

# Degree Programs

## Associate of Arts (AA) Degree

## Associate of Arts in Teaching (AAT) Degree

## Associate of Science (AS) Degree

The Arkansas Higher Education Coordinating Board and the Higher Learning Commission of the North Central Association of Colleges and Schools have approved UACCB to offer the Associate of Arts, the Associate of Arts in Teaching and the Associate of Science degrees. The AA degree, AAT degree and AS degree programs are designed for students who wish to pursue a bachelor's degree at a four-year college or university.

## Associate of Applied Science (AAS) Degrees

The Arkansas Higher Education Coordinating Board and the Higher Learning Commission of the North Central Association of Colleges have approved UACCB to offer the Associate of Applied Science degree. The AAS degree is not designed for transfer to a baccalaureate program, although some courses in the program may transfer to other institutions.

**Disclaimer for the Associate of Applied Science:** 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 many institutions do accept some courses in the AAS programs, the general rule is that courses in the AAS degree are not accepted in transfer toward a bachelor's degree. Students to whom transfer is important should get assurance in writing in advance from the institution to which they wish to transfer.

## Technical Certificates

UACCB offers Technical Certificates in allied health, business, industrial technology and public service.

## Certificates of Proficiency

Certificates of Proficiency are awarded for programs that are less than 18 hours.

## Criminal Justice Institute Training for Current Police Officers

The Criminal Justice Institute of the University of Arkansas System and UACCB agree to offer an Associate of Applied Science degree, Technical Certificate and Certificate of Proficiency in Crime Scene Investigation and Law Enforcement Administration. The purpose of the collaboration is to enable those currently employed in the Criminal Justice field the opportunity to further their education.

## Credit Programs

Basic Skills and/or preparatory courses may not be used to fulfill any degree/technical certificate or elective course requirement in a program of study. Basic Skills courses include:

- Prealgebra (PRE 0203)
- Reading Improvement (PRE 0303)
- Fundamentals of Writing (PRE 0113)
- Basic Writing (PRE 0503)
- Beginning Algebra (MTH 0003)
- Intermediate Algebra (MTH 0013)\*

**\*Intermediate Algebra** meets minimum mathematics requirements for certain AAS and technical certificate programs. However, because the course is considered a developmental course by most four-year institutions, it may not transfer as a general education mathematics requirement to many colleges or universities.

## ARTS AND HUMANITIES / MATH AND SCIENCE (TRANSFER DEGREE PROGRAMS)

### Focus Areas under the Associate of Arts Degree

- Business
- General Education
- Liberal Arts

### Focus Areas under the Associate of Arts in Teaching Degree

- Middle School Education: Language Arts/Social Studies
- Middle School Education: Math/Science

### Focus Areas under the Associate of Science Degree

- Agriculture
- Life Sciences
- General Education
- Mathematics and Physical Sciences

## BUSINESS / TECHNOLOGY / PUBLIC SERVICE / INDUSTRIAL TECHNOLOGY

### Associate of Applied Science Degree

- Business Services
  - Accounting Focus
  - Administrative Services Focus
  - Banking and Finance Focus
  - Business Administration Focus
  - Computer Information Systems/Networking Focus
  - Computer Information Systems/ Web Design Focus
  - Medical Office Management
  - Health Information Technology
- General Technology
- Industrial Technology
  - Industrial Equipment Maintenance Technology Focus
  - Industrial Electronics Technology Focus
  - Industrial Manufacturing Focus
  - PC Hardware Repair Focus
  - Aviation Maintenance Focus
- Public Service
  - Criminal Justice
  - Early Childhood Education

### Technical Certificates

- Business
  - Accounting Support
  - Software Applications
  - Clerical Services
  - Banking and Finance
  - Web Design

- Industrial Technology
  - Industrial Electronics Technology
  - Industrial Equipment Maintenance Technology
  - Manufacturing Technology
  - PC Hardware Repair
- Public Service
  - Early Childhood Education

### Certificates of Proficiency

- Early Childhood Education
- Medical Billing and Coding
- Computer Information System/Networking
- Industrial Technology
  - Industrial Electronics Technology
  - Industrial Equipment Maintenance
  - PC Hardware Repair
  - Industrial Technology Manufacturing

## NURSING AND ALLIED HEALTH

### Associate of Applied Science Degree

- Emergency Medical Technician-Paramedic
- Registered Nursing (LPN to RN Program)
- Online Registered Nursing (LPN to RN Program)

### Technical Certificates

- Emergency Medical Technician-Paramedic
- Emergency Medical Technician-Paramedic-Registry Option
- Practical Nursing

### Certificates of Proficiency

- Emergency Medical Technician-Basic (EMT-B)
- Nursing Assistant (NA)

### Cooperative Program

- Respiratory Care

## UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE GENERAL EDUCATION CORE CURRICULUM

The Arkansas Department of Higher Education has established a minimum core of general education courses that will transfer to **most** public Arkansas colleges or universities. The Arkansas Course Transfer System contains information about the transferability of courses **taken after January 1, 2007** within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is **not** guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

UACCB offers the following courses within the state minimum general education core:

### English/Communications

#### **Nine (9) hours required**

ENG 1103	English Composition I
ENG 1203	English Composition II
SPC 1003	Oral Communication

Three (3) hours required from the following:

ENG 2113	World Literature I
ENG 2213	World Literature II
ENG 2313	Introduction to Fiction
PHI 1003	Introduction to Philosophy

### Math

#### **At least three (3) hours required from the following:**

MTH 1023	College Algebra
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*Or any higher-level mathematics course for which College Algebra is a prerequisite.*

### Social Sciences

#### **Nine (9) hours required**

Three (3) hours required from the following:

HIS 1013	World Civilization I
HIS 1023	World Civilization II

Three (3) hours required from the following:

HIS 2003	United States History I
HIS 2013	United States History II
POS 2103	United States Government

### Life/Natural Sciences

#### **Eight (8) hours required**

Four (4) hours required from the following:

BIO 1033/1101	Biology for Gen Ed / Lab
BIO 1103/1101	Biology for Majors / Lab
BIO 1013/1011	Essentials of Anatomy and Physiology/Lab
BIO 1023/1021	Principles of Zoology/Lab
BIO 2003/2001	Anatomy & Physiology I/Lab
BIO 2013/2011	Anatomy & Physiology I/Lab
BIO 2203/2201	Microbiology/Lab

Three (3) hours required from the following:

ECN 2013	Macroeconomics
ECN 2023	Microeconomics
GEO 2003	Introduction to Cultural Geography
HIS 1013	World Civilization I*
HIS 1023	World Civilization II*
HIS 2003	United States History I*
HIS 2013	United States History II*
POS 2103	United States Government*
PSY 1003	General Psychology
PSY 2013	Human Growth & Development

Four (4) hours required from the following:

CHM 1003/1001	Fundamentals of Chemistry/Lab
CHM 1103/1101	College Chemistry I/Lab
CHM 1123/1121	College Chemistry II/Lab
PHS 1003/1001	Physical Science/Lab
PHS 2014	Physics for Health Sciences

PSY 2023	Abnormal Psychology
SOC 2003	Principles of Sociology
SOC 2013	Social Problems
SOC 2023	Cultural Anthropology

*\*If not selected to meet another social science requirement.*

### Fine Arts/Humanities

#### **Six (6) hours required**

Three (3) hours required from the following:

FAC 2003	Understanding Film
FAM 2003	Music
FAT 2013	Theater
FAV 1013	Introduction to Studio Art
FAV 2023	Visual Art

NOTE: Some institutions may accept or deny courses listed above. For specific information regarding the transfer of course work, students should contact the institution to which they are transferring.

### Degree and Program Requirements

The following curricular guidelines are provided for students enrolled at UACCB. All degree/technical certificate guidelines specify the general education and major course requirements necessary to complete programs of study.

# ARTS AND HUMANITIES / MATH AND SCIENCE (TRANSFER DEGREE PROGRAMS)

## Associate of Arts Degree

The Associate of Arts degree is designed for students who wish to pursue a bachelor's degree at a four-year college or university. UACCB's AA degree consists of 47 credit hours of general education requirements and an additional 15 credit hours of electives. In the elective component, students may complete any 15 credit hours of college-level courses in order to complete the degree. The electives students choose with the assistance of an academic advisor will depend upon upper-level program intent. Two specific focuses offer choices to assist students who wish to transfer in the areas of business or liberal arts.

## AA - GENERAL EDUCATION (62 hours)

### CORE REQUIREMENTS

#### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

#### Math

##### *At least three (3) hours required from the following:*

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

#### Life/Physical Sciences - *Eight (8) hours required*

##### *Four (4) hours required from the following:*

- Biology for General Education / Lab
- Biology for Majors / Lab
- Essentials of Anatomy and Physiology / Lab
- Principles of Zoology / Lab
- Anatomy and Physiology I / Lab
- Anatomy and Physiology II / Lab

##### *Four (4) hours required from the following:*

- Fundamentals of Chemistry / Lab
- College Chemistry I / Lab
- Physical Science / Lab
- Physical Geology / Lab
- Physics for Health Sciences

#### Fine Arts/Humanities - *Nine (9) hours required*

##### *\*Three (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

##### *\*Three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

\*Students can choose from either area for the additional three hours in Fine Arts/ Humanities.

#### Social Sciences – *Fifteen (15) hours required*

##### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

##### *Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

##### *Nine (9) hours required from the following:*

- Macroeconomics
- Microeconomics
- Introduction to Cultural Geography
- World Civilization I\*
- World Civilization II\*
- United States History I\*
- United States History II\*
- United States Government\*
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology
- Social Problems
- Cultural Anthropology

*\*If not selected to meet another social science requirement.*

#### Physical Education - *Three (3) hours required*

- Concepts of Physical Activity

#### Electives – *Fifteen (15) hours*

To complete the elective component of the degree, students may select – with the approval of their advisor – any 15 hours of college-level credit not selected for general education or other requirements.

NOTE: Some institutions may accept or deny courses listed above. For specific information regarding the transfer of course work, students should contact the institution to which they are transferring.

## AA - GENERAL EDUCATION – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Arts General Education degree may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Note: This plan does not include Basic Skills classes or summer terms.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ PED 1003	Concepts of Physical Activity	3
__ MTH 1023	College Algebra	3
__	Fine Arts/Humanities Course	3
__	Elective Credit Course	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Composition II	3
__ SPC 1003	Oral Communication	3
__ HIS 1013 or 1023	World Civilization I or II	3
__	Fine Arts/Humanities Course	3
__	Elective Credit Course	3

### Fall Semester (16 Credit Hours)

__ HIS 2003, 2013, or POS 2103	US History I or II or US Government	3
__	Fine Arts/Humanities Course	3
__	Life Science Course/Lab	4
__	Social Science Course	3
__	Elective Credit Course	3

### Spring Semester (16 Credit Hours)

__	Physical Science Course/Lab	4
__	Social Science Course	3
__	Social Science Course	3
__	Elective Credit Course	3
__	Elective Credit Course	3
	<b>Total</b>	<b>62 Hours</b>

## AA - GENERAL EDUCATION/LIBERAL ARTS FOCUS (62 hours)

### CORE REQUIREMENTS

#### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

#### Math

##### *At least three (3) hours required from the following:*

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

#### Life/Physical Sciences - *Eight (8) hours required*

##### *Four (4) hours required from the following:*

- Biology for General Education / Lab
- Biology for Majors / Lab
- Essentials of Anatomy and Physiology / Lab
- Principles of Zoology / Lab
- Anatomy and Physiology I / Lab
- Anatomy and Physiology II / Lab

##### *Four (4) hours required from the following:*

- Fundamentals of Chemistry / Lab
- College Chemistry I / Lab
- Physical Science / Lab
- Physical Geology / Lab
- Physics for Health Sciences

#### Fine Arts/Humanities - *Nine (9) hours required*

##### *\*Three (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

##### *\*Three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

*\*Students can choose from either area for the additional three hours in Fine Arts/ Humanities.*

#### Social Sciences – *Fifteen (15) hours required*

##### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

##### *Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

##### *Nine (9) hours required from the following:*

- Macroeconomics
- Microeconomics
- Introduction to Cultural Geography
- World Civilization I\*
- World Civilization II\*
- United States History I\*
- United States History II\*
- United States Government\*
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology

- Social Problems
- Cultural Anthropology
- \*If not selected to meet another social science requirement.*

#### Physical Education - *Three (3) hours required*

- Concepts of Physical Activity

#### Liberal Arts Focus \*\* - *Fifteen (15) hours required from the following:*

- Principles of Zoology / Lab
- Microbiology / Lab
- Physical Geology / Lab
- Physics for Health Sciences
- College Chemistry II / Lab
- Biology for Majors / Lab
- Biology for General Education / Lab
- Introduction to Computers
- Computer Software Applications
- Strategies for College Success
- Information Literacy
- Macroeconomics
- Microeconomics
- World Literature I
- World Literature II
- Introduction to Fiction
- Creative Writing
- American Literature I
- American Literature II
- Understanding Film
- Music
- Theater
- Acting I
- Acting II
- Drawing I
- Drawing II
- Introduction to Painting
- Introduction to Studio Art
- Visual Art
- Introduction to Cultural Geography
- World Civilization I
- World Civilization II
- United States History I
- United States History II
- The American Civil War
- The Vietnam War
- Arkansas History
- Trigonometry
- Calculus I, Calculus and Analytic Geometry
- Calculus II, Calculus and Analytic Geometry
- Calculus III, Calculus and Analytic Geometry
- Introduction to Philosophy
- United States Government
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Psychology of Adjustments
- Principles of Sociology
- Social Problems
- Cultural Anthropology
- Spanish I
- Spanish II
- Spanish III
- Spanish IV

**\*\* Courses taken for General Education may not be applied to the Liberal Arts Focus.**

## AA - LIBERAL ARTS FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Arts General Education/Liberal Arts Focus degree may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Note: This plan does not include Basic Skills classes or summer terms.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ PED 1003	Concepts of Physical Activity	3
__ MTH 1023	College Algebra	3
__	Fine Arts/Humanities Course	3
__	Liberal Arts Elective Course	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Composition II	3
__ SPC 1003	Oral Communication	3
__ HIS 1013 or 1023	World Civilization I or II	3
__	Fine Arts/Humanities Course	3
__	Liberal Arts Elective Course	3

### Fall Semester (16 Credit Hours)

__ HIS 2003, 2013, or POS 2103	US History I or II or US Government	3
__	Fine Arts/Humanities Course	3
__	Life Science Course/Lab	4
__	Social Science Course	3
__	Liberal Arts Elective Course	3

### Spring Semester (16 Credit Hours)

__	Physical Science Course/Lab	4
__	Social Science Course	3
__	Social Science Course	3
__	Liberal Arts Elective Course	3
__	Liberal Arts Elective Course	3
	<b>Total</b>	<b>62 Hours</b>

## AA - GENERAL EDUCATION/BUSINESS FOCUS (62 hours)

### CORE REQUIREMENTS

#### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

#### Math

##### **At least three (3) hours required from the following:**

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.

#### Life/Physical Sciences - *Eight (8) hours required*

##### *Four (4) hours required from the following:*

- Biology for General Education / Lab
- Biology for Majors / Lab
- Essentials of Anatomy and Physiology / Lab
- Principles of Zoology / Lab
- Anatomy and Physiology I / Lab
- Anatomy and Physiology II / Lab

##### *Four (4) hours required from the following:*

- Fundamentals of Chemistry / Lab
- College Chemistry I / Lab
- Physical Science / Lab
- Physical Geology / Lab
- Physics for Health Sciences

#### Fine Arts/Humanities - *Nine (9) hours required*

##### *\*At least (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

##### *\*Three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

\*Students can choose from either area for the additional three hours in Fine Arts/ Humanities.

#### Social Sciences – *Fifteen (15) hours required*

##### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

##### *Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

##### *Nine (9) hours required from the following:*

- Macroeconomics
  - Microeconomics
  - Introduction to Cultural Geography
  - World Civilization I\*
  - World Civilization II\*
  - United States History I\*
  - United States History II\*
  - United States Government\*
  - General Psychology
  - Human Growth and Development
  - Abnormal Psychology
  - Principles of Sociology
  - Social Problems
  - Cultural Anthropology
- \*If not selected to meet another social science requirement.*

#### Physical Education - *Three (3) hours required*

- Concepts of Physical Activity

#### Business Focus \*\* - *Fifteen (15) hours required from the following:*

- Principles of Accounting I \*\*
- Principles of Accounting II
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Statistics
- Macroeconomics
- Microeconomics
- Survey of Calculus/Business Calculus

\*\* Required Course



## AA – BUSINESS FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Arts General Education/Business Focus degree may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Note: This plan does not include Basic Skills classes or summer terms.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
___ ENG 1103	English Composition I	3
___ PED 1003	Concepts of Physical Activity	3
___ MTH 1023	College Algebra	3
___	Fine Arts/Humanities Course	3
___	Business Elective Course	3

### Spring Semester (15 Credit Hours)

___ ENG 1203	English Composition II	3
___ SPC 1003	Oral Communication	3
___ HIS 1013 or 1023	World Civilization I or II	3
___	Fine Arts/Humanities Course	3
___	Business Elective Course	3

### Fall Semester (16 Credit Hours)

___ HIS 2003, 2013 or POS 2103	US History I or II or US Government	3
___	Fine Arts/Humanities Course	3
___	Life Science Course/Lab	4
___	Social Science Course	3
___	Business Elective Course	3

### Spring Semester (16 Credit Hours)

___	Physical Science Course/Lab	4
___	Social Science Course	3
___	Social Science Course	3
___	Business Elective Course	3
___	Business Elective Course	3
	<b>Total</b>	<b>62 Hours</b>

## **Associate of Arts in Teaching Degree**

The Associate of Arts in Teaching degree is designed for students who wish to pursue a bachelor's degree in middle school education at a four-year college or university. UACCB's AAT degree consists of 35 credit hours of general education requirements and up to 28 credit hours in the middle school education focus for a 60 to 63 credit hour total. Total hours will depend on which focus area is chosen.

Students in the AAT program should research university programs as early as possible. Colleges of education vary somewhat in their requirements, so students should become informed about specific programs.

### **AAT – MIDDLE SCHOOL EDUCATION: LANGUAGE ARTS/SOCIAL STUDIES FOCUS (62 hours)**

#### **CORE REQUIREMENTS in Middle School Education: Language Arts/Social Studies Focus**

##### **English/Communication - Nine (9) hours required**

- English Composition I
- English Composition II
- Oral Communication

##### **Math**

##### **At least three (3) hours required from the following:**

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.

##### **Life/Physical Sciences - Eight (8) hours required**

Four (4) hours required:

- Biology for General Education / Lab

Four (4) hours required:

- Physical Science / Lab
- Physical Geology / Lab

##### **Fine Arts/Humanities - Six (6) hours required**

\*Three (3) hours required from the following:

- Music
- Theater
- Visual Art

Three (3) hours required:

- World Literature I

##### **Social Sciences – Nine (9) hours required**

- World Civilization I
- United States History I
- United States Government

##### **Education Courses – Six (6) hours required**

- Introduction to Teaching
- Introduction to K12 Educational Technology

##### **Language Arts/Social Studies Track:**

Language Arts – Nine(9) hours required

- World Literature II
- American Literature I
- American Literature II

##### **Social Science – Twelve (12) hours required**

- World Civilization II
- US History II
- Introduction to Cultural Geography
- General Psychology

## AAT – MIDDLE SCHOOL EDUCATION: LANGUAGE ARTS/SOCIAL STUDIES FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Arts in Teaching with a Language Arts/Social Studies Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively. Note: This plan does not include Basic Skills classes or summer terms.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ ENG 2113	World Literature I	3
__ HIS 1013	World Civilization I	3
__ MTH 1023	College Algebra	3
__ SPC 1003	Oral Communication	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Composition II	3
__ ENG 2213	World Literature II	3
__ Fine Arts	Music, Visual Art <b>or</b> Theater	3
__ HIS 1023	World Civilization II	3
__ PSY 1003	General Psychology	3

### Fall Semester (16 Credit Hours)

__ BIO 1101	Biological Science Lab	1
__ BIO 1033	Biology for General Education	3
__ EDU 2003	Introduction to Teaching (F)	3
__ ENG 2503	American Literature I (F)	3
__ GEO 2003	Introduction to Cultural Geography	3
__ HIS 2003	United States History I	3

### Spring Semester (16 Credit Hours)

__ EDU 2103	Introduction to K12 Educational Technology (S)	3
__ ENG 2513	American Literature II (S)	3
__ HIS 2013	United States History II	3
__ PHS 1001	Physical Science Lab	1
__ PHS 1003	Physical Science	3
__ POS 2103	U.S. Government	3
	<b>Total</b>	<b>62 Hours</b>

## **AAT – MIDDLE SCHOOL EDUCATION: MATH AND SCIENCE FOCUS (60 to 63 credit hours)**

### **CORE REQUIREMENTS in Middle School Education: Math and Science Focus**

#### **English/Communication - *Nine (9) hours required***

- English Composition I
- English Composition II
- Oral Communication

#### **Math**

#### ***At least three (3) hours required from the following:***

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

#### **Life/Physical Sciences - *Eight (8) hours required***

- Four (4) hours required*
- Biology for Majors / Lab

#### *Four (4) hours required*

- Physical Science / Lab

#### **Fine Arts/Humanities - *Six (6) hours required***

#### *Three (3) hours required from the following:*

- Music
- Theater
- Visual Art

#### *Three (3) hours required from the following:*

- World Literature I
- World Literature II

#### ***Social Sciences – Nine (9) hours required***

#### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

#### *Three (3) hours required from the following:*

- United States History I
- United States History II

#### *Three (3) hours required*

- United States Government

#### ***Education Courses – Six (6) hours required***

- Introduction to Teaching
- Introduction to K12 Educational Technology

#### ***Math/Science Track***

#### ***Mathematics: Nine (9) hours required***

#### *Three (3) hours required from the following:*

- College Trigonometry
- Survey of Calculus (or higher)

#### *Six (6) hours required*

- Math I
- Math II

#### ***Science: Four (4) hours required***

- Physical Geology / Lab

#### ***Social Science: Six (6) hours required***

- Arkansas History
- General Psychology

## AAT - MIDDLE SCHOOL EDUCATION: MATH AND SCIENCE FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Arts in Teaching with a Mathematics/Science Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively. (The suggested course sequence requires 63 credit hours due to an additional math class.)

### Fall Semester (16 hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ HIS 1013 or 1023	World Civilization I or II	3
__ MTH 1023	College Algebra	3
__ SPC 1003	Oral Communication	3
__ BIO 1101	Biological Science Laboratory	1
__ BIO 1103	Biology for Majors	3

### Spring Semester (15 hours)

__ ENG 1203	English Composition II	3
__ MTH 1013	Trigonometry	3
__ Fine Arts	Music, Visual Art or Theater	3
__ HIS 2003 or 2013	United States History I or II	3
__ PSY 1003	Introduction to Psychology	3

### Fall Semester (16 hours)

__ PHS 1001	Physical Science Laboratory	1
__ PHS 1003	Physical Science	3
__ EDU 2003	Introduction to Teaching (F)	3
__ MTH 2103	Math I (F)	3
__ POS 2103	U. S. Government	3
__ ENG 2113 or 2213	World Literature I or II	3

### Spring Semester (16 hours)

__ EDU 2103	Introduction to K12 Educational Technology (S)	3
__ MTH 2003	Survey of Calculus (S)	3
__ MTH 2113	Math II (S)	3
__ GEL 1001	Physical Geology Laboratory	1
__ GEL 1003	Physical Geology	3
__ HIS 2053	Arkansas History	3
	<b>Total</b>	<b>63 Hours</b>



"My experience at UACCB has been extraordinary, and it has truly enriched my life in so many ways! As a non-traditional student, I was skeptical about starting college at first. I was afraid I would be the only 'older' student there, and I would stick out like a sore thumb. However, everyone at UACCB made my transition to college life a wonderful and exciting challenge. I believe going back to school was the best thing I could have done at that point in my life. It has given me a new outlook on life and has pushed me to accomplish goals I never dreamed I would accomplish. Every instructor I had went above and beyond their call of duty to help me in my educational journey. Fellow students at UACCB even encourage and help each other. I know I have made some lifelong friends while attending UACCB, and I will never forget all the opportunities I have had to enrich my life. I believe these are the things that make a community college so great, and I know I am a better person for beginning my college career at UACCB."

- Theresa Sandefur,  
UACCB Graduate



## Associate of Science Degree

The Associate of Science degree is designed for students who wish to pursue a bachelor's degree in a science or math field at a four-year college or university. UACCB's AS degree consists of 43 credit hours of general education requirements and 19 credit hours of college-level courses to complete the degree. **It is advised that students work with a science advisor to select courses most relevant to their plans for transfer.**

### AS – GENERAL EDUCATION (62 hours)

#### CORE REQUIREMENTS IN GENERAL EDUCATION

##### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

##### Math

##### *At least three (3) hours required from the following:*

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

##### Life/Physical Sciences - *Sixteen (16) hours required*

##### *At least four (4) hours required from the following:*

- Biological for Majors / Lab
- Principles of Zoology / Lab
- Anatomy and Physiology I / Lab #
- Anatomy and Physiology II / Lab #
- Microbiology / Lab

##### *At least four (4) hours from the following:*

- Fundamentals of Chemistry / Lab #
  - College Chemistry I / Lab
  - College Chemistry II / Lab
  - Organic and Biochemistry / Lab #
  - Physics for Health Sciences
- # For select majors only.

##### Fine Arts/Humanities - *Six (6) hours required*

##### *At least (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

##### *At least three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

##### Social Sciences – *Nine (9) hours required*

##### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

##### *Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

##### *Three (3) hours required from the following:*

- Macroeconomics
- Microeconomics
- World Civilization I\*

- World Civilization II\*
  - United States History I\*
  - United States History II\*
  - United States Government\*
  - General Psychology
  - Human Growth and Development
  - Abnormal Psychology
  - Principles of Sociology
  - Social Problems
  - Cultural Anthropology
- \*If not selected to meet another social science requirement.*

##### Electives – *Nineteen (19) hours required*

To complete the elective component of the degree, students may select from the following list any 19 hours of college-level credit not previously selected for general education requirements above. Students should be aware of degree requirements at institutions to which they may transfer and should take a relevant selection of courses to be chosen with the approval of their science/math academic advisor.

- Principles of Accounting I #
- Biological Science/Lab
- Biology for Majors/Lab
- Principles of Zoology/Lab
- Anatomy & Physiology I/Lab #
- Anatomy & Physiology II/Lab #
- Microbiology/Lab
- Pathophysiology for Health Care #
- Field Techniques in Science
- College Chemistry I/Lab
- College Chemistry II/Lab
- Organic and Biochemistry/Lab #
- Visual Basic Net Programming #
- Introduction to Programming #
- Macroeconomics
- Physical Geology/Lab
- Cell Biology w/Lab \*\*
- Genetics w/Lab\*\*
- Organic Chemistry I w/Lab \*\*
- Organic Chemistry II w/Lab \*\*
- Physics for Health Sciences
- Trigonometry
- Survey of Calculus
- Calculus I
- Calculus II
- Calculus III
- Statistics
- Medical Terminology #
- Physics for Health Science w/Lab #
- General Psychology
- Human Growth and Development
- Abnormal Psychology

**\*\*Lyon College course require several prerequisites and must be taken in proper sequence. See a science advisor for assistance.**

## AS- GENERAL EDUCATION – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Science degree in General Education may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively. **The sequence of courses greatly varies, depending on your major. You must be assigned to a science advisor to determine the proper sequence. Below is only a sample.**

### Fall Semester (13 hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ BIO 1101	Biological Science Laboratory	1
__ BIO 1103	Biology for Majors	3
__ FA	Fine Arts elective	3
__ MTH 1023	College Algebra	3

### Spring Semester (16 to 17 hours)

__ ENG 1203	English Composition II	3
__ MTH 1013/Elective	Trigonometry or ASGE elective	3-4
__ BIO	Life Science Laboratory elective	1
__ BIO	Life Science elective	3
__ SOC 2003	Sociology	3
__ SPC 1003	Oral Communication	3

### Summer Semester

If no LYON courses are used as electives, summer courses may be taken.

### Fall Semester (16 to 17 hours)

__ HIS/POS	US History I/II or Am. Gov.elective	3
__ ENG	World Literature I/II	3
__ PSY 1003	General Psychology	3
__ CHM	Chemistry Lab elective	1
__ CHM	Chemistry elective	3
	ASGE elective	3-4

### Spring Semester (15 to 17 hours)

__ HIS	World Civ. I/II elective	3
__ FA/ENG/PHI	Fine Arts or Humanities elective	3
__ PSY 2013	Human Growth and Development	3
__	ASGE elective	3-4
__	ASGE elective	3-4
	<b>Total Hours</b>	<b>62-64</b>

The following is a list of electives that may be used in the ASGE degree plan. These need to be selected with the help of a Math/Science advisor and knowledge of the transfer Institutions requirements.

ACC 1013	Principles of Accounting I (or higher) #	MTH 2015	Calculus II (S)
BIO 1103/1101	Biology for Majors/Lab	MTH 2024	Calculus III (upon demand)
BIO 1123/1121	Principles of Zoology/Lab (S)	MTH 2053	Statistics
BIO 2003/2001	Anatomy & Physiology I/Lab	OFA 1053	Medical Terminology
BIO 2013/2011	Anatomy & Physiology II/Lab	PHS 2014	Physics for Health Science w/ Lab (S)
BIO 2203/2201	Microbiology/Lab (F,S)	PSY 1003	General Psychology
BIO 2103	Pathophysiology for Health Care # (upon demand)	PSY 2013	Human Growth and Development
BIO 2301	Field Techniques in Science (S)	PSY 2023	Abnormal Psychology
CHM 1103/1101	College Chemistry I / Lab (F)	LYON BIO 250*	Cell Biology W/ Lab (F) (CHM I & II prereq) *
CHM 1123/1121	College Chemistry II / Lab (S)	LYON BIO 252*	Genetics W/ Lab (S) (BIO250 prereq) *
CHM 2113/2111	Organic and Biochemistry / Lab (S)	LYON CHM 210*	Organic Chemistry I w/ Lab (F) (CHM I & II prereq) *
CIS 2053	Visual Basic.net programming # (F)	LYON CHM 220*	Organic Chemistry II w/ Lab (S) (CHM 210 prereq) *
CIS 2043	Introduction to Programming # (F)		
ECN 2013	Macroeconomics		
GEL 1003/1001	Physical Geology/Lab (S)		
MTH 1013	Trigonometry		
MTH 2003	Survey of Calculus (S)		
MTH 2005	Calculus I (F)		

\* UACCB students can take classes at Lyon College through the COPS agreement as elective courses.  
# Approved for specific majors only.

## AS – GENERAL EDUCATION LIFE SCIENCES FOCUS (62 hours)

### CORE REQUIREMENTS

#### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

#### Math

##### *At least three (3) hours required from the following:*

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

#### Life/Physical Sciences - *Sixteen (16) hours required*

##### *At least four (4) hours required from the following:*

- Biology for Majors / Lab
- Principles of Zoology / Lab
- Microbiology / Lab

##### *At least four (4) hours from the following:*

- College Chemistry I / Lab
- College Chemistry II / Lab
- Physics for Health Sciences

#### Fine Arts/Humanities - *Six (6) hours required*

##### *At least (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

##### *At least three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

#### Social Sciences – *Nine (9) hours required*

##### *Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

##### *Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

##### *Three (3) hours required from the following:*

- Macroeconomics
- Microeconomics
- World Civilization I\*
- World Civilization II\*
- United States History I\*
- United States History II\*
- United States Government\*
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology
- Social Problems
- Cultural Anthropology

*\*If not selected to meet another social science requirement.*

#### Electives – *Nineteen (19) hours required*

Students should be aware of degree requirements at institutions to which they may transfer and should take a relevant selection of courses to be chosen with the approval of their science/math academic advisor.

- Principles of Accounting 1 #
- Principles of Zoology/Lab
- Anatomy & Physiology I/Lab #
- Anatomy & Physiology II/Lab #
- Microbiology/Lab
- Pathophysiology for Health Care #
- Field Techniques in Science
- College Chemistry I/Lab
- College Chemistry II/Lab
- Organic and Biochemistry/Lab #
- Cell Biology w/Lab \*\*
- Genetics w/Lab\*\*
- Organic Chemistry I w/Lab \*\*
- Organic Chemistry II w/Lab \*\*
- Physics for Health Sciences
- Trigonometry
- Survey of Calculus
- Calculus I
- Calculus II
- Calculus III
- Statistics

# For select majors only.

\*\*Lyon College course require several prerequisites and must be taken in proper sequence. See a science advisor for assistance.



## AS – GENERAL EDUCATION LIFE SCIENCES FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Science degree in General Education – Life Science Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (14 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ BIO 1101	Biological Science Laboratory	1
__ BIO 1103	Biology for Majors	3
__ CHM 1101	College Chemistry I Laboratory	1
__ CHM 1103	College Chemistry I	3
__ MTH 1023	College Algebra	3

### Spring Semester (14 Credit Hours)

__ ENG 1203	English Composition II	3
__ MTH 1013	Trigonometry	3
__ BIO 1121	Zoology Laboratory	1
__ BIO 1123	Zoology	3
__ CHM 1121	College Chemistry II Laboratory	1
__ CHM 1123	College Chemistry II	3

**The sequence of second year courses greatly varies, depending on your major.**

**The student must be assigned to a science advisor to determine the proper sequence.**

**Below is only a sample.**

### Fall Semester (18 Credit Hours)

__ MTH 2005	Calculus I	5
__ BIO 250*/CHM 210*	Cell Biology w/ Lab (LYON)	4
	or Organic CHM I w/ Lab (LYON)	
__ HIS/POS	US History I/II or Am. Gov.elective	3
__ FA	Fine Arts elective	3
__ SPC/PSY	Oral Comm/Psychology	3

### Spring Semester (16 to 18 Credit Hours)

__ BIO 252*/CHM 220*	Genetics with Lab	4
	or Organic Chemistry II with Lab	
__ MTH/BIO	Math or Science elective	3-5
__ HIS	World Civ. I/II elective	3
__ ENG/PHI	Humanities elective	3
__ SPC/PSY	Oral Comm/Psychology	3
	<b>Total Credit Hours</b>	<b>62-64</b>

\* UACCB students can take classes at Lyon College through the COPS agreement.

## AS – GENERAL EDUCATION MATHEMATICS AND PHYSICAL SCIENCES FOCUS (62 to 64 hours)

### CORE REQUIREMENTS

#### English/Communication - *Nine (9) hours required*

- English Composition I
- English Composition II
- Oral Communication

#### Math – *Three (3) hours required*

- College Algebra
- Or any higher level math course for which College Algebra is a prerequisite.*

#### Life/Physical Sciences – *Sixteen (16) hours required*

- Biology for Majors/ Lab
- Microbiology / Lab
- College Chemistry I / Lab
- College Chemistry II / Lab
- Physics for Health Sciences

#### Fine Arts/Humanities - *Six (6) hours required*

*At least (3) hours required from the following:*

- Understanding Film
- Music
- Theater
- Introduction to Studio Art
- Visual Art

*At least three (3) hours required from the following:*

- World Literature I
- World Literature II
- Introduction to Fiction
- Introduction to Philosophy

#### Social Sciences – *Nine (9) hours required*

*Three (3) hours required from the following:*

- World Civilization I
- World Civilization II

*Three (3) hours required from the following:*

- United States History I
- United States History II
- United States Government

*Three (3) hours required from the following:*

- Macroeconomics
  - Microeconomics
  - World Civilization I\*
  - World Civilization II\*
  - United States History I\*
  - United States History II\*
  - United States Government\*
  - General Psychology
  - Human Growth and Development
  - Abnormal Psychology
  - Principles of Sociology
  - Social Problems
  - Cultural Anthropology
- \*If not selected to meet another social science requirement.*

#### **Mathematics or Physical Science Focus - (19) hours required**

Students must consult with a science advisor for selection of courses. Students should be aware of degree requirements at institutions to which they may transfer and should take a relevant selection of courses.

- Principles of Zoology / Lab
- Organic and Biochemistry / Lab
- Physics for Health Sciences
- Trigonometry
- Calculus I, Calculus and Analytic Geometry
- Calculus II, Calculus and Analytic Geometry
- Calculus III, Calculus and Analytic Geometry
- Statistics

## AS – GENERAL EDUCATION MATHEMATICS AND PHYSICAL SCIENCES FOCUS – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Science with a Mathematics and Sciences Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (16 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Composition I	3
__ HIS 1013	World Civilization I/II	3
__ MTH 1023	College Algebra	3
__ SPC 1003	Oral Communication	3
__ BIO 1101	Biological Science Laboratory	1
__ BIO 1103	Biology for Majors	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Composition II	3
__ MTH 1013	Trigonometry	3
__	Fine Arts/Humanities Elective	3
__ HIS 2003/2013	United States History I/II	3
__ PSY 1003	Introduction to Psychology	3

### Fall Semester (16 Credit Hours)

__ BIO 2201	Microbiology Laboratory	1
__ BIO 2203	Microbiology	3
__ CHM 1101	College Chemistry I Laboratory	1
__ CHM 1103	College Chemistry I	3
__ MTH 2005	Calculus I	5
__	Fine Arts/Humanities Elective	3

### Spring Semester (15 to 16 Credit Hours)

__ CHM 1121	College Chemistry II Laboratory	1
__ CHM 1123	College Chemistry II	3
__ MTH 2015	Calculus II	5
__	Social Science Elective	3
__	Math/Physical Science Elective	3-4
	<b>Total</b>	<b>62-64 Hours</b>

**NOTE: UACCB also offers an Associate of Science Degree in General Education with an Agricultural Focus. Students that are interested in this degree program should see the Chair of the Division of Math and Sciences.**

## **BUSINESS SERVICES**

Whether you want to start your own business or advance in management, UACCB can provide you with a variety of courses that will provide you with academic and occupational skills to meet the demands and technological changes of today's business world. Several degree/certificate options are available for students seeking employment in the area of business services.

### **Associate of Applied Science Degree**

- Business Services
  - Accounting Focus
  - Administrative Services Focus
  - Banking and Finance Focus
  - Business Administration Focus
  - Computer Information Systems/Networking Focus
  - Computer Information Systems/Web Design Focus
  - Entrepreneurship
  - Medical Office Management
  - Health Information Technology

### **Technical Certificates**

- Business
  - Accounting Support
  - Banking and Finance
  - Clerical Services
  - Entrepreneurship
  - Software Applications
  - Web Design

### **Certificates of Proficiency**

- Medical Billing and Coding
- Computer Information System/Networking

## POSSIBLE JOB OPPORTUNITIES

### Accounting

- general accountant
- accounts payable clerk
- accounts receivable clerk
- payroll clerk
- tax preparer

### Administrative Services Focus

- administrative assistant
- administrative support specialist
- office manager
- information coordinator
- human resources assistant
- personal assistant
- customer service representative

### Banking and Finance

- bank teller
- loan officer
- credit analyst
- insurance or investment agent

### Business Administration

- office management
- retail services
- customer services
- sales
- human resources

### CIS/Networking

- help desk operator
- PC operator
- LAN support operator
- information technology operator
- systems operator

### CIS/Web Design

- web designers for public organizations
- web designers for private organizations
- careers involving the internet
- careers dealing with marketing and design

### Entrepreneurship

- start your own business
- improve your current business

### Health Information Technology

- health information manager for integrated systems
- clinical data specialist
- patient information coordinator
- data quality manager
- information security manager/officer
- data resource administrator
- research specialist

### Medical Office Management

- medical office receptionists
- secretaries
- billing/insurance clerks
- transcriptionists
- medical office administrators in physicians' offices, urgent care centers, managed care organizations, nursing homes, and hospitals.

### Criminal Justice

- law enforcement (local, state, federal)
- corrections (adult & juvenile)
- probation/parole
- social services
- legal field
- private security

### Early Childhood Education

- center based preschool worker
- center based infant/toddler worker
- family childcare owner

## AAS Accounting Focus (63 hours)

### General Education Core

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### Business Core Curriculum

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### Major Courses

- Principles of Accounting II
- Computerized Accounting (S)
- Accounting Applications (S)
- Payroll Accounting (S)
- Federal Income Tax (F)
- Cost Accounting (F)
- Applied Electronic Spreadsheet (Excel)
- Macroeconomics **or**
- Microeconomics **or**
- Principles of Finance
- Internship

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## Technical Certificate – Accounting Support (36 hours)

### General Education Core

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### Technical Education Core

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### Major Courses

- Principles of Accounting II
- Introduction to Business
- Applied Electronic Spreadsheet (Excel)
- Computerized Accounting (S)
- Payroll Accounting (S)

## AAS Accounting Focus – Suggested Course Sequence (63 hours)

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with a Accounting Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ACC 1013	Principles of Accounting I	3
__ CIS 1053	Computer Software Applications	3
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (18 Credit Hours)

__ ACC 1023	Principles of Accounting II	3
__ ACC 2023	Payroll Accounting (S)	3
__ BUS 1013	Introduction to Business	3
__ CIS 1003	Introduction to Computers	3
__ CIS 2013	Applied Electronic Spreadsheet (Excel)	3
__ ENG 1203	English Composition II	3

### Fall Semester (15 Credit Hours)

__ ACC 2033	Federal Income Tax (F)	3
__ ACC 2043	Cost Accounting (F)	3
__ BUS 1023	Business Communications	3
__ ECN 2013	Macroeconomics <b>or</b>	3
__ ECN 2023	Microeconomics <b>or</b>	3
__ BUS 2253	Principles of Finance	3
__ SPC 1003	Oral Communication (Speech)	3

### Spring Semester (15 Credit Hours)

__ ACC 2053	Accounting Applications(S)	3
__ ACC 1033	Computerized Accounting (S)	3
__ BUS 2033	Legal Environment of Business	3
__ BUS 2653	Internship	3
__	Social Science Elective	3
	<b>Total Credit Hours</b>	<b>63 hours</b>

“UACCB gave me the education needed to earn an AAS degree in Accounting. With the help of the faculty and staff, I have successfully obtained a job working as an accounting technician.”  
- Candace Scribner

## Technical Certificate Accounting Support – Suggested Course Sequence (36 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in Accounting Support may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

__ ACC 1013	Principles of Accounting I	3
__ CIS 1003	Introduction to Computers	3
__ CIS 1053	Computer Software Applications	3
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (18 Credit Hours)

__ ACC 1023	Principles of Accounting II	3
__ ACC 1033	Computerized Accounting (S)	3
__ ACC 2023	Payroll Accounting (S)	3
__ BUS 1013	Introduction to Business	3
__ BUS 1023	Business Communications	3
__ CIS 2013	Applied Electronic Spreadsheet (Excel)	3
	<b>Total Credit Hours</b>	<b>36</b>

## **AAS Administrative Services Focus (63 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Human Resource Management
- Applied Electronic Spreadsheet (Excel)
- Advanced Keyboarding (S)
- Records Management (F)
- Machine Transcription (S)
- Administrative Office Procedures (S)
- Internship
- Approved Business Electives
- Approved Business Electives

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## **Technical Certificate – Clerical Services (36 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### **Technical Education Core**

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Advanced Keyboarding (S)
- Records Management (F)
- Administrative Office Procedures (S)
- Approved Business Electives
- Approved Business Electives



## AAS Administrative Services Focus – Suggested Course Sequence

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with an Administrative Services Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ACC 1013	Principles of Accounting I	3
__ ENG 1103	English Composition I	3
__ CIS 1053	Computer Software Applications	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (15 Credit Hours)

__ BUS 1023	Business Communications	3
__ CIS 1003	Introduction to Computers	3
__ ENG 1203	English Composition II	3
__ OFA 1013	Adv. Keyboarding (S)	3
__ SPC 1003	Oral Communication	3

### Fall Semester (18 Credit Hours)

__	Business Elective	3
__	Social Science Elective	3
__ BUS 1013	Introduction to Business	3
__ CIS 2013	Applied Electronic Spreadsheet	3
__ OFA 1043	Records Management (F)	3
__ OFA 2003	Machine Transcription (S)	3

### Spring Semester (15 Credit Hours)

__ BUS 2653	Internship	3
__	Business Elective	3
__ BUS 2033	Legal Environment of Business	3
__ BUS 2043	Human Resource Management	3
__ OFA 2033	Administrative Office Procedures (S)	3
	<b>Total Credit Hours</b>	<b>63</b>

“After being out of school for five years I was very apprehensive about returning to school. Much to my surprise I found the instructors in the business department a great help in gaining confidence in myself and obtaining my degree. Their doors were always open to talk, whether it was about class work or something personal. They worked with me when I did not understand the material. Due exclusively to the helpful, accessible and friendly staff in the business department I have successfully completed my associates degree with honors.”

- Marcala T. Tucker

## Technical Certificate Clerical Services – Suggested Course Sequence (36 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in Clerical Support may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

__ ACC 1013	Principles of Accounting I	3
__ CIS 1053	Computer Software Applications	3
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3
__ OFA 1043	Records Management (F)	3

### Spring Semester (18 Credit Hours)

__ BUS 1023	Business Communications	3
__ CIS 1003	Introduction to Computers	3
__ OFA 1013	Adv. Keyboarding (S)	3
__ OFA 2033	Administrative Office Procedures (S)	3
__	Business Elective	3
__	Business Elective	3
	<b>Total Credit Hours</b>	<b>36</b>

## **AAS Banking and Finance (63 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses Required**

- Principles of Finance (F)
- Principles of Banking\*
- Teller Essentials
- Law and Banking: Applications\*
- Money and Banking\*
- Analyzing Financial Statements\*
- Consumer Lending\*
- Internship

\*These courses rotate every third semester.

### **Must complete 3 hours from the following:**

- Principles of Management
- Human Resource Management
- Supervision for Industry
- Principles of Marketing
- Applied Electronic Spreadsheet (Excel)
- Macroeconomics

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## **Technical Certificate – Banking and Finance (39 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### **Technical Education Core**

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Principles of Banking
- Law and Banking: Applications
- Money and Banking
- Analyzing Financial Statements
- Consumer Lending
- Teller Essentials

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## **Certificate of Proficiency – Bank Teller (12 hours)**

- Teller Essentials
- Computer Software Applications
- Introduction to Business
- Accounting I

## AAS Banking and Finance – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with a Banking and Finance Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

Course Number	Course Title	Credit Hours
__ ACC 1013	Principles of Accounting I	3
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3
__ BUS 1013	Introduction to Business	3
__ FIN 1013	Teller Essentials	3

### Spring Semester (15 Credit Hours)

__ BUS 1023	Business Communications	3
__ ENG 1203	English Composition II	3
__ FIN	Major Banking Requirement	3
__ SPC 1003	Oral Communication	3
__ CIS 1003	Introduction to Computers	3

### Fall Semester (15 Credit Hours)

__ FIN	Major Banking Requirement	3
__ BUS 2253	Principles of Finance (F)	3
__ FIN	Major Banking Requirement	3
__	Social Science Elective	3
__ CIS 1053	Computer Software Applications	3

### Spring Semester (15 Credit Hours)

__	Business Elective	3
__	Internship	3
__ BUS 2033	Legal Environment of Business	3
__ FIN	Major Banking Requirement	3
__ FIN	Major Banking Requirement	3
	<b>Total Credit Hours</b>	<b>63</b>

## Technical Certificate Banking and Finance – Suggested Course Sequence (39 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in Banking and Finance may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3
__ FIN 1013	Teller Essentials	3
__	Major Banking Course	3

### Fall Semester (12 Credit Hours)

__ BUS 1023	Business Communications	3
__ CIS 1003	Introduction to Computers	3
__	Major Banking Course	3
__	Major Banking Course	3
	<b>Total Credit Hours</b>	<b>39</b>

### Spring Semester (12 Credit Hours)

__ ACC 1013	Principles of Accounting I	3
__ CIS 1053	Computer Software Applications	3
__	Major Banking Course	3
__	Major Banking Course	3

## **AAS Business Administration Focus (63 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Principles of Accounting II or
- Payroll Accounting (S)
- Human Resource Management
- Principles of Finance (F)
- Principles of Marketing
- Small Business Management (S)
- Applied Electronic Spreadsheet (Excel)
- Database Management
- Macroeconomics or
- Microeconomics
- Internship

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## **Technical Certificate – Software Applications (36 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### **Technical Education Core**

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- PC Hardware Repair I (F)
- Applied Electronic Spreadsheet (Excel)
- Database Management (F)
- Internet/Webpages/Software Platform
- Word Processing (S)

## AAS Business Administration – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with a Business Administration Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ACC 1013	Principles of Accounting I	3
__ ENG 1103	English Composition I	3
__ CIS 1053	Computer Software Applications	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (15 Credit Hours)

__ BUS 1013	Introduction to Business	3
__ CIS 1003	Introduction to Computers	3
__ CIS 2013	Applied Electronic Spreadsheet	3
__ ENG 1203	English Composition II	3
__ SPC 1003	Oral Communication	3

### Fall Semester (18 Credit Hours)

__ ACC 1023	Principles of Accounting II OR	3
__ ACC 2023	Payroll Accounting (S)	
__ BUS 1023	Business Communications	3
__ BUS 2033	Legal Environment of Business	3
__ BUS 2253	Principles of Finance (F)	3
__ CIS 2063	Database Management (F)	3
__	Social Science Elective*	3

\*Note – recommend General Psychology or Sociology

### Spring Semester (15 Credit Hours)

__ BUS 2043	Human Resource Management	3
__ BUS 2513	Principles of Marketing	3
__ BUS 2653	Internship	3
__ BUS 2753	Small Business Management (S)	3
__ ECN 2013	Macroeconomics OR	3
__ ECN 2023	Microeconomics	
	<b>Total Credit Hours</b>	<b>63</b>

## Technical Certificate Software Applications – Suggested Course Sequence (36 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in Software Applications may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

CIS 1033	PC Hardware Repair I (F)	3
CIS 1053	Computer Software Applications	3
CIS 2063	Database Management (Access) (F)	3
ENG 1103	English Composition I	3
MTH 0013	Intermediate Algebra	3
OFA 1003	Beginning Keyboarding	3

### Spring Semester (18 Credit Hours)

ACC 1013	Principles of Accounting I	3
BUS 1023	Business Communications	3
CIS 1003	Introduction to Computers	3
CIS 2013	Applied Electronic Spreadsheet (Excel)	3
CIS 2253	Internet/WebPages/Software Platform	3
OFA 1063	Word Processing (S)	3
	<b>Total Credit Hours</b>	<b>36</b>

## **AAS Computer Information Systems/Networking Focus (65 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- PC Hardware Repair I (F)
- Applied Electronic Spreadsheet (Excel)
- Introduction to Programming (F)
- Networking Hardware I (F)
- Networking Software (S)
- Networking Hardware II (S)
- Internet/Webpages/Software Platform
- Computer Security
- Internship

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## **Certificate of Proficiency – CIS/Networking (11 hours)**

### **Major Courses**

- PC Hardware Repair I
- Networking Hardware I (F)
- Networking Hardware II (S)

## AAS CIS/Networking – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with a CIS/Networking Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Description	Credit Hours
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3
__ CIS 1053	Computer Software Applications	3
__ CIS 1033	PC Hardware Repair I (F)	3

### Spring Semester (18 Credit Hours)

__ ENG 1203	English Composition II	3
__ CIS 1003	Introduction to Computers	3
__ CIS 2253	Internet/Webpages/Software Platform	3
__ BUS 1013	Introduction to Business	3
__ CIS 2013	Applied Electronic Spreadsheet (Excel)	3
__	Social Science Elective	3

### Fall Semester (16 Credit Hours)

__ SPC 1003	Oral Communication (Speech)	3
__ CIS 2214	Networking Hardware I (F)	4
__ CIS 2043	Introduction to Programming (F)	3
__ BUS 1023	Business Communications	3
__ BUS 2033	Legal Environment of Business	3

### Spring Semester (16 Credit Hours)

ACC 1013	Principles of Accounting I	3
CIS 2223	Networking Software (S)	3
CIS 2224	Networking Hardware II (S)	4
CIS 2233	Computer Security	3
BUS 2653	Internship	3
	<b>Total Credit Hours</b>	<b>65</b>

“The computer classes at UACCB, especially the web design classes, have proven to be extremely helpful as well as interesting. They have improved my ability and confidence in dealing with computers.”  
- Jerrie Richardson

## **AAS Computer Information Systems / Web Design Focus (63 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Principles of Marketing
- Computer Graphics (S)
- Internet/Webpages/Software Platform
- E-Commerce and Web Marketing (S)
- Web Development (F)
- Internet Business Fundamentals (F)
- Macroeconomics or
- Microeconomics
- Internship
- Web Development Software (S)

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## **Technical Certificate – Web Design (39 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### **Technical Education Core**

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### **Major Courses**

- Principles of Marketing
- Computer Graphics (S)
- Internet/Webpages/Software Platform
- Web Development Software (S)
- Web Development (F)
- Internet Business Fundamentals (F)



## AAS CIS/Web Design – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree with a CIS/Web Design Focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Description	Credit Hours
__ ENG 1103	English Composition I	3
__ CIS 2253	Internet/Webpages/Soft. Platform	3
__ CIS 2263	Internet Business Fundamentals (F)	3
__ CIS 1051	Computer Software Applications	3
__ MTH 0013	Intermediate Algebra	3

### Spring Semester (15 Credit Hours)

__ ACC 1013	Principles of Accounting I	3
__ BUS 2033	Legal Environment of Business (S)	3
__ CIS 2513	Web Development Software (S)	3
__ CIS 1103	Computer Graphics(S)	3
__ ENG 1203	English Composition II	3

### Fall Semester (18 Credit Hours)

__ BUS 1013	Introduction to Business	3
__ BUS 1023	Business Communications	3
__ BUS 2513	Principles of Marketing	3
__ CIS 2413	Web Development (F)	3
__ CIS 1003	Introduction to Computers	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (15 Credit Hours)

__ CIS 2403	E-Commerce and Web Marketing (S)	3
__ ECN 2013	Macroeconomics <i>or</i>	3
__ ECN 2023	Microeconomics	
__ SPC 1003	Oral Communication (Speech)	3
__ BUS 2653	Internship	3
__	Social Science Elective	3
	<b>Total Credit Hours</b>	<b>63</b>

“The Web Design program has really helped me in my job of taking care of the Regional Studies Center web page here at Lyon College.”  
- Judy Blackwell

## Technical Certificate CIS/Web Design – Suggested Course Sequence (39 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in CIS/Web Design may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

BUS 2513	Principles of Marketing	3
CIS 2253	Internet/WebPages/Software Platform	3
CIS 2263	Internet Business Fundamentals	3
CIS 2413	Web Development	3
ENG 1103	English Composition I	3
OFA 1003	Beginning Keyboarding	3

### Spring Semester (15 Credit Hours)

ACC 1013	Principles of Accounting I	3
CIS 1003	Introduction to Computers	3
CIS 1103	Computer Graphics (S)	3
CIS 2513	Web Development Software (S)	3
MTH 0013	Intermediate Algebra	3

### Summer Semester (6 Credit hours)

BUS 1023	Business Communications	3
CIS 1053	Computer Software Applications	3
	<b>Total Credit Hours</b>	<b>39</b>

## AAS Entrepreneurship Focus (63 hours)

### General Education Core

- English Composition I *or*
- English Composition II
- Technical Writing
- Introduction to Computers
- Intermediate Algebra
- Oral Communication (Speech)
- Social Science Elective

### Business Core Curriculum

- Principles of Accounting I
- Introduction to Business
- Business Communications
- Legal Environment of Business
- Computer Software Applications
- Beginning Keyboarding

### Major Courses

- Introduction to Entrepreneurship
- Professional Selling/Advertising
- Opportunity/Feasibility Analysis
- Funding Acquisition for Entrepreneurs
- Principles of Accounting II
- Business Ethics
- Principles of Management (F)
- Principles of Marketing (S)
- Small Business Management Seminar (S)

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## Technical Certificate – Entrepreneurship (42 hours)

### General Education Core

- Introduction to Computers
- English Composition I
- Intermediate Algebra

### Technical Education Core

- Principles of Accounting I
- Business Communications
- Computer Software Applications
- Beginning Keyboarding

### Major Courses

- Introduction to Entrepreneurship
- Professional Selling/Advertising
- Opportunity/Feasibility Analysis
- Funding Acquisition for Entrepreneurs
- Business Ethics
- Principles of Management (F)
- Small Business Management Seminar (S)

## AAS Entrepreneurship – Suggested Course Sequencing

Following is one suggested sequence in which requirement for the Associate of Applied Science degree with an Entrepreneurship focus may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

Course Number	Description	Credit Hours
__ ENG 1103	English Composition I	3
__ CIS 1003	Introduction to Computers	3
__ MTH 0013	Intermediate Algebra	3
__ ETR 1003	Introduction to Entrepreneurship	3
__ BUS 1013	Introduction to Business	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Composition II <u>or</u>	3
__ ENG 1303	Technical Writing	
__ SPC 1003	Oral Communication (Speech)	3
__ BUS 1023	Business Communications	3
__ CIS 1053	Computer Software Applications	3
__ ACC 1013	Principles of Accounting I	3

### Fall Semester (15 Credit Hours)

__ ACC 1023	Principles of Accounting II	3
__ BUS 2013	Principles of Management	3
__ BUS 2113	Business Ethics	3
__ ETR 2003	Professional Selling/Advertising	3
__	Social Science Elective	3

### Spring Semester (15 Credit Hours)

__ BUS 2033	Legal Environment of Business	3
__ BUS 2513	Principles of Marketing	3
__ BUS 2753	Small Business Management Seminar (S)	3
__ ETR 2023	Funding Acquisition for Entrepreneurs	3
__ ETR 2013	Opportunity/Feasibility Analysis	3
	<b>Total Credit Hours</b>	<b>63</b>

## Technical Certificate Entrepreneurship – Suggested Course Sequence (42 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Business Services with a focus in Entrepreneurship may be completed. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester I (15 Credit Hours)

__ ENG 1103	English Composition I	3
__ CIS 1003	Introduction to Computers	3
__ ETR 1003	Introduction to Entrepreneurship	3
__ OFA 1003	Beginning Keyboarding	3
__ BUS 1023	Business Communications	3

### Fall Semester II (12 Credit Hours)

__ ETR 2013	Opportunity/Feasibility Analysis	3
__ BUS 2013	Principles of Management	3
__ ETR 2023	Funding Acquisition for Entrepreneurs	3
__ BUS 2113	Business Ethics (F)	3

### Spring Semester (15 Credit Hours)

__ ACC 1013	Principles of Accounting I	3
__ COS 1053	Computer Software Applications	3
__ MTH 0013	Intermediate Algebra	3
__ ETR 2003	Professional Selling/Advertising	3
__ BUS 2753	Small Business Management Seminar (S)	3

**Total Credit Hours 42**

## **AAS Medical Office Management (67 hours)**

The Medical Office Management AAS degree program includes a broad exposure to the functional areas of business and the technical courses required to develop those skills necessary for competence as a medical office manager. In order to earn the AAS in Medical Office Management, students must complete the following courses:

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- Intermediate Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Computer Software Applications
- Introduction to Health Care Systems (F)
- Beginning Keyboarding
- Word Processing (S)
- Medical Terminology

### **Major Courses**

- Principles of Accounting I
- Payroll Accounting (S)
- Essentials of Anatomy and Physiology / Lab
- Internship
- Human Resource Management
- Legal Concepts in Health Care (S)
- Medical Diagnosis Coding and Billing (F)
- Medical Outpatient Coding and Billing (S)
- Records Management (F)
- Administrative Office Procedures (S)
- Medical Transcription (F)

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## **Certificate of Proficiency, Medical Billing and Coding (13 hours)**

### **Major Courses**

- Essentials of Anatomy and Physiology / Lab
- Medical Diagnosis Coding and Billing (F)
- Medical Outpatient Coding and Billing (S)
- Medical Terminology

## AAS Medical Office Management – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree in Medical Office Management may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ACC 1013	Principles of Accounting I	3
__ CIS 1003	Introduction to Computers	3
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (18 Credit Hours)

__ ACC 2023	Payroll Accounting	3
__ CIS 1053	Computer Software Applications	3
__ ENG 1203	English Composition II	3
__ OFA 1063	Word Processing (S)	3
__ SPC 1003	Oral Communication	3
__ OFA 1053	Medical Terminology	3

### Fall Semester (15 Credit Hours)

__ MOM 1013	Introduction to Health Care Systems (F)	3
__ MOM 2023	Medical Diagnosis Coding and Billing (F)	3
__ OFA 1043	Records Management (F)	3
__ OFA 2053	Medical Transcription (F)	3
__	Social Science Elective	3

### Spring Semester (19 Credit Hours)

__ BUS 2043	Human Resource Management	3
__ OFA 2033	Administrative Office Procedures (S)	3
__ MOM 2033	Medical Outpatient Coding and Billing (S)	3
__ MOM 2013	Legal Concepts in Health Care (S)	3
__ BUS 2653	Internship	3
__ BIO 1013	Essentials of Anatomy and Physiology	3
__ BIO 1011	Essentials of Anatomy and Physiology Lab	1
	<b>Total Credit Hours</b>	<b>67</b>

## **AAS Health Information Technology (65 hours)**

### **General Education Core**

- Introduction to Computers
- English Composition I
- English Composition II
- College Algebra
- Oral Communications
- Social Science Elective

### **Business Core Curriculum**

- Computer Software Applications
- Introduction to Health Care Systems (F)
- Beginning Keyboarding
- Word Processing (S)
- Medical Terminology

### **Major Courses**

- Biology for General Education / Lab
- Statistics
- Essentials of Anatomy and Physiology / Lab
- Health Data Content
- Database Management
- Legal Concepts in Health Care (S)
- Medical Diagnosis Coding and Billing (F)
- Medical Outpatient Coding and Billing (S)
- Directed Practice I
- Directed Practice II

## AAS Health Information Technology – Suggested Course Sequencing

Following is one suggested sequence in which requirements for the Associate of Applied Science degree in Health Information Technology may be completed within two years. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ CIS 1003	Introduction to Computers	3
__ CIS 1053	Computer Software Applications	3
__ ENG 1103	English Composition I	3
__ MTH 1023	College Algebra	3
__ OFA 1003	Beginning Keyboarding	3

### Spring Semester (16 Credit Hours)

__ BIO 1033/1101	Biology for General Education / Lab	4
__ BUS 2053	Statistics	3
__ ENG 1203	English Composition II	3
__ OFA 1063	Word Processing (S)	3
__ OFA 1053	Medical Terminology	3

### Fall Semester (18 Credit Hours)

__ CIS 2063	Database Management (F)	3
__ HIT 2003	Health Data Content (F)	3
__ HIT 2013	Directed Practice I (F)	3
__ MOM 1013	Introduction to Health Care Systems (F)	3
__ MOM 2023	Medical Diagnosis Coding and Billing (F)	3
__ SPC 1003	Oral Communication	3

### Spring Semester (16 Credit Hours)

__ BIO 1013 / 1011	Essentials of Anatomy and Physiology / Lab	4
__ HIT 2213	Directed Practice II (S)	3
__ MOM 2033	Medical Outpatient Coding and Billing (S)	3
__ MOM 2013	Legal Concepts in Health Care (S)	3
__	Social Science Elective	3
	<b>Total Credit Hours</b>	<b>65</b>

## EARLY CHILDHOOD EDUCATION

The purpose of the AAS in Early Childhood Education is to provide students an educational experience that enables them to understand the intellectual, physical, social and emotional principles critical to working with pre-school children, along with the opportunity to apply this knowledge in practical experience with children. The curriculum covers such topics as the developmental stages of children; physical and nutritional needs; techniques of planning, communicating and working with children; understanding how children learn; and understanding the family and its impact on children. In order to be employed in a childcare facility, personnel must present evidence of a negative TB test to the employer.

### AAS Early Childhood Education (63 hours)

#### General Education Core

- \_\_\_ Introduction to Computers
- \_\_\_ English Composition I
- \_\_\_ English Composition II
- \_\_\_ Intermediate Algebra or a higher-level math course
- \_\_\_ General Psychology
- \_\_\_ Principles of Sociology
- \_\_\_ Oral Communication

#### Technical Education Core

- \_\_\_ Foundations of Early Childhood Education\*
- \_\_\_ Child Development\*
- \_\_\_ Early Childhood Learning Environments\*
- \_\_\_ Practicum I
- \_\_\_ Child Behavior and Guidance (S)
- \_\_\_ Preschool Curriculum (F)
- \_\_\_ Infant/Toddler Curriculum (S)
- \_\_\_ Practicum II
- \_\_\_ Program Administration (S)
- \_\_\_ Seminar for Early Childhood Administrators (F)

\* These courses must be enrolled in as a block.

#### Approved Electives (must complete 12 hours)

- \_\_\_ Principles of Accounting I
- \_\_\_ Principles of Management
- \_\_\_ Human Resource Management
- \_\_\_ Small Business Management (S)
- \_\_\_ Computer Software Applications
- \_\_\_ Special Topics in Early Childhood (listed below)
- \_\_\_ Basic-EMT
- \_\_\_ Social Problems
- \_\_\_ Cultural Anthropology
- \_\_\_ Spanish I
- \_\_\_ Spanish II

#### Special Topics

- \_\_\_ Art, Music and Creative Movement (odd years)
- \_\_\_ Children's Literature (odd years)
- \_\_\_ Language Arts for Children
- \_\_\_ Social Studies & Multicultural Education for Preschool Children (even years)
- \_\_\_ Math & Science for Preschool Children (even years)
- \_\_\_ Occupational Childcare Services and Management

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### Technical Certificate Early Childhood Education (33 hours)

#### General Education Core

- \_\_\_ Introduction to Computers
- \_\_\_ English Composition I
- \_\_\_ Intermediate Algebra or a higher-level math course

#### Technical Education Core

- \_\_\_ Foundations of Early Childhood Education\*
- \_\_\_ Child Development\*

- \_\_\_ Early Childhood Learning Environments\*
- \_\_\_ Practicum I
- \_\_\_ Child Behavior and Guidance (S)
- \_\_\_ Preschool Curriculum (F)
- \_\_\_ Infant/Toddler Curriculum (S)
- \_\_\_ Practicum II

\* These courses must be enrolled in as a block.

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### Certificate of Proficiency Early Childhood Education (9 hours)

The Early Childhood Education Certificate provides performance-based training covering such topics as professionalism, child development and behavior, the learning environment, and program management designed to meet academic requirements established by the Council for Early Childhood Professional Recognition for the Child Development Associate (CDA) credential. UACCB's Early Childhood Education curriculum provides 135 hours of instruction to prepare students to earn CDA certification in order to work in childcare and family day care settings. If the student has completed 480 hours working in a preschool, the student is eligible to take ECE1303 practicum I with the Early Childhood block of courses. To be eligible for admission, applicants must be admitted to UACCB and submit proof of negative TB test.

#### Major Courses

- \_\_\_ Foundations of Early Childhood Education\*
- \_\_\_ Child Development\*
- \_\_\_ Early Childhood Learning Environments\*

\* These courses must be enrolled in as a block.



## AAS Early Childhood Education – Suggested Course Sequencing

Following is **one** suggested sequence in which requirements for the Associated of Applied Science degree in Early Childhood Education may be completed within a two-year period. Students are encouraged to consult with their adviser for a plan that best meets their needs. Course Titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 hours)

Course Number	Description	Credit Hours
__ ENG 1103	English Composition I	3
__ MTH 0013	Intermediate Algebra	3
__ *ECE 1003	Foundations of Early Childhood Development	3
__ *ECE 1103	Child Development	3
__ *ECE 1203	Early Childhood Learning Environments	3
__ ECE 1303	Practicum I	3

\* taken as a block

### Spring Semester (15 hours)

__ ENG 1203	English Composition II	3
__ CIS 1003	Introduction to Computers	3
__ ECE 2003	Child Behavior and Guidance (S)	3
__ ECE 2203	Infant/Toddler Curriculum (S)	3
__ ECE 2303	Practicum II	3

### Fall Semester (15 hours)

__ ECE 2103	Preschool Curriculum (F)	3
__ ECE 2603	Seminar for Early Childhood Administrators (F)	3
__ SOC 2003	Principles of Sociology	3
__	Approved Elective	3
__	Approved Elective	3

### Spring Semester (15 hours)

__ ECE 2503	Program Administration (S)	3
__ PSY 1003	General Psychology	3
__ SPC 1003	Oral Communication	3
__	Approved Elective	3
__	Approved Elective	3
	<b>Total Credit Hours</b>	<b>63</b>

## Technical Certificate Early Childhood Education – Suggested Course Sequence (33 hours)

Following is one suggested sequence in which requirements for a Technical Certificate in Early Childhood Education may be completed in one year. Students are encouraged to consult with their advisors for a plan that best meets their needs. Course titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (18 Credit Hours)

*ECE 1003	Foundations of Early Childhood Dev	3
*ECE 1103	Child Development	3
*ECE 1203	Early Childhood Learning Environments	3
ECE 1303	Practicum I	3
ECE 2103	Preschool Curriculum (F)	3
ENG 1103	English Composition I	3

(\* taken as a block)

### Spring Semester (15 Credit Hours)

CIS 1003	Introduction to Computers	3
ECE 2003	Child Behavior and Guidance (S)	3
ECE 2203	Infant/Toddler Curriculum (S)	3
ECE 2303	Practicum II	3
MTH 0013	Intermediate Algebra	3
	<b>Total Credit Hours</b>	<b>33</b>

## CRIMINAL JUSTICE

The Criminal Justice AAS degree program is designed to address the needs of three different types of students – those students wishing to begin a career in criminal justice/law enforcement; those already working in the field of law enforcement; and those students wishing to complete a program of study and transfer to a baccalaureate institution in order to complete a bachelor degree. The program is not intended to be a substitute for Police Academy training.

### AAS Criminal Justice (63 hours)

#### General Education Core

- \_\_\_ English Composition I
- \_\_\_ English Composition II
- \_\_\_ College Algebra
- \_\_\_ General Psychology
- \_\_\_ Principles of Sociology
- \_\_\_ Oral Communication

#### Technical Education Core

- \_\_\_ Computer Software Applications
- \_\_\_ Introduction to Criminal Justice
- \_\_\_ Law Enforcement Ethics
- \_\_\_ Criminal Procedures and Evidence
- \_\_\_ Criminal Investigations
- \_\_\_ Police Community Relations
- \_\_\_ Arkansas Criminal Law
- \_\_\_ Introduction to Forensic Science
- \_\_\_ Juvenile Justice
- \_\_\_ Legal Writing
- \_\_\_ United States Government

#### Approved Electives (must complete 12 hours)

- \_\_\_ Abnormal Psychology
- \_\_\_ Principles of Accounting I
- \_\_\_ Legal Environment of Business
- \_\_\_ Human Resource Mngmt.
- \_\_\_ Introduction to Computers
- \_\_\_ \*Special Topics in Criminal Justice
- \_\_\_ Basic-EMT
- \_\_\_ Music
- \_\_\_ Theater
- \_\_\_ Visual Art
- \_\_\_ United States History I
- \_\_\_ United States History II
- \_\_\_ Social Problems
- \_\_\_ Cultural Anthropology
- \_\_\_ Spanish I
- \_\_\_ Spanish II
- \_\_\_ Any General Science Course

**NOTE:** The Division Chair of Business, Technology and Public Service may specifically approve other courses if they meet a student's specific educational objective.

\*Up to six hours equivalent credit in Special Topics will be given to persons for a combination of a certificate of completion from the Arkansas Law Enforcement Training Academy and other approved professional development hours.

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### Criminal Justice Institute Training for Current Police Officers

In partnership with the Criminal Justice Institute of the University of Arkansas System, UACCB provides career-training opportunities for men and women who are currently employed in the criminal justice field. Students enrolling in the CJI training program must complete the enrollment process as described in the Admissions section of this catalog. Students must independently enroll with the CJI to complete the CJI courses.

Students completing the CJI training and a general studies body of courses will be eligible to obtain a certificate of proficiency, technical certificate and associate of applied science degree in Crime Scene Investigation and Law Enforcement Administration. Please refer to the student's advisor for more information.

## AAS Criminal Justice – Suggested Course Sequencing

Following is **one** suggested sequence in which requirements for the Associated of Applied Science degree in Criminal Justice may be completed within a two-year period. Students are encouraged to consult with their advisor for a plan that best meets their needs. Course Titles followed by (F) or (S) are offered only in the fall or spring semester respectively.

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ ENG 1103	English Comp I	3
__ PSY 1003	General Psychology	3
__ CRJ 1103	Intro to Criminal Justice	3
__ CRJ 1203	Law Enforcement Ethics	3
__ CRJ 2303	Intro to Forensics (F)	3

### Spring Semester (15 Credit Hours)

__ ENG 1203	English Comp II	3
__ POS2103	U.S. Government	3
__ CRJ 1303	Criminal Procedure/Evidence (S)	3
__ CRJ 1403	Criminal Investigations (S)	3
__ SCJ 2903	Special Topics in CJ	3

### Fall Semester (15 Credit Hours)

__ MTH 1023	College Algebra	3
__ CRJ 2503	Legal Writing (S)	3
__ CRJ 2403	Juvenile Justice (F)	3
__ CRJ 2103	Police Community Relations (F)	3
__ CIS 1053	Computer Software Applications	3

### Spring Semester (18 Credit Hours)

__ SPC 1003	Oral Communications	3
__ CRJ 2203	Arkansas Criminal Law	3
__ SOC 2003	Principles of Sociology	3
__	Approved Elective	3
__	Approved Elective	3
__	Approved Elective	3
	<b>Total Credit Hours</b>	<b>63</b>



“I really like UACCB’s Criminal Justice Program. Mr. Solis teaches the material in such a way that the students not only learn the material, but they have a desire to know more as well.”

- Megan Paull



## GENERAL TECHNOLOGY

The General Technology AAS degree program is an individualized program of study in which students select courses from two or more technical disciplines and develop a coherent technical program. With both a major technical focus and support courses directly related to a career objective, students can tailor the degree program to meet their specific needs. In order to earn the AAS in General Technology, students must complete a general education core consisting of:

CIS	1003	Introduction to Computers	3
ENG	1103	English Composition I	3
ENG	1203	English Composition II	3
MTH	0013	Intermediate Algebra or higher-level math course	3
		Social Science Elective	<u>3</u>
			15

In addition to the General education core courses, degree-seeking General Technology students must complete a minimum of 24-semester credit hours from one of the following technical majors:

- Accounting
- Administrative Services
- Aviation Maintenance
- Computer Information Systems/Networking
- Computer Information Systems/Web Design
- Early Childhood Education
- Electrician Apprenticeship
- Entrepreneurship
- Industrial Electronics Technology
- Industrial Equipment Maintenance Technology
- Industrial Technology PC Hardware Repair
- Banking and Finance
- Business Administration
- Medical Office Management
- Health Information Technology

In order to complete the General Technology degree program, the student will select a minimum of 24 credit hours in a minor area of study. Each student enrolling in the General Technology degree program will be required to develop a degree plan indicating his/her major and minor. **The student's program of study must be approved by the appropriate Division Chair.**

## **INDUSTRIAL TECHNOLOGY**

The College's Industrial Technology program is designed to provide students with the technical expertise and general knowledge necessary for successful employment in the manufacturing field. Students can choose from several focus areas and obtain a certificate of proficiency, a technical certificate and/or an associate of applied science degree.

### **Associate of Applied Science Degree**

- Aviation Maintenance
- Industrial Technology
  - Industrial Equipment Maintenance Technology Focus
  - Industrial Electronics Technology Focus
  - Industrial Manufacturing Focus
  - PC Hardware Repair Focus

### **Technical Certificates**

- Industrial Technology
  - Industrial Electronics Technology
  - Industrial Equipment Maintenance Technology
  - Manufacturing Technology
  - PC Hardware Repair

### **Certificates of Proficiency**

- Industrial Technology
  - Industrial Electronics Technology
  - PC Hardware Repair
  - Industrial Technology Manufacturing
  - Industrial Technology Equipment Maintenance

## AAS Industrial Electronics Technology Focus (63 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- English Composition II **OR**
- Technical Writing\*
- Intermediate Algebra or a higher level math course
- Social Science Elective

\*It is strongly recommended that Industrial Technology students take ENG 1303 Technical Writing.

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Industrial Safety
- Computer Software Applications

**OR**

### Major Courses

- Introduction to Electronics
- Programmable Controls
- Semiconductor Fundamentals
- Digital Technology
- Basic Electronics II
- Microprocessors
- AC/DC Motor Controls
- Robotics
- Industrial Instrumentation

### Technical Education Core

- Computer Software Applications
- PC Hardware I
- PC Hardware II
- Computer Security

---

## Technical Certificate Industrial Electronics Technology (30 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- Intermediate Algebra or a higher level math course

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Introduction to Electronics

### Major Courses

- Digital Technology
- Semiconductor Fundamentals
- Industrial Electronics Electives

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## Industrial Electronics Technology Certificate of Proficiency (16 Credit Hours)

The Certificate of Proficiency in Industrial Technology is a 16-credit hour program designed to prepare a student for entry into a more advanced electronics course or to pursue career opportunities in fields requiring basic knowledge of electronics.

### Major Courses

- Introduction to Electronics
- Basic Electronics II
- Semiconductor Fundamentals
- Programmable Controls

## AAS Industrial Electronics Technology Focus – Suggested Course Sequencing

### Fall Semester (16 Credit hours)

Course Number	Course Title	Credit Hours
__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ IDT 1013	Blueprint Reading	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1114	Intro Electronics	4

### Spring Semester (16 Credit Hours)

__ ENG 1303	Technical Writing	3
__ IDT 1003	Intro to Manufacturing Technology	3
__ IDT 2123	Industrial Safety	3
__ CIS 1053	Software Applications	3
__ IDT 1204	Electronics II	4


### Fall Semester (16 Credit Hours)

__ IDT 1224	Programmable Logic Control	4
__ IDT 2114	AC/DC Motor	4
__ IET 1104	Semiconductor	4
__ IDT 2104	Microprocessor	4

### Spring Semester (15 Credit Hours)

__ IET 1204	Digital	4
__ IET 2004	Robotics	4
__ IET 2104	Industrial Instruments	4
__	Social Science Elective	3


**Total Credit Hours 63**



Social Science Electives

Choose 1 from the following:

- World Civilization I or II
- US History I or II
- US Government
- Macroeconomics
- Microeconomics
- Intro to Cultural Geography
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology
- Social Problems
- Cultural Anthropology



## Technical Certificate Industrial Electronics Technology Focus – Suggested Course Sequencing

### Fall Semester (16 Credit Hours)

__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ IDT 1013	Blueprint Reading	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1114	Intro Electronics	4

### Spring Semester (14 Credit Hours)

__ IDT 1003	Intro to Manufacturing Technology	3
__ IET 1204	Digital	4
__ IET 1104	Semiconductor	4
__	Approved Electronics Elective	3

**Total Credit Hours 30**

## AAS Industrial Technology Industrial Equipment Maintenance Focus (65 to 66 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- English Composition II **OR**
- Technical Writing\*
- Intermediate Algebra or a higher level math course
- Social Science Elective

\*It is strongly recommended that Industrial Technology students take ENG 1303 Technical Writing.

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Industrial Safety
- Computer Software Applications

**OR**

### Major Courses

- Introduction to Electronics
- Basic Electronics II
- Technical Physics
- AC/DC Motor Controls
- Fundamentals of Fluid Power
- Programmable Controls
- Basic Welding
- Digital Technology
- Industrial Electricity
- Industrial Technical Electives

### Technical Education Core

- Computer Software Applications
- PC Hardware I
- PC Hardware II
- Computer Security

---

## Technical Certificate Industrial Equipment Maintenance (30 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- Intermediate Algebra or a higher level math course

### Major Courses

- Fundamentals of Fluid Power
- Basic AC/Refrigeration and Heating
- Approved Industrial Technology Electives

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Introduction to Electronics

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## Certificate of Proficiency Industrial Equipment Maintenance (15 to 16 Credit Hours)

### Major Courses

- Industrial Electricity
- AC/DC Motor Controls
- Fundamentals of Fluid Power
- Basic Welding



## AAS Industrial Equipment Maintenance Focus – Suggested Course Sequencing

### Fall Semester (16 Credit Hours)

Course Numbers	Course Titles	Credit Hours
__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ IDT 1013	Blueprint Reading	3
__ IMT 1103	Basic Welding	3
__ IDT 1114	Intro Electronics	4

### Spring Semester (16 Credit Hours)

__ ENG 1303	Technical Writing	3
__ IDT 1003	Intro to Manufacturing	3
__ IDT 2123	Industrial Safety	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1204	Electronics II	4


### Fall Semester (16 Credit Hours)

__ IDT 1214	Tech Physics	4
__ IDT 2114	AC/DC Motor	4
__ IMT 1104	Fluid Power	4
__ IDT 2124	PLCs	4

### Spring Semester (15 Credit Hours)

__ IET 1204	Digital	4
__ IMT 2104	Industrial Electricity	4
__ CIS 1053	Software Applications	3
	Industrial Technology Elective	3
	Social Science Elective	3


**Total Credit Hours 65**



Social Science Electives

Choose 1 from the following:

- World Civilization I or II
- US History I or II
- US Government
- Macroeconomics
- Microeconomics
- Intro to Cultural Geography
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology
- Social Problems
- Cultural Anthropology



## Technical Certificate Industrial Equipment Maintenance Focus – Suggested Course Sequencing

### Fall Semester (16 Credit Hours)

__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ IDT 1013	Blueprint Reading	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1114	Intro Electronics	4

### Spring Semester (14 Credit Hours)

__ IDT 1003	Intro to Manufacturing Technology	3
__ IMT 1104	Fluid Power	4
__ IMT 1114	Basic Air Conditioning/Refrigeration/Heating	4
__	Approved Industrial Maintenance Elective	3

**Total Credit Hours 30**

## AAS Industrial Technology PC Hardware Repair Focus (65 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- English Composition II **OR**
- Technical Writing\*
- Intermediate Algebra or a higher level math course
- Social Science Elective

\*It is strongly recommended that Industrial Technology students take ENG 1303 Technical Writing.

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Industrial Safety
- Computer Software Applications

**OR**

### Major Courses

- Introduction to Electronics
- Semiconductor Fundamentals
- Digital Technology
- Microprocessors
- Networking Hardware I w/ Lab
- Networking Software
- Internet/Webpages/ Software Platform
- Networking Hardware II
- Approved Industrial Tech Elective
- PC Troubleshooting

### Technical Education Core

- Computer Software Applications
- PC Hardware I
- PC Hardware II
- Computer Security

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## Technical Certificate Industrial Technology PC Hardware Repair Focus (35 Credit Hours)

### General Education Core

- Intro to Computers
- English Comp I
- Intermediate Algebra or higher

### Technical Education Core

- Computer Software Applications
- PC Hardware I
- PC Hardware II

### Major Courses

- PC Troubleshooting
- Digital Technology
- Introduction to Electronics
- Microprocessors

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## Certificate of Proficiency PC Hardware Repair Focus (15 Credit Hours)

### Major Courses

- PC Hardware I
- PC Hardware II
- PC Troubleshooting
- Microprocessors

## AAS Industrial Technology PC Hardware Repair Focus – Suggested Course Sequencing

### Fall Semester (16 Credit Hours)

Course Number	Course Title	Credit Hours
__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ CIS 1033	PC Hardware I	3
__ IDT 1114	Intro to Electronics	4
__	Social Science Elective	3

Social Science Electives  
Choose 1 from the following:

- World Civilization I or II
- US History I or II
- US Government
- Macroeconomics
- Microeconomics
- Intro to Cultural Geography
- General Psychology
- Human Growth and Development
- Abnormal Psychology
- Principles of Sociology
- Social Problems
- Cultural Anthropology

### Spring Semester (16 Credit Hours)

__ ENG 1303	Technical Writing	3
__ CIS 2224	Networking Hardware I	4
__ MTH 0013	Intermediate Algebra	3
__ CIS 2034	PC Hardware II	4
__ CIS 2233	Computer Security	3

### Fall Semester (16 Credit Hours)

__ CIS 2044	PC Troubleshooting	4
__ CIS 2224	Networking Hardware II	4
__ IET 1104	Semiconductor	4
__ IDT 2104	Microprocessors	4

### Spring Semester (16 Credit Hours)

__ IET 1204	Digital	4
__ CIS 2223	Networking Software	3
__ CIS 1053	Software Applications	3
__ CIS 2253	Internet/Web	3
__	Approved Industrial Technology Elective	3

**Total Credit Hours 65**

## Technical Certificate Industrial Technology PC Hardware Repair Focus – Suggested Course Sequencing

### Fall Semester (16 Credit Hours)

__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1114	Intro to Electronics	4
__ CIS 1033	PC Hardware I	3

### Spring Semester (19 Credit Hours)

__ CIS 2034	PC Hardware II	4
__ CIS 1053	Computer Software Applications	3
__ CIS 2044	PC Troubleshooting	4
__ IET 1204	Digital	4
__ IDT 2104	Microprocessors	4

**Total Credit Hours 35**

## AAS Industrial Technology Manufacturing Focus (62 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- English Composition II **OR**
- Technical Writing\*
- Intermediate Algebra or a higher level math course
- Social Science Elective

\*It is strongly recommended that Industrial Technology students take ENG 1303 Technical Writing.

### Major Courses

- Human Resource Management
- Business Ethics
- Technical Physics
- Robotics
- Production and Inventory Control
- Problem Solving and Team Work for Industry
- Economic Analysis for Industry
- Quality Control for Industry
- Motion and Time Study
- Manufacturing Plant Layout
- Supervision for Industry

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Industrial Safety
- Computer Software Applications

**OR**

### Technical Education Core

- Computer Software Applications
- PC Hardware I
- PC Hardware II
- Computer Security

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## Technical Certificate Manufacturing Technology (30 Credit Hours)

### General Education Core

- Introduction to Computers
- English Composition I
- Intermediate Algebra or a higher level math course

### Technical Education Core

- Intro to Manufacturing Technology
- Blueprint/Schematic Reading
- Industrial Safety

### Major Courses

- Quality Control
- Production and Inventory Control
- Problem Solving and Team Work
- Approved Manufacturing Technology Electives

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## Certificate of Proficiency Manufacturing Technology (12 Credit Hours)

### Major Courses

- Manufacturing Plant Layout
- Production and Inventory Control
- Motion and Time Study
- Quality Control for Industry

## AAS Industrial Technology Manufacturing Focus – Suggested Course Sequencing

### Fall Semester (15 Credit Hours)

Course Number	Course Title	Credit Hours
__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ IDT 1013	Blueprint Reading	3
__ MTH 0013	Intermediate Algebra	3
__	Social Science Elective	3

### Spring Semester (15 Credit Hours)

__ ENG 1303	Technical Writing	3
__ IDT 1003	Intro to Manufacturing	3
__ IDT 2123	Industrial Safety	3
__ CIS 1053	Software Applications	3
__ ITM 2203	Supervision	3

### Fall Semester (16 Credit Hours)

__ IDT 1214	Tech Physics	4
__ ITM 2033	Economic Analysis	3
__ ITM 2113	Plant Layout	3
__ BUS 2113	Business Ethics	3
__ BUS 2043	Human Resources	3

### Spring Semester (16 Credit Hours)

__ ITM 2043	Quality Control for Industry	3
__ IET 2004	Robotics	4
__ ITM 2103	Motion and Time	3
__ ITM 2023	Problem Solving	3
__ ITM 2003	Production & Inventory Cont	3
	<b>Total Credit Hours</b>	<b>62</b>

“Effective first-line supervision is critical to the success of nearly every organization. The ultimate execution of corporate plans and objectives rests at the supervisory level and depends on the supervisor’s skills and abilities.”

- First Line Supervisor,  
5<sup>th</sup> Edition, 2007  
Cadwell, Charles M.

“I have never seen an institution that is more willing to work with a working student to help them get a degree than UACCB.”

- Mark A. Martin,  
Industrial Technology  
Manufacturing Focus  
Labor Mediator,  
Arkansas Dept. of Labor

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## Technical Certificate Manufacturing Technology Focus – Suggested Course Sequencing

### Fall Semester (15 Credit Hours)

__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ MTH 0013	Intermediate Algebra	3
__ IDT 1003	Intro to Manufacturing	3
__ IDT 1013	Blueprint Reading	3

### Spring Semester (15 Credit Hours)

__ IDT 2123	Industrial Safety	3
__ ITM 2043	Quality Control for Industry	3
__ ITM 2003	Production and Inv. Control	3
__ ITM 2023	Problem Solving	3
__	Approved Manufacturing Elective	3

**Total Credit Hours 30**

## AAS AVIATION MAINTENANCE FOCUS

The Doyle “Rog” Rogers, Jr., Aviation Maintenance Technology Program is designed to prepare students for a career in the maintenance and repair of various aircraft. This program is designed to give students the knowledge and skills required to pass the Federal Aviation Administration written, oral, and practical examinations for an airframe and powerplant (A&P) mechanics license. Aircraft technicians are required to perform preventive maintenance and troubleshoot, repair, install, or replace parts relative to airframes and engines. Students will learn both fixed and rotary wing aircraft as well as reciprocating and turbine engines.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
AVG 1114	General Aviation	14 (400 Contact Hours)
IDT 1114	Intro to Electronics	4 (60 Contact Hours)
IDT 1204	Intro to Electronics II	4 (60 Contact Hours)
AVA 1116	Airframe I	16 (354 Contact Hours)
AVA 1216	Airframe II	16 (396 Contact Hours)
AVP 1115	Powerplant I	15 (390 Contact Hours)
AVP 1214	Powerplant II	14 (360 Contact Hours)

### **General Education requirements for AAS Degree**

CIS 1003	Intro to Computers	3
ENG 1103	English Comp I	3
ENG 1303	Technical Writing or	
ENG 1203	English Comp II	3
MTH 0013	Intermediate Algebra or higher level math course	3
	Social Science Elective	3
	<b>Total Credit Hours</b>	<b>98</b>

## AAS Aviation Maintenance Suggested Course Sequencing

Course Number	Course Title	Credit Hours
__ MTH 0003	Beginning Algebra	3
__ IDT 1114	Intro to Electronics (Compressed)	4
__ IDT 1204	Electronics II (Compressed)	4
__ AVG 1114	General Aviation	14

**NOTE: Once the first semester is complete students may follow sequence A or B.**

### Second Semester

	Sequence A	Sequence B	
__ AVA 1116	Airframe I	__ AVP 1115	Powerplant I

### Third Semester

__ AVA 1216	Airframe II	__ AVP 1214	Powerplant II
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### Fourth Semester

__ AVP 1115	Powerplant I	__ AVA 1116	Airframe I
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### Fifth Semester

__ AVP 1214	Powerplant II	__ AVA 1216	Airframe II
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### Sixth Semester (General Education requirements for AAS Degree)

__ CIS 1003	Intro to Computers	3
__ ENG 1103	English Comp I	3
__ ENG 1303	Technical Writing or	3
__ ENG 1203	English Comp II	3
__ MTH 0013	Intermediate Algebra	3
__	Social Science Elective	3

## **NURSING AND ALLIED HEALTH**

All students who complete any program within the Division of Nursing and Allied Health will be required to complete an FBI criminal background check prior to being eligible to apply for certification and/or licensure in the respective program. Previous conviction of a crime may prohibit the student from being eligible for certification/licensure. Please see the Chair of the Nursing and Allied Health Division if further information is needed.

All science courses must have been taken within the past five years to be eligible for any Nursing and Allied Health program. If taken more than 5 years ago, approval by the Chair of the Nursing and Allied Health Division is required.

**Nursing and Allied Health courses are delivered in English. Applicants who have limited English proficiency are encouraged to meet minimally acceptable scores on the Test of English as a Foreign Language (TOEFL) or complete an English as a Second Language course. Applicants not meeting this criteria are required to meet with the Nursing and Allied Health Division Chair.**

All students enrolled in any program in the Division of Nursing and Allied Health will be required to complete mandatory drug screening and are subject to random drug screenings throughout the course of study.



## **Employment Opportunities for Emergency Medical Services**

- Ambulance Services
- Hospitals
- Industrial Settings
- Long Term Care Facilities

## **Employment Opportunities for Registered Nurses**

- Hospitals
- Doctors' Offices
- Nursing Homes / Long Term Care Facilities
- Home Health Care Agencies
- Industrial and Educational Facilities
- Military

## **Employment Opportunities for Practical Nurses**

- Hospitals
- Doctors' Offices
- Nursing Homes / Long Term Care Facilities
- Home Health Care Agencies
- Industrial and Educational Facilities
- Military

## **Employment Opportunities in Respiratory Care**

- Hospitals
- Doctors' Offices
- Nursing Homes / Long Term Care Facilities
- Home Health Care Agencies
- Military
- Durable Medical Companies

## **AAS EMT-Paramedic**

The Emergency Medical Technician-Paramedic AAS Program consists of three semesters of concentrated study including classroom instruction, hospital clinical experiences and field internship with an Advanced Life Support ambulance service. Students completing the three semesters of EMT-Paramedic courses with a grade "C" or higher and 41 hours of general education requirements receive an associate of applied science degree.

To be eligible for admission to the Paramedic Program, the applicant must:

- Be enrolled at the College.
- Submit a completed application for admission.
- Submit ASSET, COMPASS, SAT or ACT Test Scores.
- Submit official transcripts and other official records for all previous colleges attended. One copy of the transcript should be submitted to the Enrollment Center.
- Have completed required prerequisite courses with a grade of "C" or above. If the applicant's test scores indicate the need for developmental course work, appropriate course work must also be completed.
- Provide copies to the Division of Nursing and Allied Health of current EMT-B or EMT-I certification by the end of the first semester and American Heart Association Healthcare Provider Basic Life Support Certification. (Students must maintain certification throughout the program.)
- Provide the following proofs of immunization to the Division of Nursing and Allied Health: MMR and the Hepatitis B series. Documentation of a current negative TB skin test or appropriate treatment for a positive skin test must also be provided.

To be eligible to apply for the National Registry Exam, students must be 18 years of age and have completed the GED or have a high school diploma. To be eligible to work for an ambulance service, paramedic graduates must be at least 21 years of age.

## AAS EMT-Paramedic Course Requirements (70 Credit Hours)

		<b>Credit Hours</b>
<b>Required Prerequisites</b>		
__	BIO 1013/1011 Essentials of Anatomy and Physiology w/ Lab	4
__	ENG 1103 English Composition I	3
__	ENG 1203 English Composition II	3
__	MTH 0013 Intermediate Algebra (or a higher math course)	3
<b>One of the following</b>		
__	PSY 1003 General Psychology	3
__	SOC 2003 Principles of Sociology	3
__	SPA 1023 Spanish for Health Care Professionals	3
<b>Technical Education Core</b>		
__	EMT 1107 Basic Emergency Medical Technician	7
__	NAH 1507 Health Skills I	7
__	NAH 2303 Pharmacology	3
__	OFA 1053 Medical Terminology	3
<b>Technical Major</b>		
__	EMT 2099 Paramedic I	9
__	EMT 2217 Paramedic II	7
__	EMT 2218 Paramedic III	<u>18</u>
	<b>Total Credit Hours</b>	<b><u>70</u></b>

## Technical Certificate EMT-Paramedic (61 Credit Hours)

The EMT-P Technical Certificate Program consists of three semesters of concentrated study including classroom instruction, hospital clinical experiences and field internship with an Advanced Life Support ambulance service.

To be eligible for admission to the Paramedic Program, the applicant must:

- Be enrolled at the College.
- Submit a completed Application for Admission form to the EMT-Paramedic program.
- Submit ASSET, COMPASS, SAT or ACT test scores.
- Submit official transcripts and other official records for all previous colleges attended. One copy of the transcript should be submitted to the Enrollment Center.
- Have completed required prerequisite courses with a grade of “C” or above. If the applicant’s test scores indicate the need for developmental course work, appropriate course work must also be completed.
- Provide copies to the Division of Nursing and Allied Health of current EMT-B or EMT-I Certification and American Heart Association Healthcare Provider Basic Life Support Certification. Students must maintain certification throughout the program.
- Provide the following proofs of immunization to the Division of Nursing and Allied Health: MMR and the Hepatitis B series. Documentation of a negative TB skin test or appropriate treatment for a positive skin test must also be provided.
- All students enrolled in any program in the Division of Nursing and Allied Health will be required to complete mandatory drug screening and is subject to random drug screenings throughout the course of study.

The Paramedic Technical Certificate is awarded to students who:

- Earn a “C” (76%) or above in each required course in the Paramedic curriculum.
- Fulfill all Paramedic program requirements.
- Complete all the requirements prescribed in the UACCB graduation requirements.

### General Education Core

__ BIO 1013/1011	Essentials of Anatomy and Physiology w/ Lab	4
__ ENG 1103	English Composition I	3
__ MTH 0003	Beginning Algebra, or a higher math course	3

### Technical Education Core

__ EMT 1107	Basic Emergency Medical Technician	7
__ NAH 1507	Health Skills I	7
__ OFA 1053	Medical Terminology	3

### Technical Major

__ EMT 2099	Paramedic I*	9
__ EMT 2217	Paramedic II	7
__ EMT 2218	Paramedic III	18
	<b>Total Credit Hours</b>	<b>61</b>

\* General Education Core and Technical Education Core must be completed before taking EMT 2099.

## Technical Certificate EMT-Paramedic-Registry Option (41 Credit Hours)

Students must submit the above information to be eligible for the program. The following scores are required on the college placement exam for admission into the EMT-Paramedic Registry Eligible track:

	ACT Composite	ASSET	COMPASS
Reading	19	43	82
English	14	33	75
Math	14	36	30

### Technical Education Core

__ EMT 1107	Basic Emergency Medical Technician	7
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### Technical Major

__ EMT 2099	Paramedic I	9
__ EMT 2217	Paramedic II	7
__ EMT 2218	Paramedic III	18
	<b>Total Credit Hours</b>	<b>41</b>

## Emergency Medical Technician-Basic

A one-semester course serving as an introduction to the study of emergency medical services and the basic principles, procedures, and techniques of prehospital emergency care. The emphasis of this course is to provide the student with a basic knowledge of human anatomy and physiology, spinal immobilization techniques, basic splinting and wound management. Successful completion of this course prepares the student to apply for the National Registry EMT-B Examination. Certification as an EMT-B is required for selection to the Paramedic Program.

To be eligible for admission to the program applicants must:

- Be enrolled at the College.
- Be at least 18 years of age.
- Complete application to the program.
- Be certified in American Heart Association Healthcare Provider Basic Life Support to the Division of Nursing and Allied Health.
- Submit ASSET, COMPASS, SAT or ACT test scores.
- Submit official high school transcript, GED or ability-to-benefit test scores to the Division of Nursing and Allied Health.
- Provide the following proofs of immunization: measles and rubella and the Hepatitis B series. Documentation of a negative TB skin test or appropriate treatment for a positive skin test must also be provided.
- All students enrolled in any program in the Division of Nursing and Allied Health will be required to complete mandatory drug screening and is subject to random drug screenings throughout the course of study.

The EMT-B Certificate of Proficiency is awarded to students who:

- Earn a "C" (76%) or above in the EMT-B curriculum.
- Fulfill all EMT-B program requirements.
- Complete all the UACCB graduation requirements.

To be eligible to apply for the National Registry EMT-B Certification Examination, the student must be 18 years of age and have completed the GED or have a high school diploma.

<b>Course Requirements</b>	<b>Credit Hours</b>
<b>Required prerequisites</b>	
__ NAH 1507    Health Skills I (First Responder Track)*	7
__ OFA 1053    Medical Terminology	3
<b>Course Requirements</b>	
__ EMT 1107            Basic Emergency Medical Technician	7
<b>Total Credit Hours</b>	<b>17</b>

**\*NOTE: Students that hold First Responder Certification are exempt from Health Skills I.**

## AAS Registered Nursing (LPN to RN Degree)

The Division of Nursing and Allied Health provides an associate degree education for those qualified individuals who want to provide direct patient care as members of the health care delivery system. Graduates of the 11-month program are eligible to apply to take the National Council Licensure Examination for Registered Nurses. To be eligible for selection, the student must:

- Submit an application to the program.
- Be enrolled at the College.
- Be a high school graduate or successfully pass the GED.
- The written application for admission must be renewed yearly.
- Complete the ACT, SAT, ASSET or COMPASS test required by the College.
- Submit official transcripts and other official records for all previous colleges attended. One copy of the transcript should be submitted to the Enrollment Center.
- Submit an official LPN transcript to the Enrollment Center.
- Hold a current unencumbered Arkansas Practical Nursing License to the Division of Nursing and Allied Health.
- Successfully pass appropriate Nursing and Allied Health entrance examinations.
- Provide the following proofs of immunization to the Division of Nursing and Allied Health: MMR and the Hepatitis B series. Documentation of a negative TB skin test or appropriate treatment for a positive skin test must also be provided to the Enrollment Center and to the Division of Nursing and Allied Health.
- Complete all required prerequisite courses with a grade of “C” or better. A cumulative GPA of 2.0 or higher is required for admission into the program.
- All documents including the application are due **prior** to taking the NET Exam. Students should contact the Division of Nursing and Allied Health the first part of September to schedule the NET Exam.

Students who are taking prerequisites at the time of application may be selected for **conditional** admission. Any student who is admitted conditionally due to lack of completed prerequisites must submit an official transcript to the UACCB Registrar that indicates all prerequisite courses have been completed with a grade of C or higher. The student failing to meet all admission criteria will not be admitted and will not be allowed to attend the RN program courses.

During the program:

- Complete all required corequisite courses with a grade of “C” or better.
- Have American Heart Association Healthcare Provider Basic Life Support to the Division of Nursing and Allied Health. (Students must maintain certification throughout the program.)
- As required by the Arkansas State Board of Nursing, students will be required to complete an FBI criminal background check prior to being eligible to apply for the NCLEX-RN.
- All students enrolled in any program in the Division of Nursing and Allied Health will be required to complete mandatory drug screening and are subject to random drug screenings throughout the course of study.

An Associate of Applied Science Degree is awarded to students who:

- Earn a “C” (76%) or above in each required course in the LPN to RN Program.
- Fulfill all LPN to RN Program requirements.
- Complete all of the requirements outlined in the UACCB graduation requirements.

### **Additional requirements for the Online LPN to RN Program:**

- Must have reliable access to the internet off campus, an email account, Microsoft Office and Windows XP or 2007.

Note: **All** documents are due prior to taking the Nursing and Allied Health entrance examination.

## AAS Registered Nursing (LPN to RN Program) Course Requirements (69 Credit Hours)

			Credit Hours
<b>Required Prerequisites (These courses must be taken prior to admission into the LPN to RN Program.)</b>			
__ BIO	2003 / 2001	Anatomy and Physiology I w/ Lab	4
__ BIO	2013 / 2011	Anatomy and Physiology II w/ Lab	4
__ CIS	1053	Computer Software Applications**	3
__ ENG	1103	English Comp I	3
__ ENG	1203	English Comp II	3
__ MTH	1023	College Algebra	3
<b>Recommended Prerequisites (These courses may be taken during the nursing program.)</b>			
__ BIO	2203 / 2201	Microbiology with Lab	4
__ PSY	1003	General Psychology	3
__ PSY	2013	Human Growth and Development	3
<b>Spring Semester</b>			
__ NSG	2208	Nursing Theory I	8
__ NSG	2214	Nursing Practicum I	4
__ NSG	1505*	Fundamental Nursing Theory	5
__ NSG	1513*	Practicum for Nursing	3
<b>Summer Semester</b>			
__ NSG	2303	Nursing Theory II	3
__ NSG	2313	Nursing Practicum II	3
<b>Fall Semester</b>			
__ NSG	2408	Nursing Theory III	8
__ NSG	2414	Nursing Practicum III	4
__ NSG	2501	Nursing Seminars	1
<b>Total Credit Hours</b>			<b>69</b>

\*After successful completion of the program, each student receives 8 credit hours for his/her practical nursing education.

## Practical Nursing

The Practical Nursing technical certificate program combines classroom instruction with clinical experience. The course of study meets the requirements of the Arkansas State Board of Nursing for practical nursing programs. Upon successful completion of the program, graduates may be eligible to apply for the National Council of Licensure Examination to become a Licensed Practical Nurse (LPN). There is no advanced placement in this program.

To be eligible for admission the student must:

- Be enrolled at the College.
- Complete an application for admission to the Practical Nursing Program by **May 1**.
- Be a high school graduate or successfully completed the GED.
- Fulfill selection process criteria.
- Have completed required prerequisite courses with a grade of "C" or above. If the applicant's test scores indicate the need for developmental course work, appropriate course work must also be completed.
- Provide the following proofs of immunization: MMR and the Hepatitis B series. Documentation of a negative TB skin test or appropriate treatment for a positive skin test must also be provided.
- Have American Heart Association Healthcare Provider Basic Life Support. Provide proof to the Nursing and Allied Health Division.
- As required by the Arkansas State Board of Nursing, students will be required to submit a criminal background check by the FBI prior to being eligible to apply for the NCLEX-PN.
- All students enrolled in any program in the Division of Nursing and Allied Health will be required to complete mandatory drug screening and is subject to random drug screenings throughout the course of study.
- Complete the Aptitude for Practical Nursing entrance exam.

The Practical Nursing Technical Certificate is awarded to students who:

- Complete all of the requirements prescribed in the UACCB graduation requirements.
- Earn at least a "C" (76%) in each section of coursework in the Practical Nursing Curriculum.
- Fulfill all Practical Nursing program requirements.



## Practical Nursing Course Requirements

Course requirements for the Practical Nursing Program are:

Required Prerequisites	Credit Hours
___ *BIO 1013 Essent. of Anatomy and Physiology	3
___ *BIO 1011 Essent. of Anatomy and Physiology Lab	1
___ ENG 1103 English Composition I	3
___ MTH 0003 Beginning Algebra (or higher level Math)	3
___ NAH 1507 Health Skills I	7
___ NAH 2303 Pharmacology	3
___ OFA 1053 Medical Terminology	3
<b>CREDIT HOURS</b>	<b>23</b>

\*Students who have completed BIO 2003/2001 (Anatomy and Physiology I/Anatomy and Physiology I Lab) and BIO 2013/2011 (Anatomy and Physiology II/Anatomy and Physiology II Lab) will not be required to take BIO 1013/1011 (Essentials of Anatomy and Physiology/Essentials of Anatomy and Physiology Lab).

### Fall Semester

___ NUR 1119	Nursing I	19
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### Spring Semester

___ NUR 1218	Nursing II	18
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### Summer Semester

___ NUR 1308	Nursing III	8
	<b>Total Credit Hours</b>	<b>68</b>

**NOTE: Students who are certified nursing assistants will be exempt from Health Skills I.**

## Nursing Assistant Program

The Nursing Assistant program is a seven-credit hour Certificate of Proficiency program combining classroom instruction with clinical training. This program meets the certification requirements of the Arkansas Department of Human Services, Office of Long-Term Care. The University of Arkansas Community College at Batesville's curriculum provides instruction with emphasis on technical skills, professional relationships, and workplace ethics.

Graduates of the program are eligible to apply for the written and skills test to become a Certified Nursing Assistant (CNA). Graduates are prepared to work in long-term care, acute-care, and home-health care settings.

All students who complete any program within the Division of Nursing and Allied Health will be required to complete an FBI criminal background check prior to being eligible to apply for certification and/or licensure in the respective program. Previous conviction of a crime may prohibit the student from being eligible for certification/licensure. Please see the Chair of the Nursing and Allied Health Division if further information is needed.

To be eligible for admission, applicants must:

- Be enrolled at the College.
- Submit an official high school transcript, GED, or ability-to-benefit test scores.
- Submit ASSET, SAT, COMPASS or ACT scores.
- Provide the following proofs of immunization: MMR. Documentation of a negative TB skin test or appropriate treatment for a positive skin test must also be provided. Hepatitis B vaccine is desirable but not essential to start the program.

### Course Requirements

			<b>Credit Hours</b>
__ CNA	1107	Nursing Assistant Training* <u>or</u>	7
__ NAH	1507	Health Skills I	7

\*The Certificate of Proficiency – Nursing Assistant is awarded to students who earn at least a “C” in this course.

# Cooperative Program

## Respiratory Care (Associate of Science degree)

The Respiratory Care Program is offered through a partnership between UACCB and the University of Arkansas for Medical Sciences (UAMS). Following satisfactory completion of all respective degree requirements, UAMS is authorized to award the Bachelor of Science degree with a major in respiratory care. The entire curriculum required for the BS degree program is available at the UACCB campus. Students complete the professional course work using distance education technology, primarily interactive video-conferencing supplemented by WebCT via the Internet.

In addition to the lecture courses taught by UAMS faculty by videoconference, students complete respiratory care laboratory courses at UACCB directed by a UACCB faculty member who also holds a faculty appointment at UAMS. Clinical education experiences are provided at facilities at or near Batesville, though students would be required to travel to Searcy, Little Rock, or other locations for some clinical rotations during summer terms.

Students may complete all or part of the required general education and prerequisite courses locally at UACCB or at another regionally-accredited college or university. Students are required to make a separate application to UAMS for admission to the professional curriculum. Students accepted into the professional program in Respiratory Care become UAMS students, follow the UAMS calendar, pay tuition and fees based on the UAMS scale, and therefore, receive all professional course credit from UAMS. Upon satisfactory completion of all degree requirements, UAMS confers the BS degree.

**Students who complete the prerequisites at UACCB may complete the AS general education degree requirements with the modifications listed below to meet the UAMS degree requirements.**

### English/Communications - 9 Credit Hours

ENG 1103 English Composition I  
ENG 1203 English Composition II  
SPC 1003 Oral Communication

### Math - 3 Credit Hours

MTH 1023 College Algebra  
Or any higher level math course for which  
College Algebra is a prerequisite

### Life/Physical Sciences - 16 Credit Hours

BIO 2003 / 2001 Anatomy and Physiology I/Lab  
BIO 2013 / 2011 Anatomy and Physiology II/Lab  
BIO 2203 / 2201 Microbiology/Lab  
PHS 2014 Physics for Health Sciences

### Fine Arts/Humanities - 6 Credit Hours

#### One course from the following:

FAM 2003 Music  
FAT 2013 Theater  
FAV 2023 Visual Art

#### One course from the following:

ENG 2113 World Literature I  
ENG 2213 World Literature II  
PHI 1003 Introduction to Philosophy  
POS 2103 United States Government

### Social Sciences – 9 Credit Hours

HIS 1013 World Civilization I  
HIS 1023 World Civilization II  
**One course from the following:**  
HIS 2003 United States History I  
HIS 2013 United States History II  
POS 2103 United States Government

### UAMS prescribes these electives - 13 Credit Hours

CHM 1003/1001 Fundamentals of Chemistry /Lab  
*(or higher)*

PSY 1003 General Psychology  
SOC 2003 Principles of Sociology  
CIS 1053 Computer Software Applications

### Electives six (6) Credit Hours

Course #	Course Title
_____	_____
_____	_____
_____	_____