy, and cultural sympathy in their interactions with others.

Institutional Learning Outcomes may be found on page 47.

CERTIFICATE OF PROFICIENCY — 15 Semester Hours

ENGLISH: . . . . . .3 credit hours

____ ENGL 10083 Applied Technical Writing
OR ENGL 10103* Composition I. . . . . .3 cr. sem. 1 CC sem. 1

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

____ CPSI 10003* Introduction to Computers . . . . . .3 cr. sem. 1 CC sem. 2

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

____ AMST 10031 Industrial Safety. . . . . .1 cr. sem. 1 CC sem. 1
____ AMST 11031 Understanding OSHA Regulations Basic. . .1 cr. sem. 1 CC sem. 1
____ AMST 12004 Fundamentals of Electricity . . . . . .4 cr. sem. 1 CC sem. 1
____ AMST 13053 Schematics . . . . . .3 cr. sem. 1 CC sem. 2

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Industrial Mechanics and Maintenance 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 departmental dean 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:

- Apply safety and first aid principles in the workplace.
- Read, draw and interpret wiring diagrams.
- Measure basic principles of electricity.

Institutional Learning Outcomes may be found on page 47.

CERTIFICATE OF PROFICIENCY IN BASIC MAINTENANCE AND SAFETY — 15 Semester Hours

TECHNICAL COURSES: . . . . . .15 credit hours

____ AMST 11031 Understanding OSHA Regulations Basic. . .1 cr.
____ AMST 12004 Fundamentals of Electricity . . . . . .4 cr.
____ AMST 20033 Hydraulics and Pneumatics. . . . . .3 cr.
____ HVAC 14004 AC and Heating Systems I. . . . . .4 cr.
____ WELD 10071 Basic Welding. . . . . .1 cr.
____ WELD 12072 Craft Skills . . . . . .2 cr.

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Industrial Mechanics and Maintenance 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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Basic Maintenance and Safety will be able to:

- Safety and first aid principles in the workplace.
- Demonstrate an understanding of control and power systems.
- Apply and measure basic principles of electricity.

Institutional Learning Outcomes may be found on page 47.

The Industrial Mechanics and Maintenance Technology program is designed to prepare students in general multi-craft maintenance, preventative maintenance and troubleshooting, and safety 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 successful completion of the program, students should be able to enter the workplace and fill highly-skilled positions which require a technician to install, operate, support, upgrade, or maintain the equipment and systems that many companies today are dependent on.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Field service mechanical and electrical technician
- Industrial maintenance mechanic
- Industrial maintenance technician
- Machine and service electrician
- PLC electrical technician
- Production line maintenance mechanic
- Systems maintenance mechanic

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INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

The Industrial Mechanics and Maintenance Technology program is designed to prepare students in general multi-craft maintenance, preventative maintenance and troubleshooting, and safety 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 successful completion of the program, students should be able to enter the workplace and fill highly-skilled positions which require a technician to install, operate, support, upgrade, or maintain the equipment and systems that many companies today are dependent on.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Field service mechanical and electrical technician
- Industrial maintenance mechanic
- Industrial maintenance technician
- Machine and service electrician
- PLC electrical technician
- Production line maintenance mechanic
- Systems maintenance mechanic

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing			
OR	ENGL	10103*	Composition I. . . . . .3 cr.	sem. 2	CC	sem. 1

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math . . . . . .3 cr.	sem. 1	CC	sem. 3

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.	sem. 1	CC	sem. 2

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

____	BINS	12203	Electronic Spreadsheet . . . . . .3 cr.	sem. 2	CC	sem. 4
____	AMST	12004	Fundamentals of Electricity . . . . . .4 cr.	sem. 1	CC	sem. 1
____	AMST	10031	Industrial Safety. . . . . .1 cr.	sem. 1	CC	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic. . .1 cr.	sem. 1	CC	sem. 1
____	AMST	13053	Schematics . . . . . .3 cr.	sem. 1	CC	sem. 2
____	AMST	20033	Hydraulic and Pneumatics. . . . . .3 cr.	sem. 2	CC	sem. 3
____	AMST	21133	Motors and System Controls . . . . . .3 cr.	sem. 2	CC	sem. 2
____	ITEC	11103	Networking Essentials . . . . . .3 cr.	sem. 2	CC	sem. 4

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Industrial Mechanics and Maintenance 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 departmental dean 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 safety and first aid principles in the workplace.
- Demonstrate an understanding of control and power systems.
- Read, draw and interpret wiring diagrams.
- Measure basic principles of electricity.

Institutional Learning Outcomes may be found on page 47.

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ASSOCIATE OF APPLIED SCIENCE 60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH/COMMUNICATIONS: . . . . . .6 credit hours
Six hours of English/communications courses must be selected from the following list:

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 2
____	ENGL	10103*	Composition I	3 cr.	sem. 3
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	3 cr.	sem. 1

SOCIAL SCIENCE ELECTIVE:. . . . . .3 credit hours
Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

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

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

TECHNICAL COURSES: . . . . . .42 credit hours

____	BINS	12203	Electronic Spreadsheet	3 cr.	sem. 2
____	AMST	10031	Industrial Safety	1 cr.	sem. 1
____	AMST	11031	Understanding OSHA Regulations Basic	1 cr.	sem. 1
____	AMST	11203	Rigging and Load Handling	3 cr.	sem. 3
____	AMST	12004	Fundamentals of Electricity	4 cr.	sem. 1
____	AMST	12104	Industrial Mechanics	4 cr.	sem. 3
____	AMST	13053	Schematics	3 cr.	sem. 1
____	AMST	20033	Hydraulic and Pneumatics	3 cr.	sem. 2
____	AMST	21133	Motors and System Controls	3 cr.	sem. 2
____	AMST	22003	Technical Career Development	3 cr.	sem. 4
____	AMST	22004	Automated Systems and Robotics	4 cr.	sem. 3
____	AMST	23003	Introduction to Programmable Logic Controllers	3 cr.	sem. 4
____	AMST	24003	Preventative Maintenance and Troubleshooting	3 cr.	sem. 4
____	ITEC	11103	Networking Essentials	3 cr.	sem. 2
____	WELD	10071	Basic Welding	1 cr.	sem. 3

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

____	AMST	29003	Industrial Mechanics Internship	3 cr.	sem. 4
____	BINS	23703	Supervisory Management	3 cr.	sem. 4
____	ITEC	12003	Introduction to Network Administration	3 cr.	sem. 4
____	SPAN	10103*	Elementary Spanish I	3 cr.	sem. 4
____	WELD	12173	Gas Metal Arc Welding	3 cr.	sem. 4
____	WELD	21073	Blueprint Reading	3 cr.	sem. 4
____	WELD	23073	Gas Tungsten Arc Welding	3 cr.	sem. 4

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Industrial Mechanics and Maintenance 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 departmental dean 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:

- Apply safety and first aid principles in the workplace.
- Demonstrate an understanding of control and power systems.
- Apply basic principles of material handling and lifting.
- Read, draw and interpret wiring diagrams.
- Exhibit professional standards, ethics, and business practices.
- Apply and measure basic principles of electricity.

Institutional Learning Outcomes may be found on page 47.

The Industrial Mechanics and Maintenance Technology program is designed to prepare students in general multi-craft maintenance, preventative maintenance and troubleshooting, and safety 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 successful completion of the program, students should be able to enter the workplace and fill highly-skilled positions which require a technician to install, operate, support, upgrade, or maintain the equipment and systems that many companies today are dependent on.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Career Opportunities

- Field service mechanical and electrical technician
- Industrial maintenance mechanic
- Industrial maintenance technician
- Machine and service electrician
- PLC electrical technician
- Production line maintenance mechanic
- Systems maintenance mechanic

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MEDICATION ASSISTANT - CERTIFIED

The Medication Assistant - Certified program combines classroom instruction with clinical experience. Students will be prepared to provide competent, skilled nursing care in a compassionate manner to residents of long-term care facilities.

After UACCM

Upon successful completion of this course with a grade of "C" or higher, students may take the state competency exam. With successful passage, students will be eligible to become a Medication Assistant - Certified.

Note

- Students may not be admitted if they have been convicted of a misdemeanor or felony.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Clinical practicum is an integral and required part of the nursing department. The Nursing Department and/or clinical facilities require certain criteria for entry into the clinical areas possibly including but not limited to the COVID vaccination series.

Requirements

Admission to the program is based on compliance with entrance requirements and availability of seats in the course. Readmission to the course is only attained by reapplying.

- Completion of all admission requirements to UACCM
- GED® or high school diploma.
- Meet course prerequisites.
- Currently listed in good standing on the state's certified nurse aide registry.
- Maintained registration on the state's certified nurse aide registry continuously for a minimum of one year.
- Verification by employer of at least one continuous year of full-time experience as a certified nurse aide in Arkansas.
- Current employment in a designated facility.
- Current AHA Healthcare Provider CPR certification
- Verification of clean criminal background and child maltreatment checks
- Verification of TB screening/clearance
- Influenza vaccine
- Negative urine drug screen
- Malpractice insurance

Students cannot miss any time in the skills lab practice or the progressive supervised clinical experience of the course and all absences/ tardies must be made up.

CERTIFICATE OF PROFICIENCY

8 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

TECHNICAL COURSES: . . . . . .5 credit hours
____ ALHE 10005 Medication Assistant - Certified . . . . . .5 cr. sem. 1

RELATED COURSES: . . . . . .3 credit hours
____ ISHP 10003 Medical Terminology . . . . . .3 cr. sem. 1

The Medication Assistant - Certified program, approved by the Arkansas State Board of Nursing combines a total of 117 hours of classroom instruction and a clinical component. The 117 hours will include 45 hours of didactic study, 24 hours of skills lab practice and 48 hours of supervised progressive clinical experience. The student is prepared to perform the delegated function of medication administration and related tasks under the supervision of a licensed nurse. Upon successful completion of this course with a grade of "C" or higher, students may take the state board approved certification examination. With successful passage, the student will become a Medication Assistant - Certified.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Medication Assistant - Certified will be able to:

- Correctly define the scope of work for a Medication Assistant – Certified (MA-C)
- Identify the legal and ethical issues of medication administration
- Identify the principles of medication properties, uses and action
- Identify the principles of medication administration including safety, infection control, communication and documentation skills
- Demonstrate knowledge of appropriate reporting of changes in clients' condition
- Participate in skills lab activities that focus on elderly clients in a nursing home

Institutional Learning Outcomes may be found on page 47.

The Nursing Assisting program combines classroom instruction with clinical experience. Students will be prepared to provide competent, skilled nursing care in a compassionate manner to residents of long-term care, hospice, and hospital facilities.

CERTIFICATE OF PROFICIENCY

8 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

TECHNICAL COURSES: . . . . . .4 credit hours

_____ ALHE 10204 Nursing Assistant . . . . . .4 cr. sem. 1 CC sem. 1

RELATED COURSES: . . . . . .4 credit hours

_____ BIOL 24004* Human Anatomy and Physiology I . . . . . .4 cr. sem. 1 CC sem. 1

The Nursing Assisting program, approved by the Department of Health and Human Services Office of Long Term Care combines classroom instruction and a clinical component. The student is prepared to provide caring, competent, and skilled nursing care to residents in long term care, hospice, and acute care facilities. Upon successful completion of the course with a grade of "C" or better, the student will take the state competency exam. With successful passage, the student will become a Certified Nursing Assistant.

PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Nursing Assisting will be able to:

- Demonstrate problem solving, critical thinking approaches utilized in patient care settings.
- Use ethical principles in practice, conduct, and relationships with patients, staff, and families.
- Identify with the values of the profession and incorporate them into practice.
- Promote a positive public image of nursing assistant as a positive role model.
- Utilize communication skills to establish and maintain a therapeutic relationship with patients, families, and staff.
- Execute competencies required for beginning practice as a nursing assistant.

TECHNICAL SKILLS

- Measuring and recording fluid intake
- Measuring height and weight
- Taking auxiliary temperature
- Taking radial pulse
- Use of wheelchair/geriatric chair
- Personal care of residents
- Feeding a resident
- Incontinence care
- Making an occupied bed
- Execute competencies required for beginning practice as a Certified Nursing Assistant as listed by the Arkansas Office of Long Term Care

Institutional Learning Outcomes may be found on page 47.

After UACCM

Upon successful completion of this course with a grade of "C" or higher, students may take the state competency exam. With successful passage, students will be eligible to become certified nursing assistants.

Note

- ALHE 10204 Nursing Assistant must be completed at UACCM to earn the Certificate of Proficiency.
- Only two attempts are permitted for the successful completion of the Anatomy and Physiology courses. If a third attempt is needed, the student will need to meet with the Nursing Program Chair and/or Dean.
- Students may not be admitted if they have been convicted of a misdemeanor or felony.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Clinical practicum is an integral and required part of the nursing department. The Nursing Department and/or clinical facilities require certain criteria for entry into the clinical areas possibly including but not limited to the COVID vaccination series.

Requirements

- Completion of all admission requirements to UACCM
- Current AHA Healthcare Provider CPR certification
- Verification of clean criminal background and child maltreatment checks
- Verification of TB screening/clearance
- Influenza vaccine
- Malpractice insurance
- Some local travel

Students cannot miss any time in the first 16 hours of the course and all absences/tardies must be made up.

NURSING—PRACTICAL NURSING

The Practical Nursing program is an Arkansas State Board of Nursing approved program that prepares students to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. Students spend time in the classroom and in clinical experiences. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Morrilton, Conway, Russellville, Clinton, or other areas as needed.

After UACCM

- Upon successful completion of the Practical Nursing program, students are eligible to take the National Council Licensing Exam (NCLEX-PN®) if approved by the Arkansas State Board of Nursing (ASBN).
- 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 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.
- This license may also be used to enter a registered nursing program.

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

- Admission into the UACCM Practical Nursing Program is a competitive process. Applicants should refer to page 97 for a complete description of the admissions and selection policy.
- Clinical practicum is an integral and required part of the nursing program. The Nursing Program and/or clinical facilities require certain criteria for entry into the clinical areas possibly including but not limited to the COVID vaccination series.
- Successful completion of the nursing program and receiving a license through the Arkansas State Board of Nursing does not guarantee license reciprocity in all 50 states.

TECHNICAL CERTIFICATE — 57 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

PREREQUISITE COURSES: . . . . . .12 credit hours

____	ALHE	10204	Nursing Assistant	4 cr.	sem. 0
____	BIOL	24004*	Human Anatomy and Physiology I	4 cr.	sem. 0
____	BIOL	24104*	Human Anatomy and Physiology II.	4 cr.	sem. 0

BIOL 24004 and BIOL 24104 must be completed at the same institution and may not be attempted more than two times unless approval is granted by advisor or the Program Chair of Nursing.

FIRST SEMESTER: . . . . . .15 credit hours

____	NURS	12143	Math for Nurses	3 cr.	sem. 1
____	PNUR	10001	Professional Ethical Issues	1 cr.	sem. 1
____	PNUR	11005	Basic Nursing I	5 cr.	sem. 1
____	PNUR	11036	Clinical Practicum I	6 cr.	sem. 1

SECOND SEMESTER:. . . . . .15 credit hours

____	PNUR	12202	Maternal/Child	2 cr.	sem. 2
____	PNUR	12037	Med-Surgical Nursing I	7 cr.	sem. 2
____	PNUR	12106	Clinical Practicum II	6 cr.	sem. 2

THIRD SEMESTER: . . . . . .15 credit hours

____	PNUR	22002	Mental Health.	2 cr.	sem. 3
____	PNUR	22036	Clinical Practicum III	6 cr.	sem. 3
	PNUR	22137	Med-Surgical Nursing II.	7 cr.	sem. 3

PROGRAM LEARNING OUTCOMES

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

- 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, families, and staff.
- 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.

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 47.

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All students applying to the Practical Nursing program must read both Arkansas Nurse Practice Act, ACA §17-87-312 for criminal background checks and ACA §17-3-102 for licensing restrictions based on criminal records and submit a signed statement indicating that they understand and acknowledge receiving the information. All students should be aware that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. There is a possibility you could complete the nursing program, but be barred from licensure. Completion of the program does not guarantee you will be granted licensure to practice as a nurse.

PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

Admission into the UACCM Practical Nursing Program is a competitive process. A class of 24 students begins twice per year.

The following steps must be completed before a student can be considered for the Practical Nursing program.

1. Complete the UACCM admission process found at www.uaccm.edu/enroll/admission. Students must be fully admitted and be a high school graduate or equivalent before applying for the Practical Nursing program. 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.
2. Achieve a Minimum Composite Score of 140 on the NEX Exam. Students must pay a $55 testing and proctoring fee for the exam at the Student Accounts window in the University Center before scheduling an appointment with Testing Services to take the NEX. The exam may be taken before applying to the Nursing program. Students will only be allowed to take the NEX one time per application period. NEX scores will only be accepted from UACCM and must be taken on-site. No NEX scores taken at other testing centers will be accepted.

   NEX EXAM SCHEDULED
   - NEX Exams for Spring admission are given from July 1– October 1.
   - NEX Exams for Fall admission are given from January 1 – April 1.

   Effective July 1, 2024, the Practical Nursing pre-admission testing requirement will transition from the PAX to the NEX exam. Due to changes in the test and the composite score range, PAX results will no longer be accepted & students applying for admission to the Spring 2025 class are required to take the NEX exam to meet eligibility requirements.
3. Complete and submit the Application for the Practical Nursing Program online found at uaccm.formstack.com/forms/pn_application. 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.

   APPLICATION WINDOWS
   - Applications for Spring admission are accepted from July 1 – October 1.
   - Applications for Fall admission are accepted from January 1 – April 1.
4. Submit a letter of good standing for applicants who have previously attended another nursing program (PN or RN).

ENTRANCE REQUIREMENTS

Admission to the College does not necessarily qualify a student for admission to the Practical Nursing program. A minimum 2.5 GPA and good academic standing is required for admission to the Practical Nursing Program.

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

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

260 - ACCUPLACER NG Writing
252 - ACCUPLACER NG Reading
230 - ACCUPLACER NG QAS

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

Remedial Courses that may be required are:

- MATH 09103 Foundations of Algebra or
  MATH 10103 Applied Technical Math
- UNIV 03003 Basic Composition
- UNIV 02103 Reading

Students must complete the prerequisite courses listed on page 96 with a grade of "C" or higher prior to beginning the program. Applicants must hold a current Arkansas Nursing Assistant license or have Nursing Assistant listed on their transcript within the last two years. Science prerequisite courses may not be attempted more than two times unless approval is granted by advisor or a Nursing Director. 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 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 who are selected for admission into the Practical Nursing program must submit to the Division of Nursing and Allied Health office current proof of:

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- 2-step tuberculosis assessment and clearance
- Influenza vaccination
- Hepatitis B vaccination or titer
- Varicella vaccination or titer
- Measles, mumps, and rubella (MMR) vaccination
- Tetanus vaccination
- Negative urine drug screening
- American Heart Association Healthcare Provider CPR certification

All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

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

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 statements, before beginning the Practical Nursing program, that states the student has read and understood Arkansas Nurse Practice Acts, ACA §17-87-312, and ACA §17-3-102 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.

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 Director of Practical Nursing for additional information.

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 NEX exam and education points. Students must score a minimum composite score of 140 points in order to be considered for the program. If the total score was not at least 140, students may schedule an appointment with their advisor, a nursing faculty, or the Director 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.

ACADEMIC PROGRESSION

A grade of "C" or better is necessary to pass each of the required practical nursing courses. Students who do not meet this requirement for lecture courses must apply for re-admission to the Academic Standards Committee before being permitted to continue in the program.

The following grading system is utilized to evaluate students in all courses

A — 90-100% B — 80-89% C — 75-79% D — 60-74% F — 0-59%

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 2.5 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 Academics (University Center, Suite 100). Documents for the readmission should be submitted on or before the appropriate 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 Academics to be readmitted, the student must make application to the Practical Nursing 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.

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- **Re-entry -** Should several students be approved by the Vice Chancellor for Academics 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 statements, before beginning the nursing program, that states the student has read and understood Arkansas Nurse Practice Acts, ACA §17-87-312, and ACA §17-3-102 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.

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 SKILLS

Students selected for re-entry into the PN program must successfully complete a Nursing Skills Checkoff Exam prior to the semester of re-entry.

NURSING—REGISTERED NURSING

The UACCM Associate Degree in Nursing (ADN) program is an Arkansas State Board of Nursing approved 12-month program and is a great opportunity for an LPN/LVN to take the next step towards advancing their career. The program consists of 33 credit hours of prerequisite courses and 33 credit hours within the program. A cohort begins each January with a December completion date. Up to 48 students may be admitted through a competitive selection process each year.

After UACCM

- Upon successful completion of the Registered Nursing program, students may petition the Arkansas State Board of Nursing to sit for the NCLEX-RN exam.
- 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-RN (national licensure exam).

Note

- Admission to the Registered Nursing program is a competitive process. Applicants should refer to page 101 for a complete description of the admissions and selection policy.
- The Registered Nursing program admits students in the spring semester each year.
- Courses are held during the day on Tuesdays and Thursdays. Clinicals are held on Fridays and Saturdays.
- The Registered Nursing Application is only valid for one application period.
- Clinical practicum is an integral and required part of the nursing program. The Nursing Program and/or clinical facilities require certain criteria for entry into the clinical areas possibly including but not limited to the COVID vaccination series.
- Successful completion of the nursing program and receiving a license through the Arkansas State Board of Nursing does not guarantee license reciprocity in all 50 states.

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 148.

ENGLISH: . . . . . 6 credit hours

____	ENGL	10103*	Composition I	3 cr.	sem. 0
____	ENGL	10203*	Composition II	3 cr.	sem. 1

MATHEMATICS: . . . . . 3 credit hours

____	NURS	12143	Math for Nurses	3 cr.	sem. 1

BIOLOGICAL SCIENCE: . . . . . 12 credit hours

____	BIOL	20004*	Microbiology	4 cr.	sem. 1
____	BIOL	24004*	Human Anatomy and Physiology I	4 cr.	sem. 0
____	BIOL	24104*	Human Anatomy and Physiology II.	4 cr.	sem. 0

BIOL 24004 and BIOL 24104 must be completed at the same institution.

SOCIAL SCIENCE:. . . . . 6 credit hours

____	PSYC	11003*	General Psychology	3 cr.	sem. 0
____	PSYC	21003*	Psychology of Human Development	3 cr.	sem. 1

NUTRITION:. . . . . 3 credit hours

____	NUTR	12103	Nutrition	3 cr.	sem. 0

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

TECHNICAL CORE:. . . . . 33 credit hours

____	NURS	21102	Pharmacology I	2 cr.	sem. 2
____	NURS	21106	Medical-Surgical Nursing I	6 cr.	sem. 2
____	NURS	21201	Mental Health Nursing	1 cr.	sem. 2
____	NURS	21253	Nursing Practicum I	3 cr.	sem. 2
____	NURS	22156	Maternal/Child Nursing	6 cr.	sem. 3
____	NURS	22253	Nursing Practicum II.	3 cr.	sem. 3
____	NURS	23151	NCLEX-RN Preparation	1 cr.	sem. 4
____	NURS	23253	Nursing Practicum III	3 cr.	sem. 4
____	NURS	23301	Community/Leadership in Nursing	1 cr.	sem. 4
____	NURS	23302	Pharmacology II.	2 cr.	sem. 4
____	NURS	23305	Medical-Surgical Nursing II.	5 cr.	sem. 4

PROGRAM LEARNING OUTCOMES

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

- 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, families, and staff.
- 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 Registered Nurse.

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 47.

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All students applying to the LPN/LVN to RN program must read both Arkansas Nurse Practice Act, ACA §17-87-312 for criminal background checks and ACA §17-3-102 for licensing restrictions based on criminal records. Upon admittance to the program, students must submit a signed statement indicating that they understand and acknowledge receiving the information. All students should be aware that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. There is a possibility you could complete the nursing program, but be barred from licensure. Completion of the program does not guarantee you will be granted licensure to practice as a nurse.

LPN/LPTN-TO-ADN ADMISSION PROCESS

Admission into the UACCM Registered Nursing Program is a competitive process. A class of up to 48 students begins once per year. Applicants must hold a current unencumbered Arkansas license of LPN, LVN, or LPTN before the program starts.

The following steps must be completed before a student can be considered for the Registered Nursing program.

1. Complete the UACCM admission process found at www.uaccm.edu/enroll/admission. 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.
2. Achieve a minimum percentage score of 60% on the Nursing Accelerated Challenge Exam (NACE) and have a minimum total of 100 when NACE score and prerequisite GPA are combined. NACE testing may be scheduled between March 1 and September 15. NACE testing is not available on Fridays. Students must pay $70 testing and proctoring fee for the NACE at the Student Accounts window in the University Center before scheduling an appointment with Testing Services to take the exam. Students will only be allowed to take the NACE twice per application period.

   The Nursing Department does not have access to NACE scores after applicants have tested. NACE scores must be submitted by the applicant to the Nursing Department in person at Room 100 in the Kirk Building or by email at nursing@uaccm.edu. NACE scores taken at a testing centers other than UACCM Testing Services will not be accepted.
3. Complete and submit the Application for the Registered Nursing Program online found at uaccm.formstack.com/forms/rn_application.

   APPLICATION WINDOW
   - Applications are accepted from March 1 – October 1.
4. Submit a letter of good standing for applicants who have previously attended another Nursing program (RN).

ENTRANCE REQUIREMENTS

Admission to the College does not necessarily qualify a student for admission to the Registered Nursing program. A minimum 2.5 cumulative GPA and good academic standing is required for admission to the Registered Nursing Program.

Students must pass all prerequisite courses with a "C" or better. Students may lack ONE prerequisite course by the fall semester directly prior to the program starting; however, they must be enrolled in that course in the fall. All pre-requisites must be completed before the program starts in January. The ten prerequisite courses are listed below:

- Anatomy and Physiology I*
- Anatomy and Physiology II*
- Microbiology*
- Nutrition
- Introduction to Computers
- Math for Nurses
- Composition I
- Composition II
- General Psychology
- Psychology of Human Development

*Biology courses must be 4 credit hours with a lab. Both Anatomy and Physiology I and Anatomy and Physiology II courses must be taken at the same institution to receive credit.

College Algebra cannot be substituted for Math for Nurses.

The Nutrition course must cover the life span.

Students who are selected for admission into the Registered Nursing program must submit to the Division of Nursing and Allied Health office current proof of:

- 2-step Tuberculosis assessment and clearance
- Influenza vaccination
- Hepatitis B vaccination or titer
- Varicella vaccination or titer
- Negative urine drug screening
- American Heart Association Healthcare Provider CPR certification

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 via email from the Director of Registered Nursing, and will need to accept the invitation. This acceptance will be linked in the acceptance email. In the event that the student does not plan to enroll, they need to notify the Nursing Department by filling out the declination form linked in the acceptance email so that an alternate student may have the slot. The Nursing Department will maintain an alternate list of students in the case of a selected student declining his/her acceptance letter.

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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 Registered Nursing program.

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 UACCM Registered Nursing program.

BACKGROUND CHECKS UPON ADMISSION

Background checks will be conducted at the student's expense on selected applicants prior to the beginning of the program. If an applicant's/student's background check is unsatisfactory, he or she will not be admitted to the program.

SELECTION OF CANDIDATES

Students will be ranked and selected based on their grade point average of the prerequisite courses and their pre-entrance exam score.

ACADEMIC PROGRESSION

Students are required to maintain a 75% in each course. Students are required to successfully complete all courses in a semester in order to progress to subsequent semesters. Final course grade will not be rounded to nearest whole number.

The following grading system is utilized to evaluate students in all courses

A — 90-100% B — 80-89% C — 75-79% D — 60-74% F — 0-59%

TRANSFERS

Due to differences in nursing curriculum in other nursing programs, UACCM 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.

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 2.5 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 Academics (University Center, Suite 100). Documents for the readmission should be submitted on or before the appropriate 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.
  - Registered 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 Academics to be readmitted, the student must make application to the Registered Nursing 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 Academics 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 statements, before beginning the nursing program, that states the student has read and understood Arkansas Nurse Practice Acts, ACA §17-87-312, and ACA §17-3-102 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.

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 SKILLS

Students selected for re-entry into the RN program must successfully complete a Nursing Skills Checkoff Exam prior to the semester of re-entry.

Surveyors are experts at measurement. They establish official land boundaries; write descriptions of land for deeds, easements and leases; and measure construction and mineral sites. Students in the surveying program will be trained to operate surveying equipment, including automatic levels, total stations, and global positioning system (GPS) receivers. Instruction covers procedures and computations involved in boundary, route and construction surveys, as well as preparing legal documents, plats, maps, and reports.

CERTIFICATE OF PROFICIENCY

15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing		
OR	ENGL	10103*	Composition I. . . . . .3 cr.		sem. 1

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

____	CPSI	10003*	Introduction to Computers . . . . . .3 cr.		sem. 1

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

____	AMST	10031	Industrial Safety		
OR	AMST	11031	Understanding OSHA Regulations Basic. . .1 cr.		sem. 1
____	SURV	11101	Introduction to Surveying . . . . . .1 cr.		sem. 1
____	SURV	12004	Plane Surveying. . . . . .4 cr.		sem. 1
____	SURV	12103	Introduction to CAD and Surveying Software. . . . . .3 cr.		sem. 1

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 departmental dean and following the procedure(s) given.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

PROGRAM LEARNING OUTCOMES

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

- Use the basic features of CAD surveying software.
- Use basic surveying tools.

Institutional Learning Outcomes may be found on page 47.

SURVEYING

Surveyors are experts at measurement. They establish official land boundaries; write descriptions of land for deeds, easements and leases; and measure construction and mineral sites. Students in the surveying program will be trained to operate surveying equipment, including automatic levels, total stations, and global positioning system (GPS) receivers. Instruction covers procedures and computations involved in boundary, route and construction surveys, as well as preparing legal documents, plats, maps, and reports.

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.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

Note

- Students should complete Introduction to Computers, math requirement, Introduction to CAD and Surveying Software, Plane Surveying, and Introduction to Surveying 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 148.

ENGLISH: . . . . . 3 credit hours

____	ENGL	10083	Applied Technical Writing		
OR	ENGL	10103*	Composition I.	3 cr.	sem. 1

MATHEMATICS: . . . . . 3 credit hours

____	MATH	11003*	College Algebra	3 cr.	sem. 2

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

TECHNICAL COURSES: . . . . . 21 credit hours

____	AMST	10031	Industrial Safety		
OR	AMST	11031	Understanding OSHA Regulations Basic. . .	1 cr.	sem. 1
____	DFTG	11003	AutoCAD	3 cr.	sem. 2
____	SURV	11101	Introduction to Surveying	1 cr.	sem. 1
____	SURV	12004	Plane Surveying.	4 cr.	sem. 1
____	SURV	12103	Introduction to CAD and Surveying Software.	3 cr.	sem. 1
____	SURV	20033	Legal Principles and Boundaries.	3 cr.	sem. 2
____	SURV	20103	Boundary Evidence and Procedures.	3 cr.	sem. 2
____	SURV	22003	Introduction to Geographic Information Systems.	3 cr.	sem. 2

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 departmental dean and following the procedure(s) given.

PROGRAM LEARNING OUTCOMES

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

- Use the basic features of CAD surveying software.
- Use basic surveying tools.
- Utilize writing skills in analyzing terminology and conditions consistent with surveying practices.
- Prepare reports and/or maps from field data.

Institutional Learning Outcomes may be found on page 47.

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The Association of Technology, Management, and Applied Engineering

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 148.

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

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

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 1
____	ENGL	10103*	Composition I	3 cr.	sem. 4
____	ENGL	10203*	Composition II	3 cr.	
____	ENGL	20203*	Technical Communications	3 cr.	

MATHEMATICS: . . . . . .6 credit hours

____	MATH	11003*	College Algebra	3 cr.	sem. 2
____	MATH	12003*	Plane Trigonometry	3 cr.	sem. 3

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

Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

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

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 1

TECHNICAL COURSES: . . . . . .39 credit hours

____	AMST	10031	Industrial Safety		
OR	AMST	11031	Understanding OSHA Regulations Basic	1 cr.	sem. 1
____	DFTG	11003	AutoCAD	3 cr.	sem. 2
____	SURV	11101	Introduction to Surveying	1 cr.	sem. 1
____	SURV	12004	Plane Surveying	4 cr.	sem. 1
____	SURV	12103	Introduction to CAD and Surveying Software	3 cr.	sem. 1
____	SURV	12204	Boundary Surveying	4 cr.	sem. 3
____	SURV	14134	Construction and Route Surveying	4 cr.	sem. 4
____	SURV	20033	Legal Principles and Boundaries	3 cr.	sem. 2
____	SURV	20103	Boundary Evidence and Procedures	3 cr.	sem. 2
____	SURV	21003	Global Positioning Systems	3 cr.	sem. 3
____	SURV	21101	Fundamentals of Surveying (FS) Exam Prep	1 cr.	sem. 4
____	SURV	22003	Introduction to Geographic Information Systems	3 cr.	sem. 2
____	SURV	22103	Topographic and Civil Mapping	3 cr.	sem. 4
____	SURV	22203	Survey Plats and Deeds	3 cr.	sem. 3

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

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

____	BINS	12203	Electronic Spreadsheet	3 cr.	sem. 3
____	BINS	23103	Professional Development	3 cr.	sem. 3
____	BINS	23703	Supervisory Management	3 cr.	sem. 3
____	FINN	20103	Personal Finance	3 cr.	sem. 3
____	SPCH	10003*	Introduction to Oral Communications	3 cr.	sem. 3
____	SURV	29003	Surveying Internship	3 cr.	sem. 3

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 departmental dean 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:

- Perform mathematical computations consistent with surveying practices.
- Use the basic features of CAD surveying software.
- Use basic surveying tools.
- Utilize writing skills in analyzing terminology and conditions consistent with surveying practices.

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Students graduating with the Associate of Applied Science degree are recommended to take the Fundamentals of Surveying (FS) exam soon after graduation. On passing the FS exam, the student becomes 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 (P&PS) exam and the AR state specific exam. The final step in the process of becoming a professional surveyor (PS) is passing both the P&PS and the state specific exam.

Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. 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.

Note

- Students should complete Introduction to Computers, math requirement, Introduction to CAD and Surveying Software, Plane Surveying, and Introduction to Surveying during the first semester after completing remedial courses.

Career Opportunities

- Arkansas Highway and Transportation Department
- U.S. Corps of Engineers
- Private companies
- Independent surveying business owner/operator (after gaining experience and passage of the Principles and Practices of Surveying Exam)

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Surveyors are experts at measurement. They establish official land boundaries; write descriptions of land for deeds, easements and leases; and measure construction and mineral sites. Students in the surveying program will be trained to operate surveying equipment, including automatic levels, total stations, and global positioning system (GPS) receivers. Instruction covers procedures and computations involved in boundary, route and construction surveys, as well as preparing legal documents, plats, maps, and reports.

- Understand foundational concepts and effectively use GPS systems.
- Interpret and write land/survey descriptions.
- Prepare reports and/or maps from field data.
- Attain the skills and knowledge necessary to become employed in the surveying industry.

Institutional Learning Outcomes may be found on page 47.

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CERTIFICATE OF PROFICIENCY

15 Semester Hours

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 1	CC	sem. 2

TECHNICAL COURSES: . . . . . .12 credit hours

____	AMST	11031	Understanding OSHA Regulations Basic.	.1 cr.	sem. 1	CC	sem. 1
____	WELD	12072	Craft Skills	.2 cr.	sem. 1	CC	sem. 1
____	WELD	12173	Gas Metal Arc Welding	.3 cr.	sem. 1	CC	sem. 2
____	WELD	14076	Shielded Metal Arc Welding	.6 cr.	sem. 1	CC	sem. 1

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 departmental dean 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 47.

TECHNICAL CERTIFICATE

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____	ENGL	10083	Applied Technical Writing				
OR	ENGL	10103*	Composition I.	.3 cr.	sem. 2	CC	sem. 3

MATHEMATICS: . . . . . .3 credit hours

____	MATH	10103	Applied Technical Math	.3 cr.	sem. 1	CC	sem. 2

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

____	AMST	11031	Understanding OSHA Regulations Basic.	.1 cr.	sem. 1	CC	sem. 1
____	WELD	12072	Craft Skills	.2 cr.	sem. 1	CC	sem. 1
____	WELD	12173	Gas Metal Arc Welding	.3 cr.	sem. 1	CC	sem. 2
____	WELD	14076	Shielded Metal Arc Welding	.6 cr.	sem. 1	CC	sem. 1
____	WELD	21073	Blueprint Reading	.3 cr.	sem. 2	CC	sem. 4
____	WELD	23073	Gas Tungsten Arc Welding	.3 cr.	sem. 2	CC	sem. 4
____	WELD	24176	Structural Welding.	.6 cr.	sem. 2	CC	sem. 3

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 departmental dean 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 47.

The Welding Technology program provides training for students in the following areas of welding: welding safety, shielded metal arc (Stick Welding) welding, gas metal arc (MIG) welding, gas tungsten arc (TIG) welding, advanced welding, flux core arc welding, and blueprint reading. Students will be provided the opportunity to apply knowledge from theory-based classes by spending significant amounts of their time preforming practical exercises in the lab. Students are graded based on their welding performances and held to the same standards outlined in the American Welding Society (AWS) D1.1 qualification standards.

Note

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses and Career Center (CC) courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

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.

Career Opportunities

- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies

AWS ATF ACCREDITED TEST FACILITY WELDER TESTING

nccer

WELDING TECHNOLOGY

The Welding Technology program provides training for students in the following areas of welding: welding safety, shielded metal arc (Stick Welding) welding, gas metal arc (MIG) welding, gas tungsten arc (TIG) welding, advanced welding, flux core arc welding, and blueprint reading. Students will be provided the opportunity to apply knowledge from theory-based classes by spending significant amounts of their time preforming practical exercises in the lab. Students are graded based on their welding performances and held to the same standards outlined in the American Welding Society (AWS) D1.1 qualification standards.

Note

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Semester order for college courses is suggested based on Fall/Spring semester rotation where Fall counts as sem. 1. Beginning courses in another semester, having prior credits, or taking remedial courses will affect the order in which courses are taken. Take classes when first offered as some classes are only offered certain semesters.

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.

Career Opportunities

- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies

ASSOCIATE OF APPLIED SCIENCE — 60 Semester Hours

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 148.

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

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

____	ENGL	10083	Applied Technical Writing	3 cr.	sem. 2
____	ENGL	10103*	Composition I	3 cr.	sem. 3
____	ENGL	10203*	Composition II	3 credit hours	
____	ENGL	20203*	Technical Communications	3 credit hours	

MATHEMATICS: . . . . . 3 credit hours

____	MATH	10103	Applied Technical Math	3 cr.	sem. 1

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

Three hours of social science electives must be selected from the list on page 42.

____	ELECTIVE		Social Science Elective	3 cr.	sem. 4

REQUIRED COURSE: . . . . . 3 credit hours

____	CPSI	10003*	Introduction to Computers	3 cr.	sem. 3

TECHNICAL COURSES: . . . . . 41 credit hours

____	AMST	11031	Understanding OSHA Regulations Basic.	1 cr.	sem. 1
____	AMST	11203	Rigging and Load Handling	3 cr.	sem. 3
____	AMST	22003	Technical Career Development	3 cr.	sem. 3
____	FINN	20103	Personal Finance	3 cr.	sem. 4
____	WELD	12072	Craft Skills	2 cr.	sem. 1
____	WELD	12173	Gas Metal Arc Welding	3 cr.	sem. 1
____	WELD	14076	Shielded Metal Arc Welding	6 cr.	sem. 1
____	WELD	21073	Blueprint Reading	3 cr.	sem. 2
____	WELD	23073	Gas Tungsten Arc Welding	3 cr.	sem. 2
____	WELD	24072	Flux Core Arc Welding	2 cr.	sem. 3
____	WELD	24176	Structural Welding	6 cr.	sem. 2
____	WELD	26076	Advanced Welding	6 cr.	sem. 4

RELATED ELECTIVES: . . . . . 4 credit hours

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

____	AMST	10031	Industrial Safety	1 cr.	sem. 4
____	AMST	12004	Fundamentals of Electricity	4 cr.	sem. 4
____	AMST	13053	Schematics	3 cr.	sem. 4
____	BINS	23703	Supervisory Management	3 cr.	sem. 4
____	DFTG	10103	Beginning Drafting	4 cr.	sem. 4
____	WELD	24273	Advanced Gas Tungsten Arc Welding	3 cr.	sem. 4
____	WELD	25073	Special Projects	3 cr.	sem. 4
____	WELD	29073	Welding Internship	3 cr.	sem. 4

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 departmental dean 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 47.

SECTION E.

COOPERATIVE PROGRAMS

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

University of Arkansas Criminal Justice Institute
Crime Scene Investigation
Certification of Proficiency. . . . . page 110
Technical Certificate. . . . . page 110
Associate of Applied Science. . . . . page 111
Law Enforcement Administration
Certificate of Proficiency . . . . . page 112
Technical Certificate. . . . . page 112
Associate of Applied Science. . . . . page 113

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

15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____ ENGL 10103* Composition I. . . . . .3 credit hours

TECHNICAL COURSES: . . . . . .12 credit hours

____ Crime Scene Technician Certificate Program . . . . . .9 credit hours

____ Law Enforcement Certification. . . . . .3 credit hours

(Arkansas Law Enforcement Training Academy Certificate)

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

A non-commissioned law enforcement employee currently serving as a Civilian Crime Scene Specialist will be required to complete six credit hours of Criminal Justice from the educational institution to fulfill this requirement.

TECHNICAL CERTIFICATE

31 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .3 credit hours

____ ENGL 10103* Composition I. . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours

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

____ MATH 10103 Applied Technical Math . . . . . .3 credit hours

____ MATH 11003* College Algebra . . . . . .3 credit hours

____ MATH 11103* Quantitative Literacy . . . . . .3 credit hours

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

____ CPSI 10003* **Introduction to Computers . . . . . .3 credit hours

TECHNICAL COURSES: . . . . . .22 credit hours

____ Crime Scene Investigation Certificate of Proficiency . . . . . .12 credit hours

____ Crime Scene Special Topics . . . . . .10 credit hours

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

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

ASSOCIATE OF APPLIED SCIENCE — 60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .6 credit hours

_____ ENGL 10103* Composition I. . . . . .3 credit hours
_____ ENGL 10203* Composition II
OR ENGL 20203* Technical Communications . . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours

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

_____ MATH 10103 Applied Technical Math . . . . . .3 credit hours
_____ MATH 11003* College Algebra . . . . . .3 credit hours
_____ MATH 11103* Quantitative Literacy . . . . . .3 credit hours

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

_____ CPSI 10003* **Introduction to Computers . . . . . .3 credit hours

GENERAL EDUCATION ELECTIVES: . . . . . .18 credit hours

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

_____ BINS 23703 Supervisory Management
OR BLAW 20003* Business Law . . . . . .3 credit hours
_____ CRJU 10203* Introduction to Criminal Justice . . . . . .3 credit hours
_____ HIST 11103* World Civilization I
OR HIST 11203* World Civilization II . . . . . .3 credit hours
_____ PLSC 20003* American Government . . . . . .3 credit hours
_____ PSYC 11003* General Psychology . . . . . .3 credit hours
_____ SOCI 10103* Introduction to Sociology . . . . . .3 credit hours
_____ SPCH 10003* Introduction to Oral Communications . . . . .3 credit hours

TECHNICAL COURSES: . . . . . .30 credit hours

_____ Crime Scene Investigation Certificate of Proficiency . . . . . .12 credit hours
_____ Crime Scene Investigation Technical Certificate . . . . . .10 credit hours
_____ Advanced Crime Scene Investigation Technician Certificate Program 4 credit hours
_____ Advanced Crime Scene Special Topics . . . . . .4 credit hours

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

A non-commissioned law enforcement employee currently serving as a Civilian Crime Scene Specialist will be required to complete six credit hours of Criminal Justice from the educational institution to fulfill this requirement.

****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 — 13 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

GENERAL EDUCATION REQUIREMENTS: . . . . . .3 credit hours
____ ENGL 10103* Composition I. . . . . .3 credit hours

TECHNICAL COURSES: . . . . . .10 credit hours
____ Law Enforcement Administration and Management . . . . . .5 credit hours
____ Law Enforcement Communications . . . . . .2 credit hours
____ Law Enforcement Certification. . . . . .3 credit hours
(Arkansas Law Enforcement Training Academy Certificate)

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

TECHNICAL CERTIFICATE — 27 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .6 credit hours
____ ENGL 10103* Composition I. . . . . .3 credit hours
____ ENGL 10203* Composition II
OR ENGL 20203* Technical Communications . . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours
Three hours of mathematics courses must be selected from the following list:
____ MATH 10103 Applied Technical Math . . . . . .3 credit hours
____ MATH 11003* College Algebra . . . . . .3 credit hours
____ MATH 11103* Quantitative Literacy . . . . . .3 credit hours

REQUIRED COURSE: . . . . . .3 credit hours
____ CPSI 10003* **Introduction to Computers . . . . . .3 credit hours

TECHNICAL COURSES: . . . . . .15 credit hours
____ Law Enforcement Administration Certificate of Proficiency .10 credit hours
____ Advanced Law Enforcement Special Topics. . . . . .5 credit hours

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

****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 — 60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 148.

ENGLISH: . . . . . .6 credit hours

_____ ENGL 10103* Composition I. . . . . .3 credit hours
_____ ENGL 10203* Composition II
OR ENGL 20203* Technical Communications . . . . . .3 credit hours

MATHEMATICS: . . . . . .3 credit hours

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

_____ MATH 10103 Applied Technical Math . . . . . .3 credit hours
_____ MATH 11003* College Algebra . . . . . .3 credit hours
_____ MATH 11103* Quantitative Literacy . . . . . .3 credit hours

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

_____ CPSI 10003* **Introduction to Computers . . . . . .3 credit hours

GENERAL EDUCATION ELECTIVES: . . . . . .18 credit hours

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

_____ BINS 23703 Supervisory Management
OR BLAW 20003* Business Law . . . . . .3 credit hours
_____ CRJU 10203* Introduction to Criminal Justice . . . . . .3 credit hours
_____ HIST 11103* World Civilization I
OR HIST 11203* World Civilization II . . . . . .3 credit hours
_____ PLSC 20003* American Government . . . . . .3 credit hours
_____ PSYC 11003* General Psychology. . . . . .3 credit hours
_____ SOCI 10103* Introduction to Sociology . . . . . .3 credit hours
_____ SPCH 10003* Introduction to Oral Communications. . . . .3 credit hours

TECHNICAL COURSES: . . . . . .30 credit hours

_____ Law Enforcement Administration Certificate of Proficiency .10 credit hours
_____ Law Enforcement Administration Technical Certificate. . . . .5 credit hours
_____ School of Law Enforcement Supervision . . . . . .9 credit hours
_____ Legal Aspects of Law Enforcement . . . . . .3 credit hours
_____ Professional Standards in Law Enforcement . . . . . .3 credit hours

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law enforcement Standards and Training.

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

SECTION F

WORKFORCE TRAINING NON-CREDIT COMPLETION CERTIFICATE

Workforce Training is designed to support local business and industry by cultivating a highly-skilled workforce in Central Arkansas. This is accomplished by leveraging the college's facilities and human resources to provide short-term, customizable, cost-efficient training to meet the needs of each individual company that requests our services

All courses require 100% attendance for completion. If an individual has extenuating circumstances that require an absence, an accommodation to reschedule missed work may be made on a case-by-case basis.

SECTION REFERENCE

Commercial Driver Training ..... **page 115**
Heavy Equipment Operator Training ..... **page 116**
Nursing Assistant ..... **page 116**

COMMERCIAL DRIVER TRAINING

The Commercial Driver Training (CDT) program is a five-day-per-week, four-week, 160+ hour training program.

In 2022, the Federal Motor Carrier Safety Administration put into effect new regulations regarding Entry-Level Driver Training for anyone seeking to obtain a Class A or B CDL for the first time, upgrade an existing Class B CDL to a Class A CDL, or obtain a school bus, passenger, or hazardous materials endorsement for the first time. UACCM's training program meets all requirements and is listed as an approved training provider to obtain these credentials. This program is also offered as refresher for Class A CDL holders who have not driven professionally for the past one to two years.

The CDT program at UACCM is a two-part course that begins with a self-led, online theory instruction to be completed in 30 days. This course prepares you to sit for the state written exams required for the appropriate licenses and endorsements. The second-part of the program is the behind-the-wheel training. Length of time and price for each course is as follows:

COURSE OFFERINGS

CLASS A CDL/CLASS B TO A UPGRADE. . . . . 160 HOURS
$3,700 (includes online theory course)
Mondays-Fridays | 8:00 am - 4:30 pm

CLASS B CDL . . . . . 80 HOURS
$2,500 (includes online theory course)
Mondays-Fridays | 8:00 am - 4:30 pm

CLASS A REFRESHER. . . . . 40 HOURS
$2,800
Mondays-Fridays | 8:00 am - 4:30 pm

HAZARDOUS MATERIALS . . . . . SELF-LED ONLINE ONLY
$250 (no skills training required)

All lessons and aspects of this course apply personal health, professionalism, business practices, compliance, safety, accountability, substance abuse, being a good employee, public and employer relations, and safety. These are an integral part of all aspects of this course and incorporated daily. The following content areas are utilized in both classroom and while in the field, with the focus being behind the wheel training. All material used is in accordance with various organizations that monitor and regulate commercial motor vehicles.

CONTENT AREAS INCLUDED IN THE CLASSROOM PORTION OF THE COURSE

INTRODUCTION TO RULES AND REGULATION . . . . . 8 HOURS
Introduction to Rules and Regulation covers the Arkansas and Federal Motor Vehicle Carrier Act, Federal Motor Carriers Safety Administration Laws and Regulations and Truckers Against Trafficking (TAT). Lessons on hours of service regulation, how to complete a log book, basic training and understanding of Electronic Logging Device (ELD), completion of fuel reports, pre- and post-inspections, basic business practices for truck drivers, compliance, safety, and accountability are covered. Also covered are topics related to control systems, vehicle systems, vehicle inspection, preventive maintenance, diagnosing and reporting malfunctions, trip planning, and accident procedures.

CONTENT AREAS INCLUDED IN THE APPLIED SKILLS PORTION OF THE COURSE

Note: All above lessons are incorporated into the below applied skills and many of the skills crossover to other lessons.

THEORY . . . . . SELF-LED ONLINE ONLY
Prior to the CDT course, an online portion teaching theory must be completed. This portion is self-led and covers: basic operation, safe operating procedures, advanced operating practices, vehicle systems and reporting malfunctions, and non driving activities.

PRE-TRIP INSPECTION . . . . . 25 HOURS
Pre-trip inspection is an important part of commercial driver training. All requirements for inspection are covered.

DRIVING TECHNIQUES . . . . . 42 HOURS
Driving Techniques covers basic control of the vehicle, coupling and uncoupling, visual search while driving, speed management, space management, night driving, extreme driving conditions, hazard perception, railroad crossings, emergency maneuvers, skid control and recovery, special rigs, handling cargo, cargo documentation, overview of hazardous materials, accident procedures, and security of cargo.

SHIFTING . . . . . 15 HOURS
Shifting covers the basics of shifting in preparation for backing and over-the-road (OTR) skills lessons. This includes using the tachometer and other gauges for monitoring the engine and other basic how-to of shifting.

BRAKING SYSTEMS . . . . . 20 HOURS
Braking Systems covers the air brake system, inspection of the system, normal and emergency stopping, braking on down-grades, stopping distance, low air warnings, and auxiliary brakes.

BACKING MANEUVERS . . . . . 50 HOURS

Backing Maneuvers covers the applied skills of basic control of the vehicle, straight line backing, off-set backing, parallel parking, docks, and other related techniques.

HEAVY EQUIPMENT OPERATIONS—LEVEL ONE TRAINING

The Heavy Equipment Operations—Level One Training course combines theory and hands-on training. This course is a five-day-per-week, 80 hours training program. The total cost of this non-credit course is $2,500 and may be paid in full by a grant from the Arkansas Department of Transportation (ARDOT). Upon completion of the course, participants should have developed the skills for entry-level heavy equipment operations. The program goal is to develop a diverse workforce that will be prepared to operate heavy equipment in a variety of environments safely, ethically, and effectively. Students should also have earned their OHSA 10, Flagger, and Fork Lift certifications.

Safely operate equipment of various sizes depending on the level of training

COURSE CONTENT AREAS INCLUDED IN THE COURSE

THEORY OF BASIC OPERATIONS . . . . . 8 HOURS

This covers Introduction to Safety, Basic Communication Skills, Basic Employability Skills, Identification of Heavy Equipment, and Introduction to Soils.

CERTIFICATIONS . . . . . 16 HOURS

Students will be exposed to and have the opportunity to earn a Flagger Certification, OSHA-10 Certification, and Telehandler/Forklift Certification.

SKILLS TRAINING. . . . . 56 HOURS

Hands-on training includes Heavy Equipment Safety, Basic Operational Techniques, and Various Heavy Equipment Operations depending on needs of industry and availability of equipment.

NURSING ASSISTANT TRAINING

The Nursing Assistant Training course combines classroom instruction with clinical experience. A minimum of 90 clock hours are required to complete the course. The first 16 hours require mandatory attendance, and the final 16 hours are mandatory within a facility of one of the clinical affiliates. Students will be prepared to provide competent, skilled nursing care in a compassionate manner to residents of long-term care, hospice, and hospital facilities.

Upon successful completion of this course with a grade of "C" or higher, students may take the state competency exam. With successful passage, students will be eligible to become certified nursing assistants.

CONTENT AREAS INCLUDED IN THE COURSE

INTRODUCTION TO NURSING ASSISTING . . . . . 16 HOURS

Students will learn the role of the Nurse Assistant, Infection Control, Fire Safety, Medical Concerns and Emergencies, Basic Care Skills, Oxygen Use, Common Diseases/Disorders, and other topics.

CORE CONTENT AREA. . . . . 58 HOURS

Students will learn the Activities of Daily Living, the Resident's Environment, Skin Care/Pressure Prevention, Basic Nursing Skills, Restraints, Rehabilitation/Restorative Services, Devices/Interventions, Special Care Needs, Cognitive Impairment, Mental Health, Admission/Transfer/Discharge, End of Life and other topics.

CLINICAL CONTENT . . . . . 16 HOURS

Students will incorporate skills learned in the previous class sessions within a long-term care facility under the direct supervision of the instructor. These hours are mandatory for the successful completion of class activities.

UNDERGROUND DIRECTIONAL DRILLING

Underground Directional Drilling is a four-week program preparing participants for careers in horizontal directional drilling/boring. This is a process used by utility companies to install pipe, conduit, or cables underground without the need to dig trenches. Utilizing curriculum designed by industry, participants have the opportunity to successfully complete the training needed to safely operate and maintain the Horizontal Directional Drilling (HDD) equipment. Pricing for the program is $2,800. Currently, Arkansas residents will have the cost covered by the Office of Skills Development.

CONTENT AREAS INCLUDED IN THE CLASSROOM PORTION OF THE COURSE

CORE CLASS . . . . . 40 HOURS

This introductory course provides a program overview and covers inspection, care, and use of personal protective equipment; OSHA 10; first aid, CPR, and blood-borne pathogens; hazards assessment and communication; RF awareness and safety; underground utility locate process; reading blueprint/construction drawings; DOT-securement of equipment and load; electrical safety and stray voltage detection; lock out/tag out; material handling and storage; and responding to emergency situations.

CONTENT AREAS INCLUDED IN THE APPLIED SKILLS PORTION OF THE COURSE

SKILLS TRAINING . . . . . 120 HOURS

Course consists of an introduction, overview, and expectations for operation of a Horizontal Directional Drill (HDD) including drill safety. Hands-on operation of equipment covers tracking electronics, job site overview and planning, HDD preventative maintenance, drilling fluids and mixing, down-hole tooling, excavation planning, and vacuum excavating. The course ends with a four-day real-world jobsite replication.

Nursing Assistant Continued

SECTION G

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 33 for more information about the Arkansas Course Transfer System or visit adhe.edu/students-parents/transfer-info-for-students.

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

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

HVAC 12103 HVACR SYSTEMS AND COMPONENTS . . . . . 3 CR. (2 LEC., 1 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading, and a grade of "C" or higher in HVAC 14004 AC and Heating Systems I. A comprehensive study of HVACR systems emphasizing component identification and operation. 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 applications are provided in the laboratory. Safety is emphasized.

HVAC 14004 AC AND HEATING SYSTEMS I . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 OR ACT Reading score of 15-16, Classic ACCUPLACER Reading score of <76, ACCUPLACER NG Reading score of <248 and "C" or better or concurrently enrolled in ENGL 10083 Applied Technical Writing. 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.

HVAC 19104 AC AND HEATING SYSTEMS II. . . . . 4 CR. (3 LEC, 3 LAB)

Prerequisite: Grade of "C" or higher in HVAC 14004 AC and Heating Systems I, and grade of "C" or higher or concurrently enrolled in ENGL 10083 Applied Technical Writing. This course is designed to teach the basic installation of heating, ventilation, and air conditioning systems. Topics include AC and Heating systems load calculations, electrical, mechanical, and fuel and gas code requirements, basics of duct work, refrigerant characteristics, system evacuation, charging, and leak detection. Practical application is provided through hands-on laboratory activities.

HVAC 20003 COMMERCIAL REFRIGERATION . . . . . 3 CR. (2 LEC., 1 LAB)

Prerequisite: Grade of "C" or higher in both HVAC 12103 HVACR Systems and Components and HVAC 14004 AC and Heating Systems I. 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 reach in coolers. 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.

HVAC 20134 AC AND HEATING SYSTEMS III . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in both HVAC 19104 AC and Heating Systems II and AMST 12004 Fundamentals of Electricity. 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.

HVAC 20233 SERVICE, MAINTENANCE, AND TROUBLESHOOTING . . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in both HVAC 19104 AC and Heating Systems II and HVAC 12103 HVACR Systems and Components. 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.

HVAC 21004 COMMERCIAL HVAC . . . . . 4 CR. (3 LEC., 1 LAB)

Prerequisite: Grade of "C" or higher in both HVAC 12103 HVACR Systems and Components and HVAC 14004 AC and Heat Systems I. This course is designed to teach the components, operation, and service characteristics of commercial HVAC equipment. Applications of basic HVACR principles combined with practical experience on actual commercial equipment will provide the student with the knowledge and skills to service, troubleshoot and repair basic equipment malfunctions. The subject matter includes commercial package units, variable air volume systems, variable refrigerant flow systems, hot and chilled water systems, and building automation systems. Safety is emphasized throughout the course.

HVAC 21103 HVACR MOTORS AND SYSTEMS CONTROLS . . . . . 3 CR. (2 LEC., 1 LAB)

Prerequisite: Grade of "C" or higher in AMST 12004 Fundamentals of Electricity. This course is a study of the fundamentals of motors used in the HVACR industry and their control circuits. This course provides the students with theory of pressure and temperature sensors, contactors, VFDs, relays, and other control components of motors used in industry. The subject matter includes, but not limited to, variable speed, ECM, constant torque, inducer, compressor, and other single-phase and three phase-motors.

HVAC 29003 HVACR 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. 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 10103 INTRODUCTION TO ANTHROPOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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 HISTORY

ARHS 10003 ART APPRECIATION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

ARHS 20003 ART HISTORY I . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered on demand. 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**)

ARHS 21003 ART HISTORY II. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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

ASTE 10103 LIGHT DUTY AUTOMOTIVE MAINTENANCE . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 OR ACT Reading score of 15-16, Classic ACCUPLACER Reading score of <76, ACCUPLACER NG Reading score of <248 and "C" or better or concurrently enrolled in ENGL 10083 Applied Technical Writing. Light Duty Automotive Maintenance is designed to train students to properly complete basic vehicle maintenance and repair. Students will learn about changing engine oil and filters, servicing transmissions, flushing and refilling coolants, checking fluid types and levels, inspecting belts, hoses, tires, air filters, and wiper blades, checking battery charge and connections for corrosion. Students in this course can earn S/P2 Automotive Service Safety certification, S/P2 Automotive Service Pollution certification and an EPA 609 MVAC certification.

ASTE 10203 AUTOMOTIVE ELECTRICAL SYSTEMS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 OR ACT Reading score of 15-16, Classic ACCUPLACER Reading score of <76, ACCUPLACER NG Reading score of <248 and "C" or better or concurrently enrolled in ENGL 10083 Applied Technical Writing. 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.

ASTE 12034 ENGINE REPAIR . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in ASTE 10203 Automotive Electrical Systems. Engine Repair covers the general theory of engine diagnostics, cylinder head, valve train, and engine block repair, lubrication and cooling systems, ignition systems, fuel and exhaust systems. This course will provide the student hands-on application of the theory learned in lecture. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive engine repair. This course prepares student for the ASE A1 Engine Repair student certification exam.

ASTE 13002 POWER TRAINS I . . . . . 2 CR. (1 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in ASTE 18003 Automotive Electronics. 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.

ASTE 14001 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.

ASTE 16004 BRAKES . . . . . 4 CR. (2 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in ASTE 18003 Automotive Electronics. 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.

ASTE 17002 POWER TRAINS II. . . . . 2 CR. (1 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in ASTE 13002 Power Trains I. 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.

ASTE 18003 AUTOMOTIVE ELECTRONICS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in ASTE 10203 Automotive Electrical Systems. 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.

ASTE 18034 CHASSIS AND STEERING . . . . . 4 CR. (2 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher or concurrently enrolled in ASTE 10203 Automotive Electrical Systems. 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.

ASTE 20004 CLIMATE CONTROL. . . . . 4 CR. (2 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in ASTE 18003 Automotive Electronics. 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.

ASTE 21044 ENGINE PERFORMANCE . . . . . 4 CR. (2 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in ASTE 18003 Automotive Electronics. 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.

ASTE 21055 AUTOMATIC TRANSMISSIONS . . . . . 5 CR. (2 LEC., 9 LAB)

Prerequisite: Grade of "C" or higher in ASTE 18003 Automotive Electronics. 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.

ASTE 29003 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. 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 01101 HUMAN ANATOMY & PHYSIOLOGY I EXTENDED LAB . . . . . 1 CR. (2 LAB)

Prerequisite: ACT Reading score of 18, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248, or High School GPA of 2.8 AND concurrently enrolled in BIOL 24004 Human Anatomy and Physiology I. This course is an extended format of the first half of a two-semester study of the structure and functions of the organ systems of the human body. The extended format allows for supplementary instruction time inside the classroom and is designed to prepare students for health-related programs. Lab required. (**GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2404**)

BIOL 10104 FUNDAMENTALS OF BIOLOGY . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading. 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 101H4 HONORS FUNDAMENTALS OF BIOLOGY . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading. Approval of Dean of General Education required to enroll in this course. 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. A minimum of four (4) service-learning hours are required for this course. Lab required. (**GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1014**)

BIOL 10304 GENERAL BOTANY. . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: Grade of "C" or higher in BIOL 10104 Fundamentals of Biology. 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 10504 PRINCIPLES OF ZOOLOGY . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: Grade of "C" or higher in BIOL 10104 Fundamentals of Biology. 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 20004 MICROBIOLOGY . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in either BIOL 10104 Fundamentals of Biology or BIOL 24004 Human Anatomy and Physiology I. 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**)

BIOL 200H4 HONORS MICROBIOLOGY . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in either BIOL 10104 Fundamentals of Biology or BIOL 24004 Human Anatomy and Physiology I. Approval of Dean of General Education required to enroll in this course. 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. It differs from BIOL 20004 Microbiology in that it includes additional work in and out of the classroom including four hours of service-related time at a wastewater treatment facility, a research project, and assisting instructors with preparation of lab materials. (**GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2004**)

BIOL 24004 HUMAN ANATOMY & PHYSIOLOGY I . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading, or a High School GPA of 3.25. 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 24104 HUMAN ANATOMY & PHYSIOLOGY II . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: Grade of "C" or higher in BIOL 24004 Human Anatomy and Physiology I. 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**)

BUSINESS

ACCOUNTING

ACCT 20003 PRINCIPLES OF ACCOUNTING I . . . . . .3 CR. (3 LEC.)

Prerequisite: None. 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 20103 PRINCIPLES OF ACCOUNTING II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ACCT 20003 Principles of Accounting I. 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 21043 PAYROLL ACCOUNTING . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in either ACCT 20003 Principles of Accounting I or BINS 10103 Bookkeeping. 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 22043 COMPUTERIZED ACCOUNTING. . . . . .3 CR. (3 LEC.)

Prerequisite: None. Computerized Accounting covers basic accounting principles. Students will also utilize an integrated accounting software package to apply accounting principles and prepare financial reports. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, financial statement analysis, payroll, and system setup.

BUSINESS

BUSI 10103 INTRODUCTION TO BUSINESS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading. 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)**

BUSI 11003 DOCUMENT FORMATTING AND SKILL BUILDING. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher or concurrently enrolled in CPSI 12103 Computer Applications or CPSI 10003 Introduction to Computers. Document Formatting and Skill Building 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. The student will enhance 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. **(ACTS EQUIVALENT COURSE NUMBER: BUSI 1103)**

BUSI 17004 SMALL BUSINESS ORGANIZATION AND MANAGEMENT . . . . . .4 CR. (4 LEC.)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 17, Classic ACCUPLACER Sentence Skills score of 79, ACCUPLACER NG Writing score of 250, or a grade of "C" or higher in UNIV 03003 Basic Composition. This course applies business policies and procedures to the small business environment and is designed for students contemplating management or ownership of a small business. Topics include the nature of the entrepreneur, business structures and ownership options, planning, funding, marketing, government regulations, and other relevant business functions.

BUSI 20103 BUSINESS COMMUNICATIONS I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in CPSI 12103 Computer Applications or CPSI 10003 Introduction to Computers; AND grade of "C" or higher in BINS 10003 Business English or ENGL 10103 Composition I. 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)**

BUSI 24003 ENTREPRENEURSHIP. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 17, Classic ACCUPLACER Sentence Skills score of 79, ACCUPLACER NG Writing score of 250, or a grade of "C" or higher in UNIV 03003 Basic Composition. 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.

BUSINESS INFORMATION SYSTEMS

BINS 10003 BUSINESS ENGLISH. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. 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.

BINS 10103 BOOKKEEPING . . . . . .3 CR. (3 LEC.)

Prerequisite: None. Not open to anyone who has a grade of "C" or higher in ACCT 20003 Principles of Accounting I. 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.

BINS 10301 ELECTRONIC CALCULATORS . . . . . .1 CR. (1 LEC.)

Prerequisite: None. 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.

BINS 10401 MICROSOFT OUTLOOK . . . . . .1 CR. (1 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

BINS 10501 FILE MANAGEMENT . . . . . .1 CR. (1 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND students should type 25 words per minute or be concurrently enrolled in UNIV 05001 Beginning Keyboarding. 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.

BINS 11001 KEYBOARDING SKILLS II . . . . . .1 CR. (1 LEC.)

Prerequisite: Grade of "C" or higher in UNIV 05001 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.

BINS 12203 ELECTRONIC SPREADSHEET . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in CPSI 12103 Computer Applications or CPSI 10003 Introduction to Computers; AND MATH 13343 Applied Business Math or MATH 10103 Applied Technical Math. Electronic Spreadsheet provides detailed instruction in formatting techniques; formulas and various date, financial, logical, lookup, and text functions; data validation; charts; pivot tables; and multiple worksheet groups in Microsoft Excel. The students will have the opportunity to take the Microsoft Office Specialist (MOS) Excel certification exam.

BINS 12303 DATABASE MANAGEMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in either CPSI 12103 Computer Applications, CPSI 10003 Introduction to Computers, or ITEC 11003 Computer Hardware and Software I. 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.

BINS 12503 WORD PROCESSING I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in both CPSI 12103 Computer Applications or CPSI 10003 Introduction to Computers; AND a grade of "C" or higher in BUSI 11003 Document Formatting and Skill Building. Word Processing I provides detailed instruction in character, paragraph, and page formatting and managing themes and styles in Microsoft Word to create complex business documents including letters; envelopes; labels; multipage reports with table of contents, references, and different odd and even headers and footers; and tables.

BINS 21103 HUMAN RELATIONS AND COMMUNICATIONS . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in BUSI 20103 Business Communications I AND BINS 12503 Word Processing I. Human Relations and Communication 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; nonverbal communication; legal and ethical aspects; human relations; customer focus; and readings in business communication.

BINS 22503 WORD PROCESSING II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in BINS 12503 Word Processing I. Word Processing II provides detailed instruction in the advanced features of Microsoft Word to create and format technical manuals, newsletters, brochures, forms, and templates; manage shared documents, and manage complex mail merges. The students will have the opportunity to take the Microsoft Office Specialist (MOS) Word Expert certification exam.

BINS 23003 PROOFREADING AND TRANSCRIPTION SKILLS . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in BINS 10003 Business English AND BUSI 11003 Document Formatting and Skill Building. 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.

BINS 23103 PROFESSIONAL DEVELOPMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: Final semester of enrollment and approval by the instructor. 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.

BINS 23203 BUSINESS PROCEDURES . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in CPSI 12103 Computer Applications or CPSI 10003 Introduction to Computers AND grade of "C" or higher or concurrently enrolled in BUSI 20103 Business Communications I. 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.

BINS 23703 SUPERVISORY MANAGEMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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**)

BINS 29003 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. 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 150 clock hours on the job.

BUSINESS LAW

BLAW 20003 BUSINESS LAW . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. 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**)

COMPUTER SCIENCE

CPSI 12103 COMPUTER APPLICATIONS. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND students should type 25 words per minute or be concurrently enrolled in UNIV 05001 Beginning Keyboarding.

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**)

ECONOMICS

ECON 21003 MACROECONOMICS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. This course covers theory and application of economics to behavior of the economy as a whole. (**GE, ACTS EQUIVALENT COURSE NUMBER: ECON 2103**)

ECON 22003 MICROECONOMICS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. 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**)

FINANCE

FINN 20103 PERSONAL FINANCE . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading. 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**)

MARKETING

MKTG 20003 MARKETING PRINCIPLES . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Marketing Principles is a study of marketing fundamentals, retailing and wholesaling systems, and marketing functions (price, place, promotion, and product) to accomplish value-added exchange in a global economy. This includes segmentation, targeting, and positioning to create a competitive advantage. (**GE, ACTS EQUIVALENT COURSE NUMBER: MKTG 2003**)

CHEMISTRY

CHEM 10004 FUNDAMENTALS OF CHEMISTRY . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math Score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher in MATH 09103 Foundations of Algebra. 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 12104 INTRODUCTORY CHEMISTRY FOR HEALTH-RELATED PROFESSIONS . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 20, Classic ACCUPLACER Elementary Algebra score of 81, ACCUPLACER NG QAS of 254, or grade of "C" or higher in MATH 09103 Foundations of Algebra. 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 12204 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in CHEM 12104 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)**

CHEM 14101 GENERAL COLLEGE CHEMISTRY I LABORATORY. . . . . 1 CR. (3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, a grade of "C" or higher in UNIV 02103 Reading; AND a grade of "C" or higher in MATH 11003 College Algebra or its equivalent. Corequisite: Be concurrently enrolled in CHEM 14103 General College Chemistry I. 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 14103 GENERAL COLLEGE CHEMISTRY I. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, a grade of "C" or higher in UNIV 02103 Reading; AND a grade of "C" or higher in MATH 11003 College Algebra or its equivalent. Corequisite: Be concurrently enrolled in CHEM 14101 General College Chemistry I Lab. 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 14201 GENERAL COLLEGE CHEMISTRY II LABORATORY . . . . . 1 CR. (3 LAB)

Prerequisite: Grade of "C" or higher in CHEM 14103 General College Chemistry I and CHEM 14101 General College Chemistry I Lab. Corequisite: Concurrently enrolled in CHEM 14203 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 14203 GENERAL COLLEGE CHEMISTRY II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in CHEM 14103 General College Chemistry I and CHEM 14101 General College Chemistry I Lab. Corequisite: Concurrently enrolled in CHEM 14201 General College Chemistry II Lab. Offered in the spring semester. This course is a continuation of CHEM 14103. 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 22051 ORGANIC CHEMISTRY LAB. . . . . 1 CR. (3 LAB)

Prerequisite: Grade of "C" or higher in CHEM 14103 General College Chemistry I and CHEM 14101 General College Chemistry I Lab. Corequisite: Concurrently enrolled in CHEM 22153 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 22153 ORGANIC CHEMISTRY . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in CHEM 14103 General College Chemistry I and CHEM 14101 General College Chemistry I Lab. Corequisite: Concurrently enrolled in CHEM 22051 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**)

COLLISION REPAIR AND REFINISHING TECHNOLOGY

CRTE 10033 ELECTRICAL AND MECHANICAL SYSTEMS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. This course covers the diagnosis and repair of electrical and mechanical systems including: 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 basic chassis and steering repairs. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes.

CRTE 10103 AUTO BODY FUNDAMENTALS . . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. 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.

CRTE 10203 COLOR THEORY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. Student will study the dimensions of color. The course focuses on how to deal with the different types of color effects, prior to any actual mixing of colors to match and blend paint. Light sources are explained and demonstrated in this course.

CRTE 10303 REFINISHING PROCEDURES AND APPLICATIONS. . . . . 3 CR. (2 LEC, 3 LAB)

Prerequisite: Grade of "C" or higher in CRTE 10103 Auto Body Fundamentals. 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. Students will also learn the theory of spray guns and the equipment associated with painting.

CRTE 11003 MATERIALS AND PROCESSES . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading This course includes theory and application of basic auto body materials and processes. Emphasis is given to metal and fiberglass repair techniques.

CRTE 12103 NON-STRUCTURAL ANALYSIS AND REPAIR. . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in CRTE 10103 Auto Body Fundamentals 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.

CRTE 12203 STRUCTURAL ANALYSIS AND REPAIR. . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in CRTE 10103 Auto Body Fundamentals. 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.

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

DFTG 10103 BEGINNING DRAFTING. . . . . 3 CR. (2 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

DFTG 11003 AUTOCAD. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

DFTG 11103 INVENTOR . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

DFTG 11204 REVIT. . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

DFTG 16004 CIVIL DRAFTING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite or corequisite: Grade of "C" or higher in DFTG 10103 Beginning Drafting. Grade of "C" or higher or concurrently enrolled in DFTG 11003 AutoCAD. Grade of "C" or higher in CPSI 10003 Introduction to Computers. This course introduces civil drafting techniques using Autodesk Civil 3D. Students will utilize Civil 3D in the development of alternatives through its model-based design tools as well as learn techniques enabling them to organize project data, work with points, create and analyze surfaces, model road corridors, create parcel layouts, perform grading and volume calculations tasks, and lay out pipe networks. Students will use various software to set up sheets sets for printings and set up PDFs for electronic transfers and submittals.

DFTG 20003 STRUCTURAL STEEL DRAFTING. . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grades of "C" or higher in DFTG 10103 Beginning Drafting, DFTG 11003 AutoCAD, and CPSI 10003 Introduction to Computers. This course is an introduction to structural steel drafting/detailing utilizing solid modeling and two-dimensional CAD software.

DFTG 22204 MECHANICAL DRAFTING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grades of "C" or higher in DFTG 10103 Beginning Drafting and CPSI 10003 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DFTG 11103 Inventor. This course covers dimensioning, detail and assembly drawing, and drawings of special tools and products. Students will use various software to set up sheets sets for printings and set up PDFs for electronic transfers and submittals.

DFTG 23203 COMMERCIAL DRAFTING . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grades of "C" or higher in CPSI 10003 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DFTG 10103 Beginning Drafting and DFTG 11204 Revit. 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).

DFTG 23304 RESIDENTIAL DRAFTING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grades of "C" or higher in CPSI 10003 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DFTG 10103 Beginning Drafting and DFTG 11204 Revit. 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.

DFTG 23404 SPATIAL PLANNING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grades of "C" or higher in DFTG 10103 Beginning Drafting and CPSI 10003 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DFTG 11204 Revit. This course is an introduction to the profession of spatial 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.

DFTG 29003 DRAFTING INTERNSHIP I . . . . . 3 CR. (9 LAB)

Prerequisite: Successfully complete a minimum of 30 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. 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.

DFTG 29103 PROJECT DRAFTING. . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in DFTG 11204 Revit; AND grades of "C" or higher or concurrently enrolled in DFTG 23203 Commercial Drafting, DFTG 23304 Residential Drafting and DFTG 23404 Spatial Planning. 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.

DFTG 29203 DRAFTING INTERNSHIP II . . . . . 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. 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.

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

COMPUTER SCIENCE

CPSI 10003 INTRODUCTION TO COMPUTERS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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)**

CPSI 19003 COMPUTER ETHICS AND PROFESSIONALISM . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or concurrently enrolled in ENGL 10083 Applied Technical Writing; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher or concurrently enrolled in MATH 10103 Applied Technical Math. This course is a survey of ethics and its applications to the computing and information technology professions. Students will study professional codes of ethics and the responsibilities that they place on technology professionals, as well as investigate the background and implications of ethical aspects of the real-world professional environment.

CPSI 23403 INTRODUCTION TO PYTHON . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in MATH 09103 Foundations of Algebra, MATH 10103 Applied Technical Math, or MATH 11003 College Algebra. This course is an introduction to object-oriented design and data structures using the Python programming language. Major topics covered in the course include the design of collection classes with polymorphism and inheritance, multiple implementations of collection interfaces, and the analysis of the space/time tradeoffs of different collection implementations (specifically array-based implementations and link-based implementations). Collections covered include sets, lists, stacks, queues, trees, dictionaries, and graphs.

CPSI 24303 JAVA PROGRAMING . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in MATH 11003 College Algebra or MATH 10103 Applied Technical Math. This course gives students an understanding of the Java programming environment including: variable types, logical operators, logic control structures, controls, interface design, graphics, arrays and data access. This class will be using Java 2 to solve real-world problems by building various solutions with multimedia, animation, network access and more.

CYBERSECURITY

CESC 11033 INTRODUCTION TO CYBERSECURITY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or concurrently enrolled in ENGL 10083 Applied Technical Writing; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher or concurrently enrolled in MATH 10103 Applied Technical Math. This course introduces the cybersecurity discipline and the crosscutting concepts related to cybersecurity thought, which includes design principles, cryptography basics, organizational risk management, and privacy concepts.

CESC 21003 SYSTEM SECURITY . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher or concurrently enrolled in CESC 11033 Introduction to Cybersecurity AND a grade of "C" or higher or concurrently enrolled in ITEC 11303 Intro to Computer Programming Logic and Language. This course covers the holistic concept of a cyber system of people, processes, technology and data organized as a unit, understanding how to develop security requirements and selection of controls to meet requirements. This course also addresses the security issues of connecting components and using them within larger systems.

CESC 21403 INCIDENT RESPONSE . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in CESC 21003 System Security. Cybersecurity incidents are inevitable for organizations. This course prepares students for the lifecycle of planning for, responding to and recovering from cybersecurity incidents. Topics include (i) the technical mechanisms for log review, identification, containment and eradication and (ii) the organizational management of cybersecurity incident response, business continuity and disaster recovery functions.

CESC 22003 ACCESS CONTROL . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in CESC 21003 System Security. Covers logical and physical access control policy and mechanisms for cyber systems. Also covers the role of authorization, identification, authentication, and monitoring in access control.

INFORMATION TECHNOLOGY

ITEC 11003 COMPUTER HARDWARE AND SOFTWARE I. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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 prepares the student for the CompTIA A+ Core 1 Exam as the first step in completing the CompTIA A+ certification **(GE)**

ITEC 11103 NETWORKING ESSENTIALS . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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 ITEC 12003 Introduction to Network Administration, the second semester of the CompTIA Network+ certification training.

ITEC 11303 INTRODUCTION TO COMPUTER PROGRAMMING LOGIC AND LANGUAGE . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher in MATH 09103 Foundations of Algebra, MATH 10103 Applied Technical Math, or MATH 11003 College Algebra. 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)**

ITEC 12003 INTRODUCTION TO NETWORK ADMINISTRATION . . . . . 3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in ITEC 11103 Networking Essentials. 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. This course prepares the student for the CompTIA Network+ Certification Exam.

ITEC 20203 INTERNET TECHNOLOGIES . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher in MATH 09103 Foundations of Algebra, MATH 10103 Applied Technical Math, or MATH 11003 College Algebra. 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)**

ITEC 21003 COMPUTER HARDWARE AND SOFTWARE II . . . . . 3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in ITEC 11003 Hardware and Software I. The basics of supporting Windows XP, Vista, and Windows 7 are covered as well as various communication techniques such as network and Internet connections. This course prepares the student for the CompTIA A+ Core 2 Exam as the last step in completing the CompTIA A+ certification. **(GE)**

ITEC 21203 DESKTOP OPERATING SYSTEMS . . . . . 3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher or concurrently enrolled in ITEC 11103 Networking Essentials. This course provides a comprehensive introduction to the Windows client operating system. This course covers the installation, configuration, and troubleshooting of the newest Windows client system in any environment. Students who successfully complete this course will be able to navigate through and use built-in features and tools of the Windows client operating systems.

ITEC 21303 SERVER OPERATING SYSTEMS . . . . . 3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ITEC 11103 Networking Essentials. This course provides students with comprehensive knowledge of the Windows server operating systems. Students who complete this course will be able to install and configure the Windows server operating system and implement common server roles necessary to facilitate a Windows domain environment. Students will install and configure Active Directory Domain Services, DHCP, DNS, WDS, routing protocols and more.

ITEC 22403 DATABASE CONCEPTS . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

ITEC 22503 INTRODUCTION TO LINUX . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

ITEC 23003 NETWORK SECURITY . . . . . 3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in ITEC 11103 Networking Essentials. 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.

ITEC 24603 MOBILE APPLICATION DEVELOPMENT . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher in MATH 09103 Foundations of Algebra or MATH 10103 Applied Technical Math. 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.

ITEC 24703 INTRODUCTION TO JAVASCRIPT . . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher in ITEC 20203 Internet Technologies. 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.

ITEC 25003 ETHICAL HACKING AND NETWORK DEFENSE. . . . . .3 CR. (3 LEC.)

Prerequisite: A grade of "C" or higher or concurrently enrolled in ITEC 12003 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.

ITEC 29003 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. 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 150 clock hours on the job.

CONSTRUCTION TECHNOLOGY

CTTE 10043 CONSTRUCTION FUNDAMENTALS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. This course is designed to acquaint the student with the fundamental skills needed to work in the construction industry. Topics covered in the course includes: Basic Safety, Introduction to Blue Prints, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Orientation to the Trades, Building Materials, Fasteners, and Adhesives, Site Layout One - Distance Measurements and Leveling, Introduction to Concrete, Reinforcing Materials, and Forms, Foundations and Slab-on Grade, Reinforcing Concrete and Handling and Placing Concrete.

CTTE 11053 CARPENTRY . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. This course is designed to acquaint the student with the fundamental carpentry skills needed to work in the construction industry. Topics covered in the course includes: Orientation to the Trade; Building Materials, Fasteners, and Adhesives; Hand and Power Tools; Introduction to Construction Drawings, Specifications, and Layout; Floor Systems; Wall Systems; Ceiling Joist and Roof framing; Basic Stair Layout; Introduction to Building Envelope Systems.

CTTE 12053 DRYWALL AND MASONRY . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. This course is designed to acquaint the student with the fundamental skills needed to work with drywall and masonry in the construction industry. Topics covered in the course includes: Orientation to the Trade, Construction Materials and Methods, Thermal and Moisture Protection, Drywall Installation, and Drywall Finishing, Introduction to Concrete, Reinforcing Materials, and Forms, Handling and Placing Concrete, Introduction to Masonry, Masonry Units and Installation Techniques.

CTTE 16052 HIGHWAY CONSTRUCTION. . . . . 2 CR. (1 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in CTTE 10043 Construction Fundamentals. This course is designed to acquaint the student with the fundamental knowledge and basic skills needed to work in the highway construction industry. Topics covered in the course includes: Introduction to the Trade, Trucks, Heavy Equipment, Cranes, Below-Grade Construction, Earthmoving, Plant Operations, Paving and Structures.

CTTE 18053 ADVANCED CARPENTRY . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in CTTE 10043 Construction Fundamentals. This course is designed to acquaint the student with the more advanced carpentry skills needed to work in the construction industry. Topics covered in the course includes: Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Doors and Door Hardware, Suspended Ceilings, Window, Door, Floor, and Ceiling Trim, and Cabinet Installation.

CTTE 19053 CONSTRUCTION TECHNOLOGY INTERNSHIP . . . . . 3 CR. (9 LAB)

Prerequisite: Students must be in their final semester of enrollment towards a Technical Certificate in Construction Technology with a cumulative grade point average of 2.0 or better. Students 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 prior to being enrolled in the course. Students will be required to meet employment requirements set by internship sponsor employer, which may include: minimum age requirement, interview, drug screen and background check, etc. 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. The student and the employer arrange specific work times with a minimum of 150 clock hours on the job.

CRIMINAL JUSTICE

CRJU 10203 INTRODUCTION TO CRIMINAL JUSTICE . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

DIESEL TECHNOLOGY

DIEL 10002 CAREER READINESS . . . . . 2 CR. (2 LEC.)

Prerequisite: None. The purpose of this course is to equip students with the basic soft skills needed to achieve educational and career goals. Topics covered include integrity, basic communication skills, teamwork, managing conflict, and critical thinking. Students will research potential employers/internship sponsor companies, write a resume and cover letter, learn best practices for interviewing, and learn about the internship process required for admissions into the Diesel Technology program.

DIEL 10033 PREVENTATIVE MAINTENANCE AND INSPECTION . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course is an introduction to the skills and knowledge required by all service technicians including: precision measurement; environmental and safety regulation compliance; safety and personal protection equipment. Student will learn about complete preventative servicing of vehicles including changing of engine oil and filter; coolant flush and refill; checking of all fluid levels; inspecting belts, hoses, tires, air filters, and wiper blades; checking battery connections for corrosion, using the correct type fluids for the vehicle; and proper uses of tools and fasteners.

DIEL 12003 GAS AND DIESEL ENGINES SYSTEMS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course is an introduction to engine terminology, operating principles and maintenance. Engine systems are examined along with diagnostic, repair and maintenance procedures. The student will study the theory, operation, troubleshooting and repair of engine intake, exhaust and fuel systems used in equipment. The function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting is covered. The application of repair procedures for engines is emphasized. Safety, special tool use, and the use of service publications are stressed.

DIEL 13003 DIESEL ELECTRONIC SYSTEMS. . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course covers diagnostic testing as specified by manufacturer software, literature, troubleshooting charts and wiring diagrams to complete required service, repair, or replacement procedures on diesel electronic systems. Students are required to identify, locate, service, test and repair connectors, sensors, actuators, switches and control modules.

DIEL 21003 DIESEL DRIVE TRAINS, SUSPENSION, AND STEERING . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course covers diagnosis and repairs of the following: Drive axle and drive shaft noises, vibrations, adjustments and failures. Clutch component failure and diagnosis, manual transmission noise and vibration repairs. The student will also learn about tire, wheel and hub, steering system, wheel alignment, and suspension systems.

DIEL 23003 DIESEL BRAKES . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. The student will learn about air brake systems. Course content will include brake system construction, operation, maintenance, and troubleshooting of anti-lock braking systems (ABS) and automatic traction control systems (ATC).

DIEL 25003 HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS. . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. The student will learn about the operation, maintenance, service, and diagnostics related to heavy-duty truck heating, venting, and air conditioning systems (HVAC). This course is a study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods. This course prepares students for the EPA 609 certification exam.

DIEL 29003 DIESEL INTERNSHIP I. . . . . 3 CR. (9 LAB)

Prerequisite: Student must have successfully completed a certificate of proficiency in Diesel Technology and concurrently enrolled in or completed DIES1303 Diesel Electronic Systems with a "C" better, have a minimum 2.0 cumulative GPA, and a valid driver's license. This course is designed to provide on-the-job training as an extension of the classroom. A cooperative agreement between industry and education allows students to utilize and refine skills learned during the educational process. All work is performed in accordance with industry standards and guidelines, supervised by industry and school representatives. Workplace learning of a minimum of 150 documented hours (10 hours per week for 15-week term) is required for completion of this course.

DIEL 29036 DIESEL INTERNSHIP II . . . . . 6 CR. (18 LAB)

Prerequisite: Student must have successfully completed a Technical Certificate in Diesel Technology and concurrently enrolled in or completed DIES2103 Diesel Drive Trains, Suspension, & Steering; DIES2303 Diesel Brakes; and DIES2503 Heating, Ventilation, & A/C Systems with a "C" better, have a minimum 2.0 cumulative GPA, and a valid driver's license. This course is designed to provide on-the-job training as an extension of the classroom. A cooperative agreement between industry and education allows students to utilize and refine skills learned during the educational process.

All work is performed in accordance with industry standards and guidelines, supervised by industry and school representatives. Workplace learning of a minimum of 300 documented hours (20 hours per week for 15-week term) is required for completion of this course.

DIEL 29048 DIESEL INTERNSHIP III. . . . . 8 CR. (24 LAB)

Prerequisite: Student must have successfully completed a Technical Certificate in Diesel Technology and concurrently enrolled in or completed DIES2103 Diesel Drive Trains, Suspension, & Steering; DIES2303 Diesel Brakes; and DIES2503 Heating, Ventilation, & A/C Systems with a "C" better, have a minimum 2.0 cumulative GPA, and a valid driver's license. This course is designed to provide on-the-job training as an extension of the classroom. A cooperative agreement between industry and education allows students to utilize and refine skills learned during the educational process. All work is performed in accordance with industry standards and guidelines, supervised by industry and school representatives. Workplace learning of a minimum of 400 documented hours (~27 hours per week for 15-week term) is required for completion of this course.

DIETARY MANAGEMENT

DIET 10002 FOOD SAFETY AND SANITATION . . . . . .2 CR. (2 LEC.)

Prerequisite: None. Offered in the fall semester. This course promotes raising the food safety and sanitation competency level of all food service professionals. Topics covered include causes and prevention of food borne illness, safe food purchasing, receiving, storage, sanitizing equipment, HCAPP, regulations, inspections, and crisis management. Students must successfully complete the final examination from the Educational Foundations of the National Restaurant Association to receive a final grade in the course. This course meets the competencies approved by the Association of Nutrition & Foodservice Professionals. To be eligible to sit for the CDM Credentialing Exam, students must complete all courses in the program, earning a grade of "C" or higher.

DIET 10101 FIELD EXPERIENCE I . . . . . 1 CR. (1 LAB)

Prerequisite: Completed or concurrently enrolled in DIET 10002 Food Safety and Sanitation, DIET 10132 Managing Food Service Programs, or documented food preparation in an institutional food service operation or consent of Dietary Program Director. Offered in the fall semester and on demand. This course consists of 50 hours of hands-on, supervised experience in the food services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture classroom and activities. Students must be able to stand for prolonged periods of time and lift up to 50 pounds. This course meets the competencies approved by the Association of Nutrition & Foodservice Professionals. To be eligible to sit for the CDM Credentialing Exam, students must complete all courses in the program, earning a grade of "C" or higher.

DIET 10132 MANAGING FOOD SERVICE PROGRAMS . . . . . .2 CR. (2 LEC.)

Prerequisite: None. Offered in the fall semester. This course is a study of the organization and management of food service systems. Topics covered include planning, organizing, directing, controlling, and evaluating food service systems. There is a focus throughout the course relating solid food service system practices and high-quality outcomes. This course meets the competencies approved by the Association of Nutrition & Foodservice Professionals. To be eligible to sit for the CDM Credentialing Exam, students must complete all courses in the program, earning a grade of "C" or higher.

DIET 10142 FIELD EXPERIENCE II . . . . . 1 CR. (1 LAB)

Prerequisite: Completed or concurrently enrolled in DIET 11103 Food Service Administration or documented food preparation in an institutional food service operation with consent from the Dietary Program Director. Offered in the spring semester. This course consists of 50 hours of hands-on, supervised experience in the food services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture classroom and activities. Students must be able to stand for prolonged periods of time and lift up to 50 pounds. To be eligible to sit for the CDM Credentialing Exam, students must earn a grade of "C" or higher in this course. This course meets the competencies approved by the Association of Nutrition & Foodservice Professionals. To be eligible to sit for the CDM Credentialing Exam, students must complete all courses in the program, earning a grade of "C" or higher.

DIET 10203 DIET THERAPY . . . . . .3 CR. (3 LEC.)

Prerequisite: None. Offered in the summer semester. This course provides extensive coverage of diet therapy. Clinical descriptions for disease categories are followed by related medical nutrition therapy. Topics include dietary guidelines; menu planning; nutrition through the life cycle; client education; and medical nutrition therapy for cardiovascular disease, diabetes mellitus, obesity, gastrointestinal disease, liver and renal disease, etc. To be eligible to sit for the CDM Credentialing Exam, students must earn a grade of "C" or higher in this course.

DIET 10301 FIELD EXPERIENCE III. . . . . 1 CR. (1 LAB)

Prerequisite: Completed or concurrently enrolled in DIET 10203 Diet Therapy or consent of Dietary Program Director. Offered in the summer semester. This course consists of 50 hours of hands-on, supervised experience in Medical Nutrition Therapy in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture classroom and activities. Students must be able to stand for prolonged periods of time and lift up to 50 pounds. To be eligible to sit for the CDM Credentialing Exam, students must earn a grade of "C" or higher in this course.

DIET 11103 FOOD SERVICE ADMINISTRATION . . . . . .3 CR. (3 LEC.)

Prerequisite: None. Offered in the spring semester. This course focuses on food services operations relating to the management of food service personnel. Topics covered include employment laws, supervision and leadership, staffing and scheduling, recruitment and retention, staff development, and communication skills. To be eligible to sit for the CDM Credentialing Exam, students must earn a grade of "C" or higher in this course.

EARLY CHILDHOOD EDUCATION

Students enrolling in Early Childhood Education courses which include field experience will be required to complete the following background checks: Arkansas Criminal Record and/or FBI (nationwide) background and DHS child maltreatment checks. 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 a recent influenza vaccine.

ECED 10133 EARLY CHILDHOOD COMPETENCIES . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 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 including those with unique individual developmental variations, to maximize physical, cognitive, social and emotional, and linguistic development.

ECED 10233 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. This course is designed to acquaint the candidate with the historical roles of families in their child's development. The candidate will become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children (ages birth to eight). The candidates will also obtain knowledge of state and federal laws pertaining to the care and education of young children. This course requires eight hours of field experience. Candidates earning a "C" or higher in this course will receive a certificate of completion for Child Care Orientation Training (CCOT) through the Arkansas Professional Development Registry. This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 12033 CHILD GUIDANCE . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading. Offered in the fall semester. This course relates principles of child development to appropriate methods of guiding children's behavior for children birth through preschool, including children with unique individual developmental variations. Techniques for managing groups of children in the various childcare settings are practiced. This course requires two hours of field experience. This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 14033 CHILD DEVELOPMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. This course is the 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 8) with diverse cultural backgrounds within and outside of the United States. The candidates will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. This course includes 10 hours of field experience. Candidates earning a "C" or higher in this course will receive certificates of completion for Child Development: Birth to Three, Child Development: Three to Five, and Child Development: Five to Eight through the Arkansas Professional Development Registry. This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 20133 HEALTH, SAFETY, AND FACILITIES FOR YOUNG CHILDREN. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ECED 10133 Early Childhood Competencies. Offered in the spring semester. Basic fundamentals of health and safety for young children and appropriate childcare facilities will be explored. Topics covered will include safety management, illness, accidents, injuries, and menu planning to meet the needs of all children including those with unique individual developmental variations, to maximize physical, cognitive, social and emotional, and linguistic development. In addition, candidates will study local, state, and federal regulations for group care facilities, guidelines for conducting a needs assessment, site location, and playgrounds. Candidates earning a "C" or higher in this course will receive a certificate of completion for Health, Safety, and Nutrition through the Arkansas Professional Development Registry.

ECED 20233 MATH AND SCIENCE FOR YOUNG CHILDREN . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall semester. Candidates will become familiar with a variety of ways to introduce children birth through preschool, including children with unique individual developmental variations to ideas and concepts related to math and science. Candidates will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (National Association for the Education and Young Children (NAEYC) and Council for Exceptional Children (CEC) for these areas. Candidates earning a "C" or higher in this course will receive a certificate of completion for PreK Math and Science through the Arkansas Professional Development Registry. This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 20333 LANGUAGE AND LITERACY FOR YOUNG CHILDREN. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading. Offered in the spring semester. This course is designed to allow the early childhood educator to become aware of the acquisition of language and how to provide children birth through preschool, including children with unique individual developmental variations with language-rich environments by incorporating the four areas of language: speaking, listening, writing, and reading. Candidates will develop a resource file containing materials related to language and literacy that meet recognized standards (NAEYC, etc.). This course includes two hours of field experience. This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 20433 CURRICULUM AND ASSESSMENT FOR INFANTS AND TODDLERS. . . . . .3 CR. (3 LEC.)

Prerequisite: Grades of "C" or higher in ECED 10233 Foundations of Early Childhood Education, ECED 14033 Child Development, ECED 20233 Math and Science for Young Children, and ECED 20333 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 young children (birth through 2) including those with unique individual developmental variations, to maximize physical, cognitive, social and emotional, and linguistic 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, now called Better Beginnings and The Arkansas Standards: Infant Toddler Standards: Arkansas Child Development Early Learning Standards (CDELS). 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, candidates must earn a "C" or higher to receive the credential.

ECED 20533 CURRICULUM AND ASSESSMENT FOR YOUNG CHILDREN . . . . . .3 CR. (3 LEC.)

Prerequisite: Grades of "C" or higher in ECED 10233 Foundations of Early Childhood Education, ECED 14033 Child Development, ECED 20233 Math and Science for Young Children, and ECED 20333 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 young children (3 through 5) including those with unique individual developmental variations, 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 Early Learning Standards (CDELS): This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 21033 PROFESSIONALISM AND ETHICS IN EARLY CHILDHOOD . . . . . .3 CR. (3 LEC.)

Prerequisite: Grades of "C" or higher in ECED 21233 Supervised Lab, ECED 20233 Math and Science for Young Children, and ECED 20333 Language and Literacy for Young Children. Offered in the spring semester. This course introduces candidates to current research in the field of Early Childhood education. Candidates 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, development of a professional pathway to demonstrate competencies in the skills relating to the NAEYC Professional Preparation Standards and the Professional Standards and Competencies for Early Childhood Educators. 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 Early Learning Standards: Birth through 60 months (CDELS). This course meets the competencies for the Arkansas Birth through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

ECED 21233 SUPERVISED LAB. . . . . 3 CR. (9 LAB)

Prerequisite: Grade "C" or higher in ECED 10133 Early Childhood Competencies. Offered on demand. Candidates will interact with all children in an inclusive supervised laboratory setting. Implementation of developmentally appropriate activities and assessment procedures will be achieved. Candidates must complete 150 contact hours in an approved facility for this course. Candidates are required to have malpractice insurance and completion of the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas FBI Criminal background check. Candidates must have the ability to stand for prolonged periods of time and to lift up to 50 pounds.

ECED 21333 PRACTICUM FOR EARLY CHILDHOOD DEVELOPMENT . . . . . 3 CR. (9 LAB)

Prerequisite: Grade of "C" or higher in ECED 21233 Supervised Lab. Offered on demand. Practicum is designed to provide candidates hands-on, practical experience in the early childcare field working with all children (birth through pre-kindergarten). Observation of the candidate's work and evaluation of candidate's skills are conducted by instructors following the NAEYC Professional Preparation Standards and the Professional Standards and Competencies for Early Childhood Educators. The instructor of the course will arrange facility placements. Candidates must demonstrate competency in all areas observed and must complete 150 contact hours in an approved facility for this course. An emphasis will be on the observation of physical, cognitive, language, social, and emotional development in connection with previous courses. Candidates 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 through Prekindergarten Teaching Credential by the Division of Child Care and Early Childhood Education; however, candidates must earn a "C" or higher to receive the credential.

EDUCATION

Students enrolling in Education courses which include field experience will be required to complete. 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.

EDHP 11373 INTRODUCTION TO EDUCATION. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

EDHP 13093 EDUCATIONAL TECHNOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. This course is designed as a teacher education elective. It introduces the candidate to a variety of technological tools used by educators. Topics include the computer as a tool for the teacher for instruction and communication, electronic portfolio construction, and digital technology. Candidates will develop competencies in technology utilization. (**GE**)

EDHP 22093 TEACHING LEARNERS WITH EXCEPTIONALITIES . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of C or higher in EDHP 11373 Introduction to Education or ECED 10233 Foundations of Early Childhood Education. Offered in the fall and spring semesters. This course introduces learners with exceptionalities. Emphasis is given to characteristics of students with exceptionalities, legal foundations for all learners, evidence based inclusive methods, and modifications and accommodations in educational 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**)

EDHP 22103 INTEGRATED CURRICULUM AND ASSESSMENT PLANNING . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of C or higher in EDHP 22193 Development and Learning Theories. Co-requisite: MATH 20163 Math for Teachers I OR 2113 Math for Teachers II. Offered in the fall semester. This course is for those seeking elementary education and special education teaching licensure. The focus of this course is effective curriculum planning aligned with TESS and state curriculum frameworks. Candidates will learn how to develop a clear purpose in curriculum planning to meet the abilities of all learners, how to respond to close the learning and doing gap, how to increase candidate achievement through interdisciplinary curriculum experiences, how to create valid and varied assessments, and how to utilize assessment data to plan future curriculum. Candidates will work individually and in professional learning communities to encourage efficacy. (**GE**)

EDHP 22193 DEVELOPMENT AND LEARNING THEORIES . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. This 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**)

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.

EMSC 10008 EMERGENCY MEDICAL TECHNICIAN . . . . . .8 CR. (7 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 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

ENGL 03001 COMPOSITION I LAB . . . . . .1 CR. (2 LAB)

Prerequisite: Prerequisites: ACT Reading score of 18, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 17-18, Classic ACCUPLACER Sentence Skills score of 79-82, ACCUPLACER NG Writing score of 252-259. This course reinforces the objectives covered in ENGL 10103 Composition I: principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

ENGL 10083 APPLIED TECHNICAL WRITING . . . . . .3 CR. (3 LEC.)

Prerequisite or corequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 15, Classic ACCUPLACER Sentence Skills score of 76, ACCUPLACER NG Writing score of 245, or a grade of "C" or higher in UNIV 03003 Basic Composition. This course includes active reading strategies and producing effective technical writings. Students will be required to produce and present a proposal and will use technology to find research and format documents.

ENGL 10103 COMPOSITION I. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition or ENGL 10083 Applied Technical Writing. 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**)

ENGL 101H3 HONORS COMPOSITION I . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition, or ENGL 10083 Applied Technical Writing. Approval of Dean of General Education required to enroll in this course. Offered in the fall semester. This course covers principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking. Students have the opportunity to earn at least six service-learning hours in this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 1013**)

ENGL 10203 COMPOSITION II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10103 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**)

ENGL 102H3 HONORS COMPOSITION II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10103 Composition I. Approval of Dean of General Education required to enroll in this course. Offered in the spring semester. This course is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. Students have the opportunity to earn at least one service-learning hour in this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 1023**)

ENGL 20103 CREATIVE WRITING . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 Composition II. Offered in the spring semester. This course offers practical experience in the techniques of writing, poetry, fiction, and drama. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2013**)

ENGL 20203 TECHNICAL COMMUNICATIONS . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10103 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**)

ENGL 21103 WORLD LITERATURE I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 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**)

ENGL 211H3 HONORS WORLD LITERATURE I. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 Composition II. Approval of Dean of General Education required to enroll in this course. Offered in the fall semester. This course contains selected significant works of world literature from ancient, medieval, and renaissance periods. It includes study of movements, schools, and periods. Students have the opportunity to earn one service-learning hour in this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2113**)

ENGL 21203 WORLD LITERATURE II. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 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**)

ENGL 212H3 HONORS WORLD LITERATURE II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 Composition II. Approval of Dean of General Education required to enroll in this course. Offered in the spring semester. This honors course covers select significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. Students have the opportunity to earn one service-learning hour in this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2123**)

ENGL 26503 AMERICAN LITERATURE I. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 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**)

ENGL 26603 AMERICAN LITERATURE II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 Composition II. Offered on demand. This course features selected works of American literature from 1865 to present. (**GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2663**)

ENGL 26703 BRITISH LITERATURE I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 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**)

ENGL 26803 BRITISH LITERATURE II. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in ENGL 10203 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**)

FILM

FILM 20203 FILM APPRECIATION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered on demand. 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**)

GEOLOGY

GEOL 11104 GENERAL PHYSICAL GEOLOGY. . . . . .4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 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)**

HEALTH

HEAL 10003 PERSONAL HEALTH. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall semester. 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**)

HEALTH PROFESSIONS INTERDISCIPLINARY STUDIES

ISHP 10003 MEDICAL TERMINOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 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 11103 WORLD CIVILIZATION I . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. The study of world civilizations from prehistoric times to the early modern period. (**GE, ACTS EQUIVALENT COURSE NUMBER: HIST 11103**)

HIST 11203 WORLD CIVILIZATION II. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83. Offered in the fall and spring semesters. This course is a study of world civilizations from the early modern period to the present day. (**GE, ACTS EQUIVALENT COURSE NUMBER: HIST 11203**)

HIST 21103 UNITED STATES HISTORY I . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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 21203 UNITED STATES HISTORY II. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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 21393 AMERICAN SOUTH SINCE 1865 . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in HIST 21203 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 25503 ARKANSAS HISTORY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

HONORS PROGRAM

HNRS 100H1 HONORS ORIENTATION. . . . . .1 CR. (2 LAB)

Prerequisite: Admission into the Honors Program. Corequisite: Enrollment in at least one other honors-designated course. Offered on demand. The seminar-style Honors Program Orientation aids scholars enrolled in the UACCM Honors Program by providing guidance on communication skills in academic research. The course hones critical thinking skills by applying research to experiences and course assignments, including the Honors Program capstone project. To enhance scholars' awareness of culture and community, a minimum of three (3) service-learning hours are required for the successful completion of this course. A background check is required for course and is covered by course fees.

HNRS 200H1 HONORS PROGRAM CAPSTONE . . . . . .1 CR. (2 LAB)

Prerequisite: Acceptance in the Honors Program. Offered on demand. This web-based lab course is designed to assist students who plan to graduate from the UACCM Honors Program with developing their cumulative capstone project. Students will develop a personalized research project; gather evidence; and design a project summary and presentation. Students are encouraged to enroll in this course the semester prior to

graduation to ensure they have time to conduct quality academic research and collect needed data. This course includes a minimum of three (3) service-learning hours.

INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

AUTOMATED MANUFACTURING SYSTEMS TECHNOLOGY

AMST 10031 INDUSTRIAL SAFETY . . . . . .1 CR. (1 LEC.)

Prerequisite: None. This course provides students with basic safety training and protocols for general industry. Students are trained specifically in basic personal protective equipment (PPE), bloodborne pathogens, fall precautions, confined spaces, safety data sheets (SDS's), dangers of hydrogen sulfide (H2S) and uses of self-contained breathing apparatuses (SCBA's), and electrical safety, which including arc flash safety. Students will also be trained in basic first aid, automated external defibrillators (AED) and CPR. Upon successful completion of this training, students MEDIC First AID/CPR Certification card through the American Health & Safety Institute.

AMST 11031 UNDERSTANDING OSHA REGULATIONS BASIC . . . . . .1 CR. (1 LEC.)

Prerequisite: None. 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.)

AMST 11203 RIGGING AND LOAD HANDLING . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19 or grade of "C" or higher in UNIV 02103 Reading. 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.

AMST 12004 FUNDAMENTALS OF ELECTRICITY . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 OR ACT Reading score of 15-16, Classic ACCUPLACER Reading score of <76, ACCUPLACER NG Reading score of <248 and "C" or better or concurrently enrolled in ENGL 10083 Applied Technical Writing. This course is designed to acquaint the student with the theory and practice of using electricity as it applies to industrial technology. The topics covered include atomic theory; electrostatic charges; basic concepts of electric circuits; Ohm's Law; Kirchoff's Law; series parallel, and hybrid circuits; component symbols; measuring instruments and transformer theory; magnetism; motors; generators; relays; and all magnetically operated devices.

AMST 12104 INDUSTRIAL MECHANICS. . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course introduces the principles and components of industrial mechanics. Topic will include: workplace safety, tools, fasteners, print reading, precision measurement, lubrication, bearings, belt and mechanical drives, vibration and alignment.

AMST 13053 SCHEMATICS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 17, Classic ACCUPLACER Reading score of 76, ACCUPLACER NG Reading score of 248 OR ACT Reading score of 15-16, Classic ACCUPLACER Reading score of <76, ACCUPLACER NG Reading score of <248 and "C" or better or concurrently enrolled in ENGL 10083 Applied Technical Writing. 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.

AMST 20033 HYDRAULICS AND PNEUMATICS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. This course provides an introduction to hydraulics and pneumatics. Basic terminology, functions, and application of hydraulics and pneumatics will be studied.

AMST 21133 MOTORS AND SYSTEM CONTROLS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in AMST 12004 Fundamentals of Electricity. 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.

AMST 22003 TECHNICAL CAREER DEVELOPMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: Have completed at least 30 hours of course work toward technical degree. In this course students will be introduced to career specific professional development. Topics covered will be appropriate appearance, interpersonal skills, workplace communications, career specific resume writing, goal setting, managing stress and time in the workplace, taking a proactive approach, interviewing, and handling conflict in the workplace.

AMST 22004 AUTOMATED SYSTEMS AND ROBOTICS. . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in or concurrently enrolled in AMST 21133 Motor and Systems Controls. This course lays the foundation for the understanding of robotics and automated systems used in industry today. In this course the student will get an introduction and understanding of different methods of automation through installation and programming. Students will work with Computer Numeric Code (CNC), G-code, Variable Frequency Drives (VFDs), Modules, full bridge rectifiers, capacitor banks, photosensors, proximity switches, and amplifiers. The topics covered will include ABB and Fanuc robotics instructions and setup including tool point center, load, work object, and welding.

AMST 23003 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in AMST 21133 Motors and Systems Controls. 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.

AMST 24003 PREVENTATIVE MAINTENANCE AND TROUBLESHOOTING . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in AMST 21133 Motors and Systems Controls. This course is designed to give the student an introduction in the 3 Ps of Maintenance: Predictive, Preventative, and Proactive. The course will also give insight into lean manufacturing and Six Sigma as it applies to modern day manufacturing. The course will also go over 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.

AMST 29003 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. 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.

INTERNATIONAL AND GLOBAL STUDIES

INST 20033 GLOBAL STUDIES. . . . . 3 CR. (3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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)**

INST 200H3 HONORS GLOBAL STUDIES . . . . . 3 CR. (3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Approval of Dean of General Education required to enroll in this course. Offered in the summer semester. This 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. Students have the opportunity to earn at least two service-learning hours in this course. **(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 II or III in high school with a grade of A or B will be able to skip MATH 11003 College Algebra if they choose and will be eligible to take MATH 12003 Plane Trigonometry, MATH 21003 Introduction to Statistics, or MATH 22003 Business Calculus.

Students who have scored a 24 or higher on the Mathematics portion of the ACT and who have completed high school Algebra II or III and Trigonometry with a grade of A or B will be eligible to take MATH 24004 Calculus I.

Students DO NOT get credit for MATH 11003 College Algebra or MATH 12003 Plane Trigonometry if they choose to skip those classes. Eligibility for this action will be determined by a dean.

MATH 01141 QUANTITATIVE LITERACY LAB . . . . . 1 CR. (2 LAB)

Prerequisite: ACT Math score of 15-18, Classic ACCUPLACER Elementary Algebra score of 39-70, ACCUPLACER NG QAS score of 220-239, or a High School GPA of 2.25. Corequisite: Be currently enrolled in MATH 11103 Quantitative Literacy. This course includes applications, critical thinking, managing money and personal finance, statistical reasoning, probability and mathematical modeling.

MATH 09041 COLLEGE ALGEBRA LAB . . . . . 1 CR. (2 LAB)

Prerequisite: ACT Math score of 18-19, Classic ACCUPLACER Elementary Algebra score of 70-77, ACCUPLACER NG QAS score of 235-253, a High School GPA of 2.8 and a "B" in HS Algebra I & II, or a grade of "C" or higher in MATH 09103 Foundations of Algebra or MATH 11103 Quantitative Literacy. Corequisite: Be currently enrolled in MATH 11003 College Algebra. 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 09103 FOUNDATIONS OF ALGEBRA . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Math score of 15-17, Classic ACCUPLACER Elementary Algebra score of 39-48, ACCUPLACER NG QAS score of 220-234, a High School GPA of 2.5, or a grade of "C" or higher in MATH 11103 Quantitative Literacy. The purpose of this course is to prepare students for college-

level mathematics. Content of the course includes exponents, polynomials, factoring, linear and quadratic equations and functions, linear inequalities, rational expressions, radicals, functions, and graphing.

MATH 10103 APPLIED TECHNICAL MATH . . . . . .3 CR. (3 LEC.)

Prerequisite: None. This course provides an in-depth study of practical applications in technical areas. Problems are related to arithmetic, algebra, geometry, and trigonometry.

MATH 11003 COLLEGE ALGEBRA . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Math score of 20, Classic ACCUPLACER Elementary Algebra score of 81 or above, ACCUPLACER NG QAS score of 254 or above, a High School GPA of 3.0 and a "B" in HS Algebra I & II, OR a grade of "C" or higher in MATH 09103 Foundations of Algebra. 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 11103 QUANTITATIVE LITERACY (FOR NON-STEM MAJORS ONLY) . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Math score of 19-20, Classic ACCUPLACER Elementary Algebra score of 77-81, ACCUPLACER NG QAS score of 240 or above, or a High School GPA of 2.8 and a "B" in HS Algebra I, OR a grade of "C" or higher in MATH 09103 Foundations of Algebra, MATH 10103 Applied Technical Math, MATH 13343 Applied Business Math, or NURS 12143 Math for Nurses. 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 12003 PLANE TRIGONOMETRY . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11003 College Algebra. This course offers a study of trigonometric functions, identities, equations, and applications. (**GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1203**)

MATH 13005 PRECALCULUS . . . . . .5 CR. (5 LEC.)

Prerequisite: ACT Math score of 20, Classic ACCUPLACER Elementary score of 81 or above, ACCUPLAER NG QAS score of 254 or above, or a grade of "C" or higher in MATH 09103 Foundations of Algebra; AND ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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 24004 Calculus I. Course is not open to students who already have credit for MATH 11003 College Algebra or MATH 12003 Plane Trigonometry. (**GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1305**)

MATH 13343 APPLIED BUSINESS MATH . . . . . .3 CR. (3 LEC.)

Prerequisite: None. 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 20103 DISCRETE MATH . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in Math 11003 College Algebra. This course is designed for students to develop an understanding of mathematical reasoning, set theory, proofs by induction and other methods, number systems, relations and functions, graph theory, trees, counting and probability and related topics of study. It emphasizes applications of mathematics in computer science and other areas of technology. This course requires a significant amount of reading and writing. Proofs are required to be written in complete sentences and equipped with proper logic. (**GE**)

MATH 20163 MATH FOR TEACHERS I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11103 Quantitative Literacy or MATH 11003 College Algebra. Check the receiving institution requirements. 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 20263 MATH FOR TEACHERS II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11103 Quantitative Literacy or MATH 11003 College Algebra. Check the receiving institution requirements. 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**)

MATH 20543 FINITE MATH . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11003 College Algebra. Finite mathematics is an introduction to linear regression, finance, systems of linear equations and matrices, linear programming, probability, and statistics. Emphasis will be placed on various business applications.

MATH 21003 INTRODUCTION TO STATISTICS. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11103 Quantitative Literacy or MATH 11003 College Algebra. 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 210H3 HONORS INTRODUCTION TO STATISTICS . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11103 Quantitative Literacy or MATH 11003 College Algebra. Approval of Dean of General Education required to enroll in this course. This 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. Service-learning hours: To enhance scholar's awareness of culture and community. Ten (10) service-learning hours are required for the successful completion of this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2103**)

MATH 22003 CALCULUS FOR BUSINESS . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11003 College Algebra. 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 24004 CALCULUS I . . . . . .4 CR. (4 LEC.)

Prerequisite: Grade of "C" or higher in MATH 11003 College Algebra AND grade of "C" or higher in MATH 12003 Plane Trigonometry or MATH 13005 Precalculus. 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 25004 CALCULUS II . . . . . .4 CR. (4 LEC.)

Prerequisite: Grade of "C" or higher in MATH 24004 Calculus I. This is the second calculus course and includes the topics of integration and applications, integration by parts, sequences and series, parametric equations, polar coordinates, and conic sections. (**GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2505**)

MUSIC

MUSC 10003 MUSIC APPRECIATION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading. 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

ALLIED HEALTH

ALHE 10005 MEDICATION ASSISTANT - CERTIFIED. . . . . 5 CR. (3 LEC., 6 LAB)

Prerequisite: GED® or high school diploma, hold an unencumbered Arkansas CNA license for at least one year, be currently employed by an Arkansas nursing home for at least one year. This course combines classroom instruction with clinical experiences. Students will be prepared to perform the delegated function of medication administration and related tasks under the supervision of a licensed nurse. Upon successful completion of this course with a grade of "C" or higher, students may take the state board approved certification examination.

ALHE 10204 NURSING ASSISTANT. . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, ACCUPLACER NG Writing score of 260, or a Grade of "C"or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. This course combines classroom instruction with clinical experiences. Students will be prepared to provide competent, skilled nursing care in a compassionate manner to residents of long-term care, hospice, and hospital facilities. Upon successful completion of this course with a grade of "C" or higher, students may take the state competency exam. With successful passage, students will be eligible to become certified nursing assistants.

PRACTICAL NURSING

PNUR 10001 PROFESSIONAL AND ETHICAL ISSUES IN NURSING. . . . . .1 CR. (1 LEC.)

Prerequisite: Admission to the Practical Nursing program. Corequisite: NURS 12143 Math for Nurses, PNUR 11005 Basic Nursing I, NUR 1006L, Clinical Practicum I. This course provides an orientation for students to the nursing profession examining the history of nursing; interpersonal relationships in the field of nursing; legal and ethical aspects of nursing; the Nurse Practice Act; nursing organizations; and an overview of the health care system.

PNUR 11005 BASIC NURSING I . . . . . 5 CR (5 LEC.)

Prerequisite: Admission to the Practical Nursing program. Corequisite: NURS 12143 Math for Nurses, PNUR 10001 Professional and Ethical Issues in Nursing, NUR 1006L Clinical Practicum I. This course provides nursing students with the opportunity to learn the theory of nursing practice and skills required to deliver safe and effective care across the life span of the adult. Concepts such as the nursing process, safety, comfort, documentation, and health promotion will be introduced as well as other concepts which are needed to practice entry-level nursing and to promote critical thinking.

PNUR 11036 CLINICAL PRACTICUM I . . . . . 6 CR. (18 LAB)

Prerequisite: Admission to the Practical Nursing program. Corequisite: NURS 12143 Math for Nurses, NUR 1002 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.

PNUR 12037 MEDICAL SURGICAL NURSING I . . . . . .7 CR. (7 LEC.)

Prerequisite: Successful completion of first semester Practical Nursing requirements. Corequisites: PNUR 12202 Maternal/Child Nursing and PNUR 12106 Clinical Practicum II. This course introduces the student to medical/surgical nursing concepts. It prepares the student to care for adult patients, including the geriatric patient, incorporating all phases of the nursing process for these topics. Holistic nursing care for patients, laboratory/diagnostic tests, and pharmacotherapies are included for body systems discussed, as well as care across the wellness/illness continuum.

PNUR 12106 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 PNUR 12202 Maternal/Child Nursing. This course is a continuation of PNUR 11036 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.

PNUR 12202 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 PNUR 12106 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.

PNUR 22002 MENTAL HEALTH. . . . . .2 CR. (2 LEC.)

Prerequisite: Successful completion of first and second semester Practical Nursing requirements. Corequisites: PNUR 22137 Medical Surgical Nursing II, and PNUR 22036 Clinical Practicum II. This course prepares students to care for patients 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, as well as psychopharmacology.

PNUR 22036 CLINICAL PRACTICUM III. . . . . 6 CR. (18 LAB)

Prerequisite: Successful completion of second semester Practical Nursing requirements. Corequisite: PNUR 22002 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.

PNUR 22137 MEDICAL SURGICAL NURSING II. . . . . .7 CR. (7 LEC.)

Prerequisite: Successful completion of first and second semester Practical Nursing requirements. Corequisites: PNUR 22002 Mental Health, PNUR 22036 Clinical Practicum III. This course is the continuation of Medical Surgical Nursing I. In this course students will continue to be introduced to medical/surgical nursing concepts which will prepare the student to care for the adult patient, including the geriatric patient, incorporating all phases of the nursing process for these topics. Holistic nursing care for patients, laboratory/diagnostic tests, and pharmacotherapies are included for body systems discussed, as well as care across the wellness/illness continuum.

REGISTERED NURSING

NURS 12143 MATH FOR NURSES. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS score of 230, or grade of "C" or higher in MATH 11103 Quantitative Literacy/MATH 01141 Quantitative Literacy Lab 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 PNUR 10001 Professional and Ethical Issues in Nursing, PNUR 11005 Basic Nursing I, and PNUR 11036 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.

NURS 21102 PHARMACOLOGY I. . . . . .2 CR. (2 LEC.)

Prerequisite: Acceptance into the Registered Nursing (ADN) RN Program. Corequisite: Concurrently enrolled in NURS 21253 Nursing Practicum I, NURS 21106 Medical-Surgical Nursing I, and NURS 21201 Mental Health Nursing. This course transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice with medications indicated for disease processes discussed in Medical-Surgical Nursing I and Mental Health Nursing. This course will expand on the pharmacokinetics of these drugs, safe administration of these medications, and instill the basics of drug therapy for the RN student.

NURS 21106 MEDICAL-SURGICAL NURSING I . . . . . .6 CR. (6 LEC.)

Prerequisite: Acceptance into the Registered Nursing (ADN) RN Program. Corequisite: Concurrently enrolled in NURS 21253 Nursing Practicum I, NURS 21102 Pharmacology I, and NURS 21201 Mental Health Nursing. This course transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice in medical-surgical nursing. Incorporates evidence-based practice in medical/surgical nursing to develop the knowledge base to care for the adult patient, including the geriatric patient. Incorporates all phases of the nursing process, holistic nursing care, laboratory/diagnostic tests, quality improvement, and professional standards for the body systems discussed, as well as care across the wellness/illness continuum.

NURS 21201 MENTAL HEALTH NURSING . . . . . .1 CR. (1 LEC.)

Prerequisite: Acceptance into the Registered Nursing (ADN) RN Program. Corequisite: Concurrently enrolled in NURS 21253 Nursing Practicum I, NURS 21102 Pharmacology I, and NURS 21106 Medical-Surgical Nursing I. This course transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice in the mental health aspect of nursing. Prepares nursing students to care for clients with mental health disorders consisting of neuroses, personality disorders, psychoses, addictive disorders, suicidal ideation, and violence. Emphasizes nursing care of the mentally ill client, interventions, and treatments for these clients.

NURS 21253 NURSING PRACTICUM I. . . . . 3 CR. (9 LAB)

Prerequisite: Acceptance into the Registered Nursing (ADN) RN Program. Corequisite: Concurrently enrolled in NURS 21102 Pharmacology I, NURS 21106 Medical-Surgical Nursing I, and NURS 21201 Mental Health Nursing. This course applies medical/surgical and mental health nursing theory, pharmacological concepts, and 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.

NURS 22156 MATERNAL/CHILD NURSING . . . . . .6 CR. (6 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21102 Pharmacology I, NURS 21201 Mental Health Nursing, and NURS 21253 Nursing Practicum I. Corequisite: Concurrently enrolled in NURS 22253 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. This course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act § 12-18-101 et seq.

NURS 22253 NURSING PRACTICUM II . . . . . 3 CR. (9 LAB)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21102 Pharmacology I, and NURS 21201 Mental Health Nursing. Corequisite: Concurrently enrolled in NURS 22156 Maternal/Child Nursing. This course applies concepts learned in Maternal/Child Nursing to provide safe, quality, patient-centered care to a diverse population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

NURS 23151 NCLEX-RN PREPARATION . . . . . .1 CR. (1 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21201 Mental Health Nursing, NURS 21253 Nursing Practicum I, NURS 22156 Maternal/Child Nursing, and NURS 22253 Nursing Practicum II. Corequisite: Concurrently enrolled in NURS 23253 Nursing Practicum III, NURS 23302 Pharmacology II, NURS 23305 Medical-Surgical Nursing II, and NURS 23301 Community/Leadership in Nursing. This course provides study skills, Capstone Review, Virtual ATI, and NCLEX comprehensive review to prepare the student to sit for the NCLEX-RN exam.

NURS 23253 NURSING PRACTICUM III. . . . . .3 CR. (9 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21102 Pharmacology I, NURS 21201 Mental Health Nursing, NURS 21253 Nursing Practicum I, NURS 22156 Maternal/Child Nursing, and NURS 22253 Nursing Practicum II. Corequisites: Concurrently enrolled in NURS 23302 Pharmacology II, NURS 23305 Medical-Surgical Nursing II, NURS 23301 Community/Leadership in Nursing, NURS 23151 NCLEX-RN Preparation. This course applies concepts learned in Medical-Surgical II, Community/Leadership in Nursing, and previous courses 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.

NURS 23301 COMMUNITY/LEADERSHIP IN NURSING . . . . . .1 CR. (1 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21201 Mental Health Nursing, NURS 21253 Nursing Practicum I, NURS 22156 Maternal/Child Nursing, and NURS 22253 Nursing Practicum II. Corequisite: Concurrently enrolled in NURS 23253 Nursing Practicum III, NURS 23302 Pharmacology II, and NURS 23305 Medical-Surgical Nursing II. This course transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice in community nursing with emphasis on leadership of the RN in the clinical settings. The course will discuss the role of an RN in the community setting and elaborate on the qualities of leadership an RN should have in practice.

NURS 23302 PHARMACOLOGY II . . . . . .2 CR. (2 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21201 Mental Health Nursing, NURS 21253 Nursing Practicum I, NURS 22156 Maternal/Child Nursing, and NURS 22253 Nursing Practicum II. Corequisite: Concurrently enrolled in NURS 23253 Nursing Practicum III, NURS 23301 Community/Leadership in Nursing, and NURS 23305 Medical-Surgical Nursing II. This course transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice with medications indicated for disease processes discussed in Medical-Surgical Nursing II. This course will expand on the pharmacokinetics of these drugs, safe administration of these medications, and instill the basics of drug therapy for the RN student.

NURS 23305 MEDICAL-SURGICAL NURSING II. . . . . .5 CR. (5 LEC.)

Prerequisite: Grade of "C" or higher in NURS 21106 Medical-Surgical Nursing I, NURS 21201 Mental Health Nursing, NURS 21102 Pharmacology, NURS 21253 Nursing Practicum I, NURS 22156 Maternal/Child Nursing, and NURS 22253 Nursing Practicum II. Corequisite: Concurrently enrolled in NURS 23302 Pharmacology II, NURS 23301 Community/Leadership in Nursing, NURS 23151 NCLEX-RN Preparation, and NURS 23253 Nursing Practicum III. This course expands the knowledge from Medical-Surgical Nursing I. Incorporates evidence-based practice, the nursing process, holistic care, laboratory/diagnostic testing, quality improvement, and professional standards to care for the adult patient, including the geriatric patient, in the concepts of: renal/urinary function and disorders, male and female reproductive system function and disorders, cardiovascular function and disorders, endocrine system function and disorders, hematology function and disorders, neurological function and disorders, musculoskeletal function and disorders, and gastrointestinal function and disorders.

NUTRITION

NUTR 12103 NUTRITION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the spring semester. 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. This course meets competencies towards credentialing by the Association of Nutrition & Foodservice Professionals. To be eligible to sit for the Certified Dietary Management exam students must earn a grade of "C" or higher in this course. (**GE**)

PHILOSOPHY

PHIL 10003 INTRODUCTION TO CRITICAL THINKING . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260,

or a grade of "C" or higher in UNIV 03003 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 11003 INTRODUCTION TO PHILOSOPHY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered on demand. 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**)

PHYSICAL EDUCATION ACTIVITY

PEAC 10181 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**)

PEAC 10381 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**)

PEAC 10581 PRINCIPLES OF LIFETIME FITNESS . . . . . 1 CR. (2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 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**)

PEAC 10681 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**)

PEAC 10781 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**)

PEAC 10871 FITNESS WALKING/RUNNING . . . . . 1 CR. (2 LAB)

Prerequisite: None. Offered in the fall and spring 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**)

PEAC 10981 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. (**GE**)

PHYSICAL SCIENCES, EARTH SCIENCE, ASTRONOMY

PHSC 10004 PHYSICAL SCIENCE. . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS of 230, or grade of "C" or higher in MATH 09103 Foundations of Algebra, MATH 10103 Applied Technical Math, or MATH 13343 Applied Business Math. 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**)

PHSC 11004 EARTH SCIENCE . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or a grade of "C" or higher in UNIV 02103 Reading. This course introduces to the basic concepts of Earth sciences. Lab required. (**GE, ACTS EQUIVALENT COURSE NUMBER: PHSC 1104**)

PHSC 20234 CONCEPTS IN SCIENCE EDUCATION . . . . . 4 CR. (3 LEC., 2 LAB)

Prerequisite: BIOL 10104 Fundamentals of Biology and PHSC 10004 Physical Science. Offered in the fall semester. This course is required for Elementary and Special Education programs. This course emphasizes development of scientific content knowledge, and investigations in natural sciences (Physical, Life, Earth/Space) and their real-world applications (Engineering and Technology) for curricula development in elementary and special education. Lab required. (**GE**)

POLITICAL SCIENCE

PLSC 20003 AMERICAN GOVERNMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

PLSC 200H3 HONORS AMERICAN GOVERNMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Approval of Dean of General Education required to enroll in this course. Offered in the fall and spring semesters. This Honors course is an introduction to the principles, structure, processes, and functions of the United States federal government and other related political activities. Students will be required to use critical thinking skills to evaluate and critique various governmental institutions established by the U. S. Constitution. A minimum of four (4) service-learning hours are required for this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: PLSC 2003**)

PSYCHOLOGY

PSYC 11003 GENERAL PSYCHOLOGY. . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

PSYC 20133 ABNORMAL PSYCHOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in PSYC 11003 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**)

PSYC 21003 PSYCHOLOGY OF HUMAN DEVELOPMENT . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in PSYC 11003 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**)

PSYC 21173 SENSATION AND PERCEPTION. . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in PSYC 11003 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**)

RELIGIOUS STUDIES

RELS 20503 SURVEY OF WORLD RELIGIONS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

SOCIOLOGY

SOCI 10103 INTRODUCTION TO SOCIOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

SOCI 101H3 HONORS INTRODUCTION TO SOCIOLOGY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Approval of Dean of General Education required to enroll in this course. Offered in the fall semester. This honors course is an introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. Students will be required to utilize sociological concepts and apply them to real world macro and micro-level situations and social problems. A minimum of three (3) service-learning hours are required for this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: SOCI 1013**)

SOCI 20103 SOCIAL PROBLEMS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

SOCI 25073 MARRIAGE AND THE FAMILY . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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 10103 ELEMENTARY SPANISH I . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall semester. 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 10203 ELEMENTARY SPANISH II . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in SPAN 10103 Elementary Spanish I. Offered in the spring semester. 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 20103 INTERMEDIATE SPANISH I . . . . . .3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher in SPAN 10203 Elementary Spanish II. Offered on demand. SPAN 20103 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 AND COMMUNICATIONS

COMM 23203 INTERPERSONAL COMMUNICATION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered in the fall and spring semesters. 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)**

SPCH 10003 INTRODUCTION TO ORAL COMMUNICATIONS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 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**)

SPCH 100H3 HONORS INTRODUCTION TO ORAL COMMUNICATIONS . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Approval of Dean of General Education required to enroll in this course. 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. A minimum of three (3) service-learning hours are required for this course. (**GE, ACTS EQUIVALENT COURSE NUMBER: SPCH 1003**)

SURVEYING

SURV 11101 INTRODUCTION TO SURVEYING . . . . . .1 CR. (1 LEC.)

Prerequisite: None. This course provides an introduction to the profession of land surveying. The course introduces the student to the history of surveying in the United States, Introduction to the United States Public Land Survey System (USPLSS), surveying terminology, equipment used in the surveying, National Council of Examiners for Engineering and Surveying (NCEES), the Fundamentals of Surveying (FS) exam and Surveyor Intern (SI). Students will gain basic knowledge of the duties and responsibilities of a Professional Surveyor (PS).

SURV 12004 PLANE SURVEYING. . . . . .4 CR. (3 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS 230, or a grade of "C" or higher or currently enrolled in MATH 09103 Foundations of Algebra. 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.

SURV 12103 INTRODUCTION TO CAD AND SURVEYING SOFTWARE . . . . . 3 CR. (2 LEC., 3 LAB)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading; AND ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, ACCUPLACER NG QAS 230, or a grade of "C" or higher or currently enrolled in MATH 09103 Foundations of Algebra. 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.

SURV 12204 BOUNDARY SURVEYING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in CPSI 10003 Introduction to Computers; AND grade of "C" or higher in SURV 12004 Plane Surveying or SURV 12103 Introduction to CAD & Surveying Software. Corequisite: Concurrent enrollment in SURV 22203 Survey Plats & Deeds. 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.

SURV 14134 CONSTRUCTION AND ROUTE SURVEYING . . . . . 4 CR. (3 LEC., 3 LAB)

Prerequisite: Grade of "C" or higher in CPSI 10003 Introduction to Computers; AND grade of "C" or higher in SURV 12004 Plane Surveying or SURV 12103 Introduction to CAD & Surveying Software. Corequisite: Concurrent enrollment in SURV 22103 Topographic & Civil Mapping. 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.

SURV 20033 LEGAL PRINCIPLES AND BOUNDARIES . . . . . 3 CR. (3 LEC.)

Prerequisite: None. 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.

SURV 20103 BOUNDARY EVIDENCE AND PROCEDURES . . . . . 3 CR. (3 LEC.)

Prerequisite: None. 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.

SURV 21003 GLOBAL POSITIONING SYSTEMS . . . . . 3 CR. (3 LEC.)

Prerequisite: Grades of "C" or higher in SURV 12004 Plane Surveying, SURV 12103 Introduction to CAD & Surveying Software, and CPSI 10003 Introduction to Computers. 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.

SURV 21101 FUNDAMENTALS OF SURVEYING (FS) EXAM PREP . . . . . 1 CR. (1 LEC.)

Prerequisite: Grade of "C" or higher in SURV 11101 Intro to Surveying, SURV 12004 Plane Surveying, and SURV 12103 Introduction to CAD and Surveying Software. This class should be taken in the third or fourth semester of the AAS Surveying degree. This course is designed to help the student prepare to take the Fundamentals of Surveying (FS) exam. The FS is the first national exam required of the surveying student in their pursuit of a professional surveying license.

SURV 22003 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS . . . . . 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

SURV 22103 TOPOGRAPHIC AND CIVIL MAPPING. . . . . 3 CR. (3 LEC.)

Prerequisite: Grade of "C" or higher or concurrent enrollment in SURV 20001 Construction Route Surveying; AND grades of "C" or higher in SURV 12004 Plane Surveying, SURV 12103 Introduction to CAD & Surveying Software, and CPSI 10003 Introduction to Computers. 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.

SURV 22203 SURVEY PLATS AND DEEDS . . . . . 3 CR. (2 LEC. 3 LAB)

Prerequisite: Grade of "C" or higher or concurrent enrollment in SURV 12204 Boundary Surveying; AND grades of "C" or higher in SURV 12004 Plane Surveying, SURV 12103 Introduction to CAD & Surveying Software, and CPSI 10003 Introduction to Computers. 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.

SURV 29003 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. 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 12041 OSHA 10-HOUR CONSTRUCTION INDUSTRY . . . . . .1 CR. (1 LEC.)

Prerequisite: None. This course provides training for entry-level workers on the recognition, avoidance, abatement, and prevention of safety and health hazards in construction industry workplaces. The course also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students who successfully complete the OSHA 10-Hour Construction Industry course receive an OSHA 10-Hour Construction Industry wallet card.

THEATRE

THTR 10003 THEATRE APPRECIATION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252, or grade of "C" or higher in UNIV 02103 Reading; AND ACT English score of 19, Classic ACCUPLACER Sentence Skills score of 83, ACCUPLACER NG Writing score of 260, or a grade of "C" or higher in UNIV 03003 Basic Composition. Offered on demand. 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**)

UNIVERSITY STUDIES

UNIV 02103 READING . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT score of 18 or below, Classic ACCUPLACER Reading score of 77 or below, or ACCUPLACER NG Reading score of 251 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 ENGL 10103 Composition I.

UNIV 03003 BASIC COMPOSITION . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT English score of 18 or below, Classic ACCUPLACER Sentence Skills score of 82 or below, or ACCUPLACER NG Writing score of 259 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 ENGL 10103 Composition I.

UNIV 05001 BEGINNING KEYBOARDING . . . . . .1 CR. (2 LAB)

Prerequisite: None. (Not open to anyone who has completed BINS 11001 Keyboarding Skills II or BUSI 11003 Document Formatting and Skill Building.) 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.

UNIV 05033 FUNDAMENTALS OF COMPUTERS . . . . . .3 CR. (3 LEC.)

Prerequisite: None. 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.

UNIV 10181 FIRST YEAR EXPERIENCE . . . . . .1 CR. (2 LAB)

Prerequisite: None. This course is designed to transition students into college life by providing tools for lifelong learning. Students are introduced to campus resources as well as given strategies for academic success that focus on critical reading, note-taking, studying techniques, test-taking, stress and time management, financial literacy, goal setting, and career development. This course may be taken by any student and may be used to meet graduation requirements. (**GE**)

UNIV 10281 RESEARCH AND INFORMATION LITERACY . . . . . .1 CR. (2 LAB)

Prerequisite: Grade "C" or higher in ENGL 10103 Composition I. Designed for students who intend to complete bachelor's-level degree programs, this course focuses on the production of information, information retrieval, understanding research products, evaluating information, and applying information critically in academic or research environments. Concepts and principles in the course are based on the Frameworks for Information Literacy in Higher Education outlined by the Association of College and Research Libraries. (**GE**)

WELDING TECHNOLOGY

WELD 10071 BASIC WELDING . . . . . .1 CR. (3 LAB)

Prerequisite: None. 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.

WELD 12072 CRAFT SKILLS . . . . . .2 CR. (2 LEC.)

Prerequisite: None. 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.

WELD 12173 GAS METAL ARC WELDING . . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. 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 flux cored wire feeding systems. All instruction will be based on American Welding Society (AWS) standards.

WELD 14076 SHIELDED METAL ARC WELDING . . . . . 6 CR. (3 LEC., 9 LAB)

Prerequisite: ACT Reading score of 15, Classic ACCUPLACER Reading score of 55, ACCUPLACER NG Reading score of 230 or a grade of "C" or higher in UNIV 02103 Reading. 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. All instruction will be based on American Welding Society (AWS) standards.

WELD 21073 BLUEPRINT READING . . . . . .3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, ACCUPLACER NG Reading score of 252 or a grade of "C" or higher in UNIV 02103 Reading. 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.

WELD 23073 GAS TUNGSTEN ARC WELDING . . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: Grade of "C" or higher in WELD 14076 Shielded Metal Arc Welding. 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. All instruction will be based on American Welding Society (AWS) standards.

WELD 24072 FLUX CORE ARC WELDING . . . . . 2 CR. (6 LAB)

Prerequisite: Grades of "C" or higher in WELD 12173 Gas Metal Arc Welding. 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. All instruction will be based on American Welding Society (AWS) standards.

WELD 24176 STRUCTURAL WELDING . . . . . 6 CR. (3 LEC., 9 LAB)

Prerequisite: Grades of "C" or higher in WELD 12173 Gas Metal Arc Welding and WELD 14076 Shield Metal Arc Welding. 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. All instruction will be based on American Welding Society (AWS) standards.

WELD 24273 ADVANCED GAS TUNGSTEN ARC WELDING . . . . . 3 CR. (1 LEC., 6 LAB)

Prerequisite: Grades of "C" or higher in WELD 23073 Gas Tungsten Arc Welding. 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. All instruction will be based on American Welding Society (AWS) standards.

WELD 25073 WELDING SPECIAL PROJECTS . . . . . 3 CR. (9 LAB)

Prerequisite: Consent of instructor. 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.

WELD 26076 ADVANCED WELDING. . . . . 6 CR. (3 LEC., 9 LAB)

Prerequisite: Grades of "C" or higher in WELD 12173 Gas Metal Arc Welding, WELD 24176 Structural Welding, and WELD 23073 Gas Tungsten Arc Welding. In this course, students will advance 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.

WELD 29073 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. 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.

UACCM FACULTY

BERRY, NANETTE (1999) Instructor and Division Coordinator of Science, Technology, and Mathematics, 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

BRASKO, JOSEPH () Welding Instructor, A.A.S., University of Arkansas Community College at Morrilton; Certified Welding Inspector-AWS

BULLOCK, AARON (2019) Computer Information Systems Technology Instructor

CHEEK, JACQULINE (2023) Registered Nursing Instructor, DNP, Chamberlain University; RN, Arkansas State University; SANE-P, International Association of Forensic Nurses; AFN-C, Academy of Forensic Nursin

CHISM, CARROLL (2018) Air Conditioning, Heating, & Refrigeration Technology Instructor, A.G.S., University of Arkansas Community College at Morrilton

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

CLONINGER, COY (2023) Diesel Technology Instructor

COFFMAN, LEIGH (2022) History Instructor, M.A., Arkansas Tech University, B.S., Arkansas Tech University

COKE, JOSH (2021) Business Transfer Instructor, M.B.A., B.B.A., Henderson State University

DANIEL, LYNDSEY (2005) Instructor and Division Coordinator of General Education, M.A., B.A., University of Arkansas

DAVANZO, CARMEN (2022) Industrial Mechanics and Maintenance Instructor, B.S., Marquette University

DAVIS, KELLY (2018) Business Instructor, M.S., Harding University; B.S., Arkansas State University

DEQUEANT, MICHAEL (2013) Chemistry/Science Instructor, Ph.D., University of Miami; B.S., Louisiana State University

DUVALL, JOHN (2019) Industrial Mechanics and Maintenance Instructor, B.S., Arkansas Tech University

ENNIS, ASHLEY (2021) English Instructor, M.S., Arkansas Tech University; B.A., University of Arkansas at Little Rock

EOFF, HEATHER (2024) Registered Nursing Instructor

FIELDS, CYNTHIA (2008) English Instructor, M.A., University of Central Oklahoma; B.S., Arkansas Tech University

FINKEN, KENT (2022) Welding Instructor, Certified Welding Inspector-AWS

FREEMAN, ZACKARY (2015) AWS ATF Technical Manager / UACCM Welding Instructor, A.G.S., University of Arkansas Community College at Morrilton; Certified Welding Inspector

GARMAN, ALEX (2024) History Instructor

GILMER, CAITLIN (2022) Practical Nursing Instructor, B.S.N., R.N., Arkansas Tech University

GOODIN, CHRIS (2024) Education Instructor

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

HENSON, CHRISTOPHER (2021) Nutrition Instructor, M.S., B.A., University of Central Arkansas

HERRMAN, MATHEW (2010) Oral Communications Instructor, M.A., B.S.Ed., Missouri State University

HICKS, AMANDA (2020) Sim Lab Supervisor, B.S.N., University of Arkansas; R.N., Baptist Health College

HICKS, SCOTT (2010) Biology Instructor, M.S., University of Central Arkansas; B.S., Louisiana Tech University

HILL, AARON (2021) Construction Technology Instructor, B.S., Central Baptist College

HILL, MICHAEL (2020) Collision Repair and Refinishing Technology Instructor

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

HUFF, ERNEST (2024) Business Instructor, Ed.D., University of Arkansas Little Rock; M.B.A., University of Central Arkansas; B.S., University of Arkansas at Monticello

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

JOHNSON, CARA (2021) Biological & Geological Sciences Instructor

KOETH, CHRISTY (2018) Adult Education Instructor

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, MARY LOU (2010) Computer Information Systems Technology Instructor, M.S.E., University of Central Arkansas; B.S.E., Oregon State University

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

MEDLIN, LANA (2018) Science Instructor, M.S., B.S., University of North Alabama

MEDLIN, REX (2018) Science Instructor, M.S., Arkansas State University; B.S., Austin Peay State University

MIZE-DOUILLARD, RENAE (2017) Nursing Instructor, A.A.S., R.N., University of Arkansas Community College at Morrilton

NEAL, BROOKLYN (2022) Practical Nursing Instructor, A.A.S., R.N., University of Arkansas Community College at Morrilton

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SHIPP, MELISSA (2024) Early Childhood Development Instructor

SMITH, LOGAN (2023) Music Instructor

STELL, BRYAN (2022) Adult Education Instructor, M.A., B.A., Arkansas Tech University

STERMOCK, ANNE (2019) Psychology Instructor, Ph.D., M.A., University of Montana; M.E., Kent State University; B.A., Beloit College

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TROWER, RAY (2005) Psychology Instructor, M.S., Texas A&M at Texarkana; B.A., Southern Arkansas University

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UACCM STAFF

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BRAND, JUSTIN (2017) Associate Registrar, B.A., Arkansas Tech University

BRENTS, BRIGITTE (2011) Payroll Officer

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CASH, TERESA (1996) Director of Career Pathways, M.B.A., B.B.A., University of Central Arkansas

CHAPMAN, GREG (2017) Institutional Services Shift 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 and Systems Coordinator, B.S., Arkansas Tech University; CompTIA Network+ Certified

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HALBROOK, ANNA (2015) Fiscal Support Analyst, 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

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MARTIN, WESLEY (2012) Campus Police Officer, Certified Senior Law Enforcement Officer, Professional, Radar, Firearms and ALERRT Active Shooter Instructor

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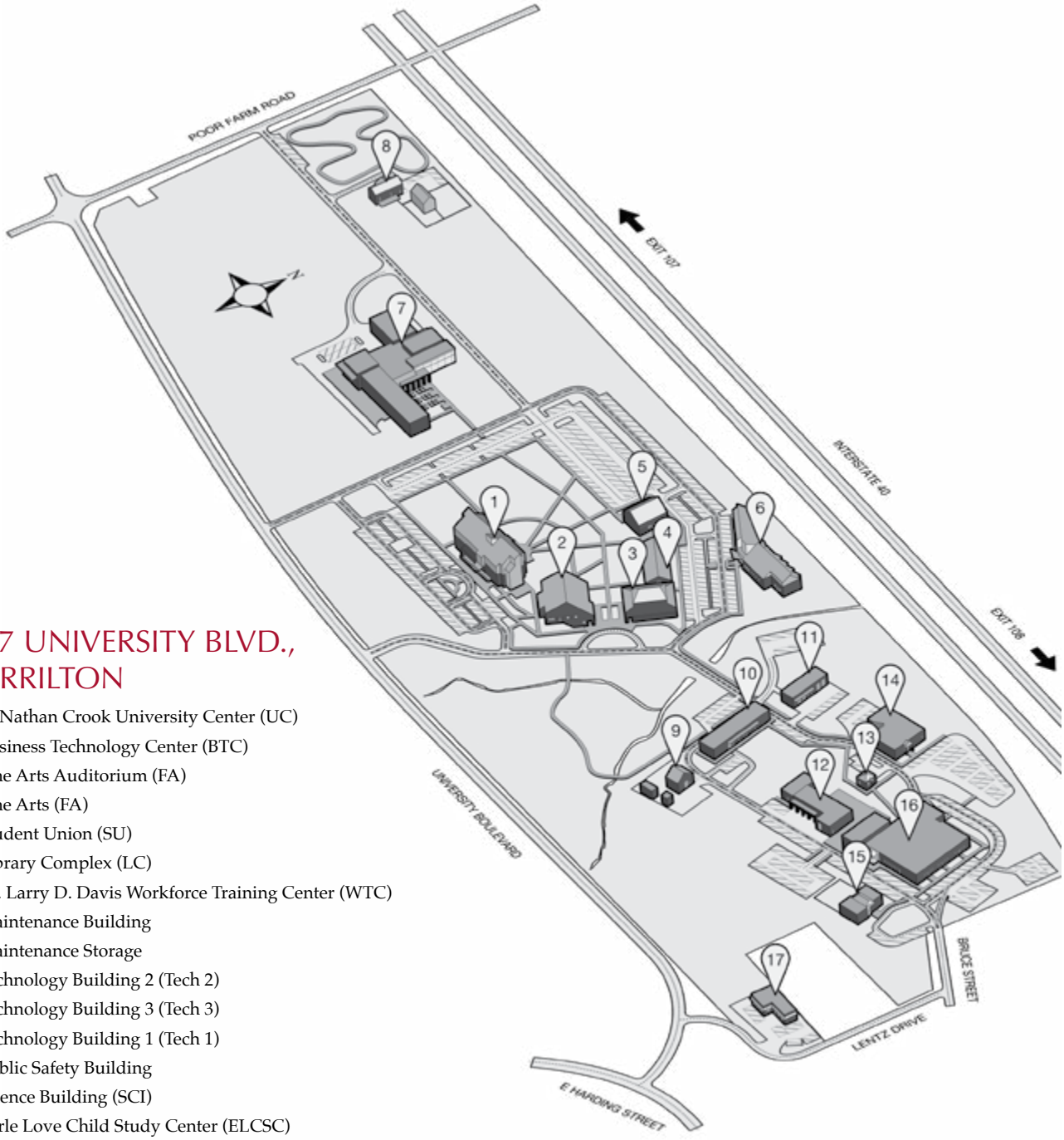
CAMPUS MAP



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. Dr. Larry D. Davis Workforce Training Center (WTC)
8. Maintenance Building
9. Maintenance Storage
10. Technology Building 2 (Tech 2)
11. Technology Building 3 (Tech 3)
12. Technology Building 1 (Tech 1)
13. Public Safety Building
14. Science Building (SCI)
15. Earle Love Child Study Center (ELCSC)
16. Kirk Building (KB)
17. Health and Fitness Building (HF)

236 FACTORY ROAD, CLINTON
Van Buren County Adult Education Center

600 NORTH SAINT JOSEPH STREET, MORRILTON
Community Education Center (Conway County Adult Education)

1070 MARKHAM STREET, CONWAY
Faulkner County Adult Education Center

609 APLIN AVENUE, PERRYVILLE
Max Milam Library (Perry 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 148.

AP EXAMINATION	MINIMUM AP SCORE	UACCM CREDIT AWARDED	SEMESTER HOURS AWARDED
Art History	3	ARHS 10003 Art Appreciation*	3
Biology	3	BIOL 10104 Fundamentals of Biology	4
Calculus AB	3	MATH 24004 Calculus I*	4
Calculus BC	3	MATH 24004 Calculus I* or Higher Level Math	4
Chemistry	3	CHEM 10004 Fund of Chemistry*	4
	4	CHEM 14103 General College Chemistry I & CHEM 14101 General College Chemistry I Lab	4
	5	CHEM 14103 General College Chemistry I & CHEM 14101 General College Chemistry I Lab & CHEM 14203 General College Chemistry II & CHEM 14201 General College Chemistry II Lab	8
Computer Science A	3	CPSI 10003 Introduction to Computers*	3
Computer Science Principles	3	CPSI 10003 Introduction to Computers*	3
English Language and Composition	3	ENGL 10103 Composition I*	3
	4	ENGL 10103 Composition I* & ENGL 10203 Composition II*	6
Environmental Science	3	4 Hours Physical Lab Science	4
European History	3	3 Hours Directed Elective	3
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	ECON 21003 Macroeconomics*	3
Microeconomics	3	ECON 22003 Microeconomics*	3
Music Theory	3	MUSC 10003 Music Appreciation*	3
Physics 1	3	4 Hours Physical Lab Science	4
Physics 2	3	4 Hours Physical Lab Science	4
Psychology	3	PSYC 11003 General Psychology*	3
Spanish Language and Culture	3	SPAN 20103 Intermediate Spanish I*	3
	4	SPAN 20103 Intermediate Spanish I* & 3 Hours Directed Elective	6
	5	SPAN 20103 Intermediate Spanish I* & 6 Hours Directed Elective	9
Statistics	3	MATH 21003 Introduction to Statistics*	3
US Government & Politics	3	PLSC 20003 American Government*	3

AP EXAMINATION	MINIMUM AP SCORE	UACCM CREDIT AWARDED	SEMESTER HOURS AWARDED
United States History	3	HIST 21103 United States History I* or HIST 21203 United States History II*	3
	4	HIST 21103 United States History I* & HIST 21203 United States History II*	6
World History	3	HIST 11103 World Civilization I* or HIST 11203 World Civilization II*	3
	4	HIST 11103 World Civilization I* & HIST 11203 World Civilization II*	6

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 148.

CLEP EXAM TITLE	UACCM MINIMUM SCORE	UACCM CREDIT AWARDED
BUSINESS		
Financial Accounting	50	ACCT 20003 Principles of Accounting I
Information Systems and Computer Applications	52	CPSI 10003 Introduction to Computers
Introductory Business Law	50	BLAW 20003 Business Law
Principles of Management	50	BINS 23703 Supervisory Management
Principles of Marketing	50	MKTG 20003 Marketing Principles
COMPOSITION & LITERATURE		
American Literature	50	ENGL 26503 American Literature I
Analyzing and Interpreting Literature	50	3 Semester Hours of Directed Elective
College Composition	50	ENGL 10103 Composition I
	59	ENGL 10103 Composition I & ENGL 10203 Composition II
College Composition Modular	50	ENGL 10103 Composition I
English Literature	50	ENGL 26703 British Literature I
	62	ENGL 26703 British Literature I & ENGL 26803 British Literature II
Humanities	50	3 Semester Hours of Directed Elective
HISTORY & SOCIAL SCIENCES		
American Government	50	PLSC 20003 American Government
History of the United States I	50	HIST 21103 United States History I
History of the United States II	50	HIST 21203 United States History II
Human Growth and Development	50	PSYC 21003 Psychology of Human Development
Introduction to Educational Psychology	50	3 Semester Hours of Directed Electives
Introductory Psychology	50	PSYC 11003 General Psychology
Introductory Sociology	50	SOCI 10103 Introduction to Sociology
Principles of Macroeconomics	50	ECON 21003 Macroeconomics
Principles of Microeconomics	50	ECON 22003 Microeconomics

CLEP EXAM TITLE	UACCM MINIMUM SCORE	UACCM CREDIT AWARDED
Social Sciences and History	50	3 Semester Hours of Directed Electives
Western Civilization I	50	HIST 11103 World Civilization I
Western Civilization II	50	HIST 11203 World Civilization II
SCIENCE & MATHEMATICS		
Biology	50	BIOL 10104 Fundamentals of Biology
Calculus	50	MATH 24004 Calculus I
Chemistry	50	CHEM 10004 Fundamentals of Chemistry
	65	CHEM 14103 General College Chemistry I & CHEM 14101 General College Chemistry Lab
College Algebra	50	MATH 11003 College Algebra
College Mathematics	50	MATH 11103 Quantitative Literacy
Natural Sciences	50	3 Semester Hours of Directed Electives
Precalculus	61	MATH 13005 Precalculus
**College Algebra - Trigonometry	61	MATH 11003 College Algebra & MATH 12003 Plane Trigonometry
**Trigonometry	50	MATH 12003 Plane Trigonometry
**These tests have been discontinued by CLEP. UACCM will still accept credit for these exams.		
WORLD LANGUAGES		
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 10103 Elementary Spanish I
	56	SPAN 10103 Elementary Spanish I & SPAN 10203 Elementary Spanish II
Spanish Language (Level 2)	63	SPAN 20103 Intermediate Spanish I
	68	SPAN 20103 Intermediate Spanish I & 3 Semester Hours of Directed Electives

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