

# **University of Arkansas Community College at Batesville**

**2015 – 2016  
Catalog**

**Volume XXIII  
Number 1**

**2005 White Drive  
P.O. Box 3350  
Batesville, Arkansas 72503-3350  
Phone: 870-612-2000 or 800-508-7878  
FAX: 870-793-4988 (Main Building)  
[www.uaccb.edu](http://www.uaccb.edu)**

## **Equal Opportunity**

It is the policy of the University of Arkansas Community College at Batesville to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the UACCB community. UACCB should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation.

UACCB is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, color, age, gender, pregnancy, religion, national origin, marital or parental status, disability, veteran status or sexual orientation. In addition, discrimination in employment on the basis of genetic information is prohibited.

Anyone with questions regarding this policy may contact the Title IX Coordinator, the Personnel Officer, or the Vice Chancellor for Student Affairs by calling 870-612-2000 or in writing to University of Arkansas Community College at Batesville, P.O. Box 3350, Batesville, Arkansas, 72503-3350.

## Numbers to Know

|   |              |
|---|--------------|
| <b>Information and Assistance</b> ..... | 870-612-2000 |
| Toll Free .....                         | 800-508-7878 |

### **Student Affairs**

|   |          |
|---|----------|
| Admissions .....                        | 612-2139 |
| Career Pathways .....                   | 612-2060 |
| Career & Disability Services .....      | 612-2048 |
| Disability Services Compliance .....    | 612-2013 |
| Financial Aid .....                     | 612-2036 |
| Registrar .....                         | 612-2010 |
| Testing Center .....                    | 612-2110 |
| Transfer Center .....                   | 612-2108 |
| Student Success Center (Tutoring) ..... | 612-2041 |
| TRiO/Student Support Services .....     | 612-2173 |
| Veterans Affairs .....                  | 612-2135 |

### **Instructional Areas**

|  |          |
|--|----------|
| Adult Education/GED .....                              | 612-2085 |
| Community and Technical Education .....                | 612-2080 |
| Division of Arts and Humanities .....                  | 612-2084 |
| Division of Business, Technology, Public Service ..... | 612-2080 |
| Division of Math and Science .....                     | 612-2084 |
| Division of Nursing and Allied Health .....            | 612-2071 |
| Online Instruction .....                               | 612-2027 |

### **Other Offices**

|                                   |          |
|-----------------------------------|----------|
| Advising Center .....             | 612-2160 |
| Business Office .....             | 612-2005 |
| Campus Security .....             | 307-2421 |
| Chancellor's Office .....         | 612-2002 |
| Community Events .....            | 612-2062 |
| Cosmetology Client Services ..... | 612-2100 |
| Development/Foundation .....      | 612-2017 |
| Food Services .....               | 612-2118 |
| Information Services .....        | 612-2025 |
| Library .....                     | 612-2020 |
| Maintenance (Day) .....           | 612-2039 |
| Maintenance (Evening) .....       | 307-3692 |
| Media Relations .....             | 612-2016 |
| Shipping and Receiving .....      | 612-2134 |

# Table of Contents

|   |    |
|---|----|
| College Calendar .....                      | 4  |
| General Information .....                   | 8  |
| Admissions and Enrollment Information ..... | 10 |
| Tuition and Fees .....                      | 19 |
| Financial Aid .....                         | 22 |
| Academic Information .....                  | 32 |
| Student Responsibility .....                | 32 |
| Credit Programs.....                        | 42 |
| Non-Credit Programs .....                   | 63 |
| Course Descriptions.....                    | 64 |
| Personnel .....                             | 87 |
| Index.....                                  | 94 |

NOTE: This catalog presents policies and procedures current at the time the catalog went to press. Because all policies and procedures are subject to a continuing evaluation process; therefore, the college reserves the right to make revisions at any time. The provisions of this publication do not represent, in any way, a contract between a student, prospective or otherwise, and should not be regarded as such.

# 2015-2016 Academic Calendar

## FALL 2015

### **Full Fall Semester 2015**

|                       |   |
|-----------------------|---|
| August 12 .....       | Reporting day for faculty (8:00 a.m.); campus closed for training |
| August 13 .....       | Fall tuition payment deadline for pre-registered students         |
| August 14 .....       | Mandatory new student orientation                                 |
| August 18 .....       | Registration ends; mandatory new student orientation              |
| August 19 .....       | Day and evening classes begin                                     |
| August 25 .....       | Last day for schedule changes and last day for 100% refund        |
| September 1 .....     | Last day for 50% refund with complete withdrawal                  |
| September 7 .....     | Labor Day holiday (campus closed)                                 |
| September 11 .....    | Degree audit evaluation due to registrar (fall graduates)         |
| September 18 .....    | First financial aid disbursement                                  |
| October 21 .....      | Mid-term advisory grades due (noon)                               |
| October 22 .....      | Registration opens for continuing students (spring)               |
| October 23 .....      | Career Day (Faculty are required on campus; no classes)           |
| October 30 .....      | Second financial aid disbursement (loans)                         |
| November 12 .....     | Last day to drop a class or withdraw from college with a "W"      |
| November 19 .....     | Registration opens for new/readmitted students (spring)           |
| November 25 .....     | Thanksgiving Break (no classes; campus open)                      |
| November 26, 27 ..... | Thanksgiving Holiday (campus closed)                              |
| December 8 .....      | Last day of classes   |
| December 9-15 .....   | Final exams   |
| December 16 .....     | Final grades due (noon)   |
| December 23 .....     | Campus closed until January 4, 2016 at 8:00 a.m.                  |
| January 4 .....       | Spring tuition payment deadline for pre-registered students       |

### **Fall Fast Track I Semester 2015**

|                     |  |
|---------------------|--|
| August 19 .....     | Fast track I classes begin   |
| August 21 .....     | Last day for 100% refund   |
| August 27 .....     | Last day for 50% refund  |
| September 7 .....   | Labor Day holiday (campus closed)                                    |
| October 1 .....     | Last day to drop class/withdraw from college w/ "W" for Fast Track I |
| October 14 .....    | Fast track I classes end   |
| October 15-19 ..... | Fast track I final exams   |
| October 21 .....    | Fast track I final grades due (noon)                                 |

### **Fall Fast Track II Semester 2015**

|                       |   |
|-----------------------|---|
| October 20 .....      | Fast track II classes begins  |
| October 22 .....      | Last day for 100% refund  |
| October 28 .....      | Last day for 50% refund   |
| November 25 .....     | Thanksgiving Break (no classes; campus open)                          |
| November 26, 27 ..... | Thanksgiving Holiday (campus closed)                                  |
| December 7 .....      | Last day to drop class/withdraw from college w/ "W" for Fast Track II |
| December 10 .....     | Fast track II classes end   |
| December 11-15 .....  | Fast track II final exams   |
| December 16 .....     | Fast track II final grades due (noon)                                 |

## **SPRING 2016**

### **Full Spring Semester 2016**

|                   |  |
|-------------------|--|
| January 4 .....   | Reporting day for staff (8:00 a.m.); campus open                   |
| January 5 .....   | Reporting day for faculty (8:00 a.m.); campus closed for training  |
| January 8 .....   | Registration ends; mandatory new student orientation               |
| January 11 .....  | Day and evening classes begin                                      |
| January 15 .....  | Last day for schedule changes and last day for 100% refund         |
| January 18 .....  | Martin Luther King holiday (campus closed)                         |
| January 25 .....  | Last day 50% refund with complete withdrawal                       |
| February 5 .....  | First financial aid disbursement                                   |
| February 5 .....  | Degree audit evaluation due to registrar (spring/summer graduates) |
| March 10 .....    | Registration opens for continuing students (summer and fall)       |
| March 14 .....    | Mid-term advisory grades due (noon)                                |
| March 21-25 ..... | Spring Break (no classes)  |
| April 1 .....     | Second financial aid disbursement (loans)                          |
| April 7 .....     | Last day to drop a course or withdraw from college with a "W"      |
| April 21 .....    | Registration opens for new/readmitted students (summer and fall)   |
| April 29 .....    | Last day of classes  |
| May 2-6 .....     | Final exams  |
| May 9 .....       | Final grades due (noon)  |
| May 9 .....       | Commencement (7:30 p.m.)   |
| May 25 .....      | Summer I tuition payment deadline for pre-registered students      |

### **Spring Fast Track I Semester 2016**

|                   |  |
|-------------------|--|
| January 11 .....  | Fast track I classes begin   |
| January 13 .....  | Last day for 100% refund   |
| January 18 .....  | Martin Luther King holiday (campus closed)                           |
| January 20 .....  | Last day for 50% refund  |
| February 23 ..... | Last day to drop a class/withdraw from college w/ a "W" Fast Track I |
| March 4 .....     | Fast track I classes end   |
| March 7-9 .....   | Fast track I final exams   |
| March 10 .....    | Fast track I grades due (noon)                                       |

### **Spring Fast Track II Semester 2016**

|                   |   |
|-------------------|---|
| March 10 .....    | Fast track II classes begins  |
| March 14 .....    | Last day for 100% refund  |
| March 18 .....    | Last day for 50% refund   |
| March 21-25 ..... | Spring Break (no classes)   |
| April 28 .....    | Last day to drop a class/withdraw from college w/ a "W" Fast Track II |
| May 4 .....       | Fast track II classes end   |
| May 5-6 .....     | Fast track II final exams   |
| May 9 .....       | Fast track II grades due (noon)                                       |

## **SUMMER 2016**

### **Summer I (4 week) 2016**

|               |  |
|---------------|--|
| May 30 .....  | Memorial Day (campus closed)   |
| May 31 .....  | Registration ends  |
| June 1 .....  | Day and evening classes begin; last day for 100% refund              |
| June 23 ..... | Last day to drop a class/withdraw from college w/ a “W” for Summer I |
| June 28 ..... | Last day of classes  |
| June 29 ..... | Final Exams  |
| June 30 ..... | Final grades due (noon)  |

### **Summer I (8 week) 2016**

|               |  |
|---------------|--|
| May 30 .....  | Memorial Day (campus closed)   |
| May 31 .....  | Registration ends  |
| June 1 .....  | Day and evening classes begin  |
| June 3 .....  | last day for 100% refund   |
| June 9 .....  | Last day for 50% refund  |
| July 4 .....  | Independence Day (campus closed)                                     |
| July 14 ..... | Last day to drop a class/withdraw from college w/ a “W” for Summer I |
| July 26 ..... | Last day of classes  |
| July 27 ..... | Final Exams  |
| July 29 ..... | Final grades due (noon)  |

### **Summer II (4 week) 2016**

|                |   |
|----------------|---|
| July 4 .....   | Independence Day (campus closed)                                    |
| July 5 .....   | Registration ends   |
| July 6 .....   | Day/evening classes begin; payment deadline; last day 100% refund   |
| July 30 .....  | Last day to drop a class/withdraw from college w/ “W” for Summer II |
| August 2 ..... | Last day of classes   |
| August 3 ..... | Final Exams   |
| August 5 ..... | Final grades due (noon)   |

# 2015-2016 Online Academic Calendar

## Online Fall Semester 2015

|                     |  |
|---------------------|--|
| August 26 .....     | Online courses begin   |
| August 28 .....     | Last day for 100% refund for regular online courses          |
| September 1 .....   | Last day for 50% refund w/ complete withdrawal online        |
| October 13-15 ..... | Online proctored midterm exams                               |
| October 16 .....    | Mid-term advisory grades due (noon)                          |
| November 12 .....   | Last day to drop a class or withdraw from college with a “W” |
| December 7-9 .....  | Proctored finals for online                                  |
| December 10 .....   | Online course grades due (noon)                              |

## Online Spring Semester 2016

|                   |  |
|-------------------|--|
| January 13 .....  | Online courses begin   |
| January 15 .....  | Last day for 100% refund for online courses                  |
| January 29 .....  | Last day 50% refund for online courses                       |
| March 8-10 .....  | Online proctored midterm exams                               |
| March 11 .....    | Mid-term advisory grades due (noon)                          |
| April 14 .....    | Last day to drop a class or withdraw from college with a “W” |
| April 25-28 ..... | Online proctored finals                                      |
| April 29 .....    | Online course grades due (noon)                              |
| May 9 .....       | Commencement (7:30 p.m.)                                     |

## Online Summer Semester 2016

|                  |  |
|------------------|--|
| June 6 .....     | Online courses begin                             |
| June 9 .....     | Last day for 100% refund                         |
| June 13 .....    | Last day for 50% refund with complete withdrawal |
| August 1-3 ..... | Online proctored finals                          |
| August 4 .....   | Online course grades due (noon)                  |

# General Information

## History

The two-year college is a unique American contribution to higher education, and the University of Arkansas Community College at Batesville has played an important part in this movement by providing access to education for the people of north central Arkansas since 1991, when it was reorganized as Gateway Technical College. Among the 14 vocational-technical schools converted into technical colleges and university branch campuses by an act of the Arkansas legislature, UACCB endeavors to provide quality Technical Certificate and Associate of Applied Science degree programs in occupational technical areas, a college parallel transfer curriculum including Associate of Arts, Associate of Arts in Teaching and Associate of Science degrees, customized training for business and industry, continuing education programs for life-long learning and personal enrichment, and adult education. In October 1997, Gateway Technical College merged with the University of Arkansas System and with the passage of a county sales tax became the University of Arkansas Community College at Batesville in March 1998. UACCB is accredited by the Higher Learning Commission and a member of the North Central Association. UACCB's service area was defined by the Arkansas Department of Higher Education to include Independence and Cleburne counties; UACCB shares Stone and Sharp counties with Ozarka College.

Since UACCB's conversion to an institution of higher education, the faculty, staff, and board of visitors have worked diligently to fulfill its mission of expanded service. New courses and programs of study have been added throughout the Industrial Technologies, Health Occupations, Business, and General Education curricula. Renovation and expansion of the campus has also been an important part of the UACCB mission. In the summer of 1999 the appearance of the campus changed drastically. An 11,000 square foot Arts and Sciences Building, main entrance signs, an arched walkway attached to the Main Classroom Building, landscaping, additional parking lots and campus infrastructure were completed. Independence Hall, a 37,375 square foot Conference/Student Center was completed in spring 2001. In 2002, the College invested in the utilities infrastructure on the newly acquired 25 acres east of the original campus property, connected the properties with a traffic bridge and constructed a new 14,000 square foot consolidated Plant Maintenance Facility. That summer the former Business and Community Outreach building was renovated and now houses the Adult Education Center. The renovation of the building brought it in line with the campus motif and provided an added 1,000 square feet to the structure. In the summer of 2003, the college renovated a 1,000 square foot storage building into an academic classroom and offices, which now houses the Fine Arts and Education programs. In the spring of 2004, the Stuart Patterson Memorial Gazebo was built on the west bank of Pfeiffer Creek and construction began on a 17,400 square foot Library/Academic Building. As part of this building project, a new parking lot, completion of the main entryway on the east side of the campus, and a pedestrian bridge were added. In January 2005, the Library/Academic Building was named the Roy Row, Sr., and Imogene Row Johns Library and Academic Building. Ms. Imogene Row Johns contributed the largest private gift ever to UACCB in honor of her late husband. UACCB has a bright future and will strive to provide even greater educational opportunities for the citizens it serves.

The 40,669 square foot Nursing and Allied Health building, located on the east side of campus, opened during the Fall 2011 semester. It is UACCB's first two-story building and includes eight classrooms, a 200 seat lecture hall, four clinical labs and faculty offices.

In January 2015, the first Cosmetology students began classes in the new Cosmetology Building. The facility includes both classroom and clinical space.

## Mission Statement

The University of Arkansas Community College at Batesville provides quality educational opportunities within a supportive learning environment. We promote success through community partnerships, responsive programs, and an enduring commitment to improvement.

### Values

At UACCB we value...

Unity through collaboration

Achievement in educational goals

Commitment to excellence

Contribution to community

Balance in learning and life

### Vision

UACCB will be recognized for excellence in education, leadership, service, and innovation in response to education, economic and social needs.



## General Education Philosophy

The term “general education” at UACCB refers to providing opportunities for students to acquire a body of knowledge and skills held to be relevant to living and working in a diverse society in the twenty-first century. The college has established a required core of general education courses in both its associate degree and technical certificate programs. UACCB also offers general education courses designed to meet the legislative requirements of the State Minimum Core for Associate of Arts and Associate of Science programs.

The general education curriculum is the primary avenue through which students improve their ability to think, reason, compute, communicate, and adapt to change. UACCB faculty and staff are committed to reinforcing, enhancing, and supporting the knowledge and skills acquired through this body of courses and are further committed to introducing general skills and knowledge not necessarily covered in depth in other classes.

The UACCB general education curriculum will provide each student the opportunity to:

1. Improve communication skills, which include listening, speaking, writing, and reading.
2. Increase proficiency with computation skills including understanding and applying mathematical concepts and reasoning as well as analyzing and using numerical data.
3. Increase proficiency in critical thinking and problem-solving skills such as creative thinking, analysis, synthesis, evaluation, and decision making.
4. Develop technological and information management skills, including the collection, analysis and organization of material from varied sources.
5. Develop professional work habits, ethics, and interpersonal skills.

The General Education Program for Associate of Applied Science students is designed to be completed in the first three semesters of full-time attendance. The requirements in English and mathematics are to be met before 30 hours of technical course work are completed.

## Accreditation and Program Approvals

UACCB is accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 (800) 621-7440). UACCB is authorized to offer the Associate of Arts, Associate of Science and Associate of Applied Science degrees by the Arkansas Higher Education Coordinating Board and NCA. As a state-supported, two-year institution, UACCB is recognized by the Arkansas Department of Higher Education, the Arkansas Department of Career Education, and the Arkansas State Approving Agency for Veterans' Training for financial aid purposes. The Arkansas State Board of Nursing (University Tower Bldg., 1123 South University, Suite 800, Little Rock, AR 72204-1619) and the Accreditation Commission for Education in Nursing, Inc. (3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, (404) 975-5000 or [www.acenursing.org](http://www.acenursing.org)) accredits the RN, Associate Degree Program. The Practical Nursing program is approved by the Arkansas State Board of Nursing. The Emergency Medical Technician programs and the Emergency Medical Services Paramedic are approved by the Arkansas Department of Health, Division of Emergency Medical Services. The EMT – Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions. The Certified Nursing Assistant program is approved by the Arkansas Department of Human Services, Office of Long-Term Care. The Adult Education program is approved by the Arkansas Department of Career Education. The Aviation Maintenance program is approved by the Federal Aviation Administration. The Cosmetology programs are licensed by the Arkansas Department of Health, Cosmetology Section.

# Admissions and Enrollment

## Admission Policy

The University of Arkansas Community College at Batesville welcomes all individuals who meet the following criteria:

1. (a) Have a high school diploma from an accredited high school or home school;  
**OR**  
(b) Have a General Educational Development® diploma (GED);  
**OR**  
(c) Are at least 18 years of age and who achieve acceptable scores on the ACT, COMPASS or ASSET. Acceptable scores are outlined below in #2; (students must also complete either (a) or (b) to be eligible for Federal Financial Aid)  
**OR**  
(d) High School or home school students who meet the requirement for Concurrent or Dual Enrollment
2. In addition, all students must have
  - (a) a composite score of 15 or higher on the ACT; or
  - (b) a reading score of 63 or higher on the COMPASS; or 36 or higher on the ASSET

To aid students in completing their goals, all degree or certificate seeking applicants or applicants planning to take an English, math or other course requiring a minimum skill level are required to provide ACT, SAT, ASSET or COMPASS examination scores for placement purposes.

## Admission Requirements and Procedures

Students entering college for the first time must submit the following information to the Admissions Office prior to registration:

- A completed Application for Admission.
- An official transcript of high school grades, credits, and date of graduation and/or college work; General Educational Development (GED) transcript; or scores that meet requirements for admission.
- Proof of two (2) immunizations against measles, mumps, and rubella (MMR). *The first immunization dated at least one year after date of birth. Individuals born before January 1, 1957 are exempt from the MMR requirement.*
- ACT, ASSET, COMPASS, or SAT scores that are less than 5 years old (calculated from the first day of class of the semester applied for).

*Home school students must submit an accredited home school transcript or GED transcript, along with other documents listed above.*

## Admission Status Types

### First Time Freshman

A student who is still completing a high school or secondary school education (may or may not have taken concurrent college courses), or has completed high school or secondary school and not taken a college or university course (excluding concurrent high school/college courses) is considered a freshman for purposes of admission and must meet regular admission requirements.

### Readmission Student

Students who wish to return to UACCB after an absence of one regular semester (excluding summer terms) must meet the following guidelines:

- Re-apply by completing a new Application for Admission.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from schools attended during the absence from UACCB.
- Fulfill updated immunization requirements.
- Meet terms and conditions of the catalog under which they re-enroll.

### High School/UACCB Concurrent Enrollment

Qualified students are encouraged to enroll in UACCB's Concurrent Enrollment program, which allows high school students to enroll in college classes offered at their respective high school campuses. When a high school student successfully completes a course, UACCB awards and records college credit on an official transcript. Such credit will count towards graduation from UACCB if the course(s) taken is (are) a requirement of the degree program the student seeks. The student also receives high school credit awarded by his or her high school and applied toward requirements for high school graduation. Students and their parents are responsible for paying for these courses.

**Concurrent credit students do not qualify for Federal Financial Aid.**

**Qualifications:** A qualified high school student is one who:

- Has successfully completed the eighth grade
- Completes an Application for Admission
- Must be non-degree seeking
- Submits test scores from the ACT, SAT, ASSET, COMPASS, PLAN, or EXPLORE tests
- Possesses a high school grade point average no lower than a cumulative 3.0 on 4.0 scale. If the student does not have at least a 3.0 GPA, he or she must have written permission from the high school counselor or principal.
- Meets all placement test score and prerequisite requirements for the course as outlined in the UACCB catalog
- Submits an official high school transcript
- Submits a letter of recommendation from the student's high school principal, superintendent, or counselor (must submit updated letter each semester of enrollment)
- Submits proof of two (2) immunizations against measles, mumps, rubella (MMR)

**Dually enrolled high school students or students enrolled in the concurrent program are expected to meet the same standards of achievement as the traditional student body of the institution.**

The Coordinator of Concurrent Enrollment is responsible for verification that a high school student is eligible for concurrent enrollment. The Vice Chancellor for Student Affairs and the Chancellor are the only institutional officials authorized to make exceptions to the above requirements.

### Medical Professional Education

The Med Pro Ed program is open to high school students interested in all facets of the medical profession. The program is taught over 4 semesters and includes one college credit course and one high school credit course per semester. Students in the Med Pro Ed program are eligible to attend competitions during the spring semester. Students applying for the program must have a 3.0 GPA at their high school, have transportation to the college, and assume the cost of the 3 credit hour college course each semester. The college credit classes require the student to submit a college application including a current official high school transcript, placement test scores, and proof of required immunizations.

### High School/UACCB Dual Enrollment

Dually enrolled students are high school students who are enrolled in UACCB classes offered on the UACCB campus. Dual Enrollment students must meet the same qualifications as the Concurrent Enrollment students. Awarding of high school credit for classes successfully completed as a Dual Enrollment student is at the discretion of the student's high school administration. Students and their parents are responsible for paying for these courses. ***Students who are dually enrolled do not qualify for Federal Financial Aid.***

**Academic Standards: Dually enrolled students are expected to meet the same standards of achievement as the traditional student body of the institution.**

### Lyon College/UACCB Collaborative Agreement (COP)

UACCB and Lyon College have entered into a cooperative agreement formally known as the College Opportunity Program (COP). This program allows students to begin their higher education at UACCB with the intent to transfer to Lyon College to complete their Bachelor's degree. Students will ordinarily be assured of receiving a transfer scholarship if they complete an Associate Degree at UACCB with at least a cumulative 3.0 GPA. The amount of the award will be based on academic performance.

Students who do not meet this criteria will not automatically receive the scholarship but are still encouraged to apply. These applications will be considered on a case-by-case basis.

In addition, the program offers an opportunity for course exchange. UACCB students can petition to take a class at Lyon College while a student at UACCB. Students approved to take a class will pay tuition at UACCB. Lyon College tuition will be waived under this exchange program. It is anticipated that approvals will be made for students who plan on transferring to Lyon to complete their studies or who need to take a specific class at UACCB, and who have at least a 3.0 cumulative GPA. Students must be enrolled full time at their home campus in order to participate in the COP agreement. For more details regarding opportunities, please contact the Admissions Office at UACCB or the Office of Admissions at Lyon College.

### Transfer Student

A student that has attended another institution of higher learning and plans to enroll at UACCB is considered a transfer student. The transfer student is required to submit the following for admission at UACCB:

- UACCB Application for Admission
- Official High School transcript or GED transcript (*Students with twelve (12) or more credit hours earned are waived from this requirement*)
- Proof of two (2) measles, mumps, and rubella (MMR) immunizations. The first shot must be dated at least one year after the first birthday. **Students who do not submit adequate immunization records within the first 30 days of the semester are subject to administrative withdrawal for noncompliance with state statute.**
- Official ACT, COMPASS, ASSET or SAT scores that are less than five (5) years old
- Official copy of college transcripts from all colleges attended

Transfer students with a cumulative GPA of less than 2.0 may be admitted on academic probation. Transfer students must be eligible to return to the institution from which they are transferring, or the student must have been separated from all academic institutions for at least one semester (excluding summer terms).

### Visiting Student

A visiting student is a student seeking a degree at another college or university and is also taking classes at UACCB. The student with this status may take classes at UACCB during a regular semester or summer term. The intent of taking courses at UACCB is to transfer the UACCB academic work back to their home institution. It is the responsibility of the students to verify with their home institution for approval of such course work to be applied toward graduation requirements. Visiting students do not qualify for federal financial aid, and must meet all placement score and prerequisite requirements for courses as outlined in the UACCB catalog.

#### Qualifications:

- Submit a UACCB Application for Admission
- Submit an immunization record showing two immunizations for measles, mumps, and rubella (MMR)
- Submit a letter of good standing from the institution in which they are enrolled full time **or** a current official transcript.

### **Personal Enrichment**

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a personal enrichment student. He/she may be admitted upon submission of an application for admission and immunization records without a transcript(s) of previous work and shall be classified as a personal enrichment student.

Students attending under this designation may not register as full-time students. If a student should later desire to have credit validated toward a degree or certificate program, he/she must meet unconditional admission requirements or petition the Director of Admissions for validation of credit and official admission and petition the Office of Student Information/Registrar for validation and application of credit toward such degree.

### **Career Development**

This category is for students who are taking credit classes but are not seeking a degree or certificate. Under normal circumstances, a student will not remain in this category if he or she has accumulated more than 15 credit hours. No testing is required unless the student is planning to take English, math, or a course requiring certain identified skill levels.

- Submit a UACCB Application for Admission.
- Submit an immunization record showing two (2) immunizations for measles, mumps, and rubella (MMR).
- ACT, ASSET, COMPASS, or SAT scores.

### **International Student**

All International students must meet the same admissions criteria as required of U.S. citizens, complete all paperwork required by the U.S. Citizenship and Immigration Services, and provide evidence of adequate financial support prior to being allowed to enroll in classes at the College. Foreign born students must also submit a negative tuberculosis test result from a testing performed within the last six months or appropriate treatment for positive skin test result. Students from non-English speaking countries are required to submit TOEFL scores (a minimum score of 500 for paper based exam and a minimum score of 173 for computer based exam), before being unconditionally admitted to the College.

Students who have entered the United States on either a Student Visa (F-1) or a Visitor Visa (B-1 for business or B-2 for pleasure) may not be allowed to enroll in any ESL course receiving public funds. A special provision is made for a student who enters the United States on a visitor visa IF that student is the relative of someone who is a permanent resident of the local program's community. In this case the student may enroll in adult education and literacy classes for the limited time of the person's visitor visa if there is space available in the class.

International students interested in attending the College should contact the Admissions Office for more information.

### **Non-credit**

This category includes those students who enroll only in non-credit courses offered by UACCB.

### **Online Student**

Students enrolling exclusively in online courses are considered online students and must meet all admission requirements.

### **Submission of Documents**

All documents must be received and be OFFICIAL copies before a student will be admitted. A student may be enrolled as a non-degree seeking student until the required documents are received. (Required documents include the application, official high school transcript, current official transcripts from all accredited colleges attended, immunization record, and placement test scores.) *A transcript is deemed official only when it bears the school seal and/or the signature of a school official and is received in a sealed envelope directly from the institution.*

Any student who has not submitted all of the above documents by the end of the second week of the semester may be administratively dropped from all courses or will be placed on Admissions Hold and will not be allowed to register for subsequent semesters until all required documents are received. Placement scores are required for all associate degree seeking and certificate seeking students prior to registration. **Financial aid funds will not be transmitted to students accounts if students are on Admissions Hold.**

## Facsimile (FAX) Transmissions of Admissions Documents

Because the original source of documents received through a facsimile transmission cannot always be accurately determined, the Admissions Office will accept academic transcripts by FAX transmission **ONLY** as working documents, pending the receipt of an official transcript from the sending institutions.

## Immunization Record Waiver

Act 141 of 1987 requires that all entering part-time and full-time students must provide the college proof of two (2) measles, mumps and rubella (MMR) immunizations according to the guidelines specified under the admissions requirements unless approved for a waiver based on the following criteria:

- Religious or philosophical reasons
- Medical conditions

To obtain an immunization record waiver, the student may call the Arkansas Department of Health Services at 800-462-0599 and ask for the waiver application. Waivers must be renewed yearly. Immunization records are generally available from the student's family physician, the student's public school records, or county health departments. Specific programs may require additional immunizations and must be submitted to the program director. Check the program area listings for more details.

## Acceptance of Transfer Credit

Transfer of credit may be accepted from students who provide official transcripts with a current post date from institutions fully accredited by an approved regional accrediting agency, if these credits fit the program of studies selected at UACCB and the student received a grade of "C" or higher. The college will not accept developmental courses for transfer except when the course serves as a prerequisite or for placement. The College reserves the right to deny credit for certain classes that are more than five years old. Official transcripts should be submitted to the Admissions Office. Final approval of transfer credits rests with the Vice Chancellor of Academics. Transfer credit will be indicated on the student's UACCB transcript; transfer credit is not calculated as a part of the student's cumulative GPA. Documents received from other institutions are the property of UACCB and cannot be re-issued or copied. Transfer students from other institutions must meet the general admissions requirements of UACCB. Transfer students seeking a UACCB degree must adhere to the graduation requirements.

- **Associate of Applied Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Arts Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Technical Certificate** - A student must complete a minimum of the last 15 credit hours of certificate requirements at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
- **Certificate of Proficiency** - A student must complete all semester credit hours of the certificate as a regular student at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

The student may submit course descriptions and/or syllabi of transfer courses if there is any question concerning the acceptance of credits. The college reserves the right to revise any credit awards upon the receipt of additional information.

## Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System contains information about the transferability of courses 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 by going to the ADHE website Course Transfer page <http://acts.adhe.edu/studenttransfer.aspx>.

## Basic Skills Requirements

Arkansas state law requires that all students enrolling in state supported colleges and universities must demonstrate mastery of basic skills in English, reading, and mathematics. All basic skills courses must be completed with a grade of "C" or better before a student can complete an Associate degree or technical certificate program. Students who are admitted to the college but who score below established levels on the placement tests, as described in the Placement Policy (see below), will be required to successfully complete basic skills courses.

## Satisfactory Completion of Basic Skills Courses

Satisfactory completion of basic skills courses requires the student to earn a grade of "C" or better. Students who do not successfully complete basic skills courses will be required to re-enroll in those courses. Students must be on track to complete basic skills requirements within the first 30 hours of coursework. If, at the end of that time period, the student has not completed all basic skills course requirements, he/she will not be allowed to enroll in any other course until the requirements have been met.

## Placement Policy

The purpose of this policy is to identify the process by which students are placed in the appropriate level English, reading, and mathematics courses. Arkansas state law requires that all first-time entering degree or technical certificate seeking students demonstrate proficiency in these areas or be placed in courses/programs that will help students prepare for college-level coursework. The minimum test scores used for placement were established by the Arkansas Department of Higher Education. A student may retest on one or more sections of a placement exam after a minimum of 30 days in order to allow time for the person to study before attempting the exam again. The Director of Student Development may make an exception to this where special circumstances exist. Placement score requirements are as follows:

| English Course Placement          |  |  |  |                |
|-----------------------------------|--|--|--|----------------|
| Course                            | ACT English                                      | ASSET Writing Skills                             | COMPASS Writing Skills                           | SAT English    |
| College Level<br>(English Comp I) | Minimum of 19 and<br>Minimum of 19 in<br>Reading | Minimum of 45 and<br>Minimum of 43 in<br>Reading | Minimum of 80 and<br>Minimum of 83 in<br>Reading | Minimum of 450 |
| Basic Writing                     | 13-18  | 36-44  | 33-79  | 449 or below   |
| Fundamentals of<br>Writing        | 12 or less                                       | 35 or less                                       | 32 or less                                       | NA             |
| Writing for the<br>Workplace      | Minimum of 16                                    | Minimum of 41                                    | Minimum of 66                                    | NA             |

| Reading Course Placement   |               |                      |                        |                   |
|--|---------------|----------------------|------------------------|-------------------|
| Course   | ACT Reading   | ASSET Reading Skills | COMPASS Reading Skills | SAT Verbal Skills |
| College Level Courses  | Minimum of 19 | Minimum of 43        | Minimum of 83          | Minimum of 470    |
| Reading Improvement  | 13 to 18      | 36 to 42             | 63 to 82               | 469 or below      |
| Not currently eligible for admission**   | 12 or less    | 35 or less           | 62 or less             | NA                |
| <p><b>**Free Adult Education Program available to improve reading skills.</b></p> <p>Students who test into Reading Improvement must enroll in Reading Improvement during their first or second semester in college and each subsequent semester, if necessary, until the course is completed with at least a grade of "C."</p> <p>Reading Improvement is a prerequisite for English Composition I for students who score below 19 on the ACT Reading, below 43 on the ASSET Reading Skills, below 83 on the COMPASS Reading Skills, or below 470 on the SAT Verbal. Students must successfully complete Reading Improvement with a C or better to enroll in English Composition I when test scores require.</p> |               |                      |                        |                   |

| Math Course Placement   |               |   |   |                  |
|---|---------------|---|---|------------------|
| Course  | ACT Math      | ASSET Intermediate Algebra                                    | COMPASS Algebra   | SAT Quantitative |
| College Level Mathematics   | Minimum of 19 | Minimum of 39 in Algebra and 37 or higher in Numerical Skills | Minimum of 41 in Algebra and 31 or higher in Numerical Skills | Minimum of 460   |
| Intermediate Algebra  | 17-18         | 34-38   | 30-40 in Algebra  | 459 or below     |
| Beginning Algebra   | 15-16         | 33 or below   | 29 or below in Algebra  | NA               |
| Pre-Algebra   | 14 or below   | <b>Numeric Score</b> —36 or below                             | <b>Numeric Score</b> —30 or below                             | NA               |
| Technical Math  | Minimum of 16 | Minimum of 31 Intermediate Algebra                            | Minimum of 25 Algebra   | NA               |
| <p>Students scoring 36 or below on the Numeric section of the ASSET or 1-29 on the COMPASS must take Pre-Algebra or Fundamentals of Math regardless of their score on the Intermediate Algebra section. A zero on the COMPASS numeric score means no Pre-Algebra score was given on the COMPASS because the student scored high enough to test out of Pre-Algebra. No mathematics course less sophisticated than College Algebra may be applied toward a Baccalaureate degree from an Arkansas public university.</p> |               |   |   |                  |



## Enrollment Categories

UACCB admits students with various levels of academic preparation and diverse goals. In order to make the instructional process as effective as possible, the college has established enrollment categories designed to optimize the educational experience of each student. The enrollment category of each student will be established initially on available information and will be re-evaluated during each registration period based upon the student's goals, test scores, past performances and academic progress.

### Unconditional Enrollment

Students seeking a degree or certificate will be enrolled unconditionally provided they have submitted the following documentation:

- Official transcripts from previously attended accredited educational institutions, including a high school transcript or its equivalent (GED) and college or university transcripts
- Immunization records showing proof of two (2) measles, mumps, and rubella (MMR) vaccinations
- Placement scores (ACT, SAT, ASSET, or COMPASS) that are less than five years old.
- A score of 19 or higher or scores on the SAT, COMPASS or ASSET that reflect college-level academic placement.

### Conditional Enrollment

The following students will be admitted to UACCB on a conditional basis:

- Have not furnished documentation of previous academic work
- Have a cumulative college GPA below 2.0
- Are on academic probation
- Seek admission as a transfer from another institution where they are on academic probation
- Graduated after May 1, 1999 with ACT subscores below 19 (or equivalent SAT or ASSET/COMPASS scores that reflect deficiencies)

*Students who are conditionally admitted and fail to meet the above standards must enroll in the courses necessary for them to be able to meet the requirements for unconditional admission until the requirements have been met.*

### High School Core Curriculum: Conditional and Unconditional Admission

The purpose of this procedure is to identify the process by which students are admitted on a conditional basis to UACCB. Arkansas Code 6-60-208 requires students graduating after May 1, 2002 to have completed successfully the core curriculum as recommended by the State Board of Education in order to be **unconditionally** admitted to public colleges and universities in Arkansas.

Students who receive a GED or are graduates of home schooling or private high schools after May 1, 2002, must make a score of 19 on the ACT, or have SAT, ASSET or COMPASS scores that reflect college level academic placement.

Students who fail to meet the requirements for unconditional admission will be **conditionally** admitted. UACCB does not admit degree-seeking students in conditional-prep status.

Conditionally admitted students who are enrolling at UACCB seeking an Associate of Arts or Associate of Science degree must complete 12 hours of core academic courses and any necessary basic skills courses with a 2.0 GPA. These requirements must be met within the first 30 semester hours completed. Students must complete ENG 1103 English Composition I and 9 additional hours.

Conditionally admitted students enrolling at UACCB seeking an Associate of Applied Science degree or Technical Certificate must complete 6 hours of core academic courses and 6 hours of applicable technical courses required for the Technical Certificate or Associate of Applied Science degree and any necessary basic skills courses with a cumulative 2.0 GPA. These requirements must be met within the first 30 semester hours completed.

Students who are conditionally admitted and fail to meet the above standards will have their enrollment limited to only the courses necessary to meet the above requirements until they have been met.

## Selective Service Registration

The Arkansas 81<sup>st</sup> General Assembly enacted Act 228 of 1997 requiring all persons to register with the Selective Service System in accordance with the provisions of the Military Service Act, as a condition for enrollment in a public institution of higher education and eligibility for federal financial aid. Applicants are required to certify one of the following:

The applicant is registered with the Selective Service System.

The applicant is not required to register with the Selective Service System because of one of the following:

- Under 18 years of age
- On active duty in the armed forces of the United States, other than a reserve or National Guard unit
- Female
- A legal alien
- A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands or
- Excused for another reason provided by federal law.

## Registration

Once students complete admission requirements and receive confirmation of acceptance, they are eligible for registration. Each semester there will be an open registration period. Registration includes meeting with an advisor to review the student's career goals and determining the appropriate class schedule to meet degree requirements. Following registration, students will receive a student ID and parking tag.

## Enrollment Requirement – Strategies for College Success

Certificate or degree seeking students who score into three or more basic skills courses on the ACT, ASSET, or COMPASS will be required to enroll in and successfully complete (COL 1003) Strategies for College Success during their first semester. Students will be required to enroll in Strategies for College Success each subsequent semester until they successfully complete the course.

**Note:** Transfer students who have successfully completed at least 12 credit hours from an accredited institution will be exempt from COL 1003 Strategies for College Success.

All students seeking a degree will be assigned to the Advising Center. The Advising Center is staffed with professional advisors who will assist the student in choosing appropriate courses each semester and will direct students requiring support services. Students participating in the TRiO Student Support Services program or Career Pathways Initiative will be advised by professional advisors within those programs.

## Orientation

All students enrolling in six (6) or more credit hours as a first time UACCB student or a re-admitted student who has not attended UACCB within the last five years will be required to attend a mandatory orientation session. The following students are excluded from mandatory orientation:

- Concurrent High School Students
- Lyon College/UACCB College Opportunity Program students (COP)
- Students who have obtained 45 or more transferrable hours
- Visiting Students (students enrolled full-time at another institution and taking two or more classes at UACCB)

If students do not attend orientation, they will be required to complete a one credit hour, pass/fail course. This course cannot be dropped unless the student is completely withdrawing from the institution. *Questions may be addressed to the Coordinator of Orientation located in the Academic Advising Center.*

## Payment

When a student registers for classes, a bill will be generated. The student is responsible for payment of this bill within the time schedule set in the academic calendar. In some cases the payment will be due at the same time a student registers for classes. Any financial aid for which a student may qualify will first be applied as payment or partial payment for this bill. In some cases, the student may receive a refund later in the semester. Other payment options include cash, check, money order, credit card and installment plan. Students are encouraged to pay online via MyUACCB. Accepted online payment methods via MyUACCB are credit cards, debit cards and checks. There is no fee associated with online payments. Questions regarding payment should be directed to the UACCB Business Office.

# Tuition and Fees

## Tuition and Fee Payment

Students may not attend classes until they have paid tuition and fees in full, requested a deferment if eligible for a Title IV financial aid program, or made alternate payment arrangements with the Business Office. Registered students must have tuition and fees paid in full by the payment deadline or have financial aid eligibility established. All other charges, such as payment for lost instructional materials and charges for overdue or lost materials checked out of the Library, must be made prior to graduation, re-enrollment, or the release of transcripts. Personal checks are accepted for payment of accounts. Students may also use VISA, MasterCard or Discover Card to pay tuition, fees, and books. An online payment option is available through MyUACCB (my.uaccb.edu) under the myMoney tab. **If payment arrangements are not made prior to the due date, late payment fees may apply.** Auditing a course(s) requires official admission to the college.

A student's residency status for tuition purposes is determined at the time of admission according to the policy established by the University of Arkansas Board of Trustees. **"In-district" residents are legal residents of Independence County. The student shall be admitted to UACCB as "in-state" for fee purposes if, at the time of admission, they have established a bona fide domicile in Arkansas and have resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to the beginning of the term or semester for which fees are paid.**

### Tuition:

|                        |                          |                           |                          |
|------------------------|--------------------------|---------------------------|--------------------------|
| In-District Residents* | \$ 70.00 per credit hour | Out-of-District Residents | \$ 82.50 per credit hour |
| Out-of-State Residents | \$140.00 per credit hour | Online Courses            | \$100.00 per credit hour |

\*Legal residents of Independence County.

### Required Fees:

|                                     |                         |                |                         |
|-------------------------------------|-------------------------|----------------|-------------------------|
| Assessment Fee                      | \$ 5.00 per semester    | Transcript Fee | \$ 5.00 per semester    |
| Academic Support Fee                | \$ 6.00 per credit hour | Safety Fee     | \$ 4.00 per credit hour |
| Activities/Auxiliary/Facilities Fee | \$ 7.00 per credit hour | Technology Fee | \$ 6.00 per credit hour |
| Administrative Services Fee         | \$ 5.00 per semester    |                |                         |

### Optional and Program Specific Fees:

|   |                          |
|---|--------------------------|
| Academic Clemency Fee                   | \$ 15.00                 |
| ASSET/COMPASS Fee                       | \$ 15.00 per test        |
| Aviation Maintenance – General Aviation | \$ 2,520.00 per semester |
| Aviation Maintenance – Powerplant       | \$ 1,945.00 per semester |
| Aviation Maintenance – Airframe         | \$ 1,945.00 per semester |
| Certified Nurse Assistant/Health Skills | \$ 30.00                 |
| Cosmetology Fee (Fall and Spring)       | \$ 1,200.00 per semester |
| Cosmetology Fee (Summer)                | \$ 600.00                |
| Credit by Examination Testing Fee       | \$ 25.00                 |
| Credit by Examination Transcribing Fee  | \$ 25.00 per credit hour |
| Diploma Replacement Fee                 | \$ 15.00                 |
| Early Childhood Fee                     | \$ 50.00 per course      |
| EMT-Basic Fee                           | \$ 90.00 per semester    |
| EMT-Paramedic Fee                       | \$ 75.00 per semester    |
| General Nursing Fee                     | \$ 300.00 per semester   |
| ID Replacement Fee                      | \$ 10.00                 |
| Industrial Technology Fee               | \$ 40.00 per course      |
| Late Payment Fee                        | \$ 30.00                 |
| Nursing Entrance Test Fee               | \$ 50.00                 |
| Proctoring Fee (Non-UACCB Student)      | \$ 25.00                 |
| Returned Check Fee                      | \$ 25.00                 |
| Science Lab Fee                         | \$ 35.00 per lab         |
| Welding Fee                             | \$ 75.00 per course      |

**NOTE: All Nursing and Allied Health fees include costs of student's professional liability and accident insurance, assessment tests and use of expendable supplies.**

## Refunds – Tuition and Fees

### Withdrawal from Courses / Fall or Spring Terms

Any student who officially withdraws from the college during a fall or spring semester shall be entitled to a refund as follows:

#### Tuition and Fees

- |   |           |
|---|-----------|
| 1. Up to and including the fifth class day of the term              | 100%      |
| 2. From the sixth class day through the tenth class day of the term | 50%       |
| 3. The eleventh class day of the term and after                     | No Refund |

### Dropping a Course(s) / Fall or Spring Terms

Any student who drops one or more courses and continues to be enrolled in the college during a fall or spring semester shall be entitled to individual course refunds as follows:

#### Tuition and Fees

- |  |           |
|--|-----------|
| 1. Up to and including the fifth day of the term | 100%      |
| 2. The sixth class day of the term and after     | No Refund |

### Withdrawal & Dropping Courses / Summer or Special Terms

Any student who drops a course or officially withdraws from the college during a summer semester or special term shall be entitled to a refund as follows (**online courses follow the same refund period as on-campus classes**):

- |  |      |
|--|------|
| 1. One to four week courses:                               |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the first class day of the term    | 100% |
| (c) No adjustments after the first class day of the term   |      |
| 2. Five or six week courses:                               |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the second class day of the term   | 100% |
| (c) The third through the fifth class day of the term      | 50%  |
| (d) No adjustments after the fifth class day of the term   |      |
| 3. Seven to nine week courses:                             |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the third class day of the term    | 100% |
| (c) The fourth through the seventh class day of the term   | 50%  |
| (d) No adjustments after the seventh class day of the term |      |
| 4. Ten or twelve week courses:                             |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the fifth class day of the term    | 100% |
| (c) The sixth through the tenth class days of the term     | 50%  |
| (d) No adjustments after the tenth class day of the term   |      |

The college refund policy is subject to change if required by federal regulation or the UA Board of Trustees. Appeals of the refund policy must be submitted in writing to the UACCB Administrative Cabinet.

Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester. Documentation of orders for transfer must be provided prior to refund being granted. The college has a proration refund policy for students receiving VA benefits. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

The college will follow the refund policy for “five or six week sessions” when the summer or special term is more than four weeks but less than five weeks. **Class days are identified on the academic calendar.**

**Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Failure to withdraw from classes appropriately may result in owing the college and/or federal government repayment of federal funds.**

## REFUNDS – Bookstore

Any student who officially withdraws or drops a class at the college during a fall or spring semester shall be entitled to a refund at the Bookstore as follows:

Up to and including the tenth class day of the term 100%

Students need to furnish a receipt from the purchase of the book and a student ID when returning a book. The book must be in the same condition as purchased.

Any student who officially withdraws or drops a class at the college during a summer semester or special term shall be entitled to a refund at the Bookstore following the same procedure guidelines as established for withdrawal or dropping a course.

## Cash for Books

If any student misses the refund deadline, the Bookstore will have “Buy Backs” at the end of each semester. The book buy back affords students the opportunity to turn their used books into cash. The Bookstore, through a book wholesaler, may buy college books back for resale in the college bookstore or for secondary market resale.

## Tuition Waiver Policy

Tuition Waivers for **credit classes** may be granted for course work at UACCB. Proper documentation must be submitted to qualify for the waiver. The following students are eligible for tuition waivers:

❖ **Senior Citizen Waivers** – Tuition for students age 60 and older is waived. Individuals under this policy must pay all miscellaneous fees that may be required. Enrollment with the senior citizen waiver is limited to a “space available” basis. Tuition waivers do not apply to online courses or competitive admission programs. Examples of competitive admission programs include Registered Nursing, Practical Nursing and Cosmetology.

❖ **Children of policemen and firemen killed or permanently disabled in the line of duty** – Children of policemen or firemen killed or permanently disabled in the line of duty in Arkansas are eligible for waivers of tuition. Benefits are limited to duration of four years or until the age of 25, whichever comes first. Tuition waivers **do not** apply to online courses.

❖ **Full-time employees and their dependents** – Tuition remission for full-time employees of the University of Arkansas Community College at Batesville and members of their immediate family may be granted in accordance with UA Board Policy 440.1 and Administrative Memorandum 445.1. “Immediate family” is defined as spouses and dependent children. Dependency must meet the definition of dependency established by the current year Internal Revenue Service regulations.

❖ **State police officers and their dependents (Act 291 of 2007)** - Tuition remission for certain police officers and their dependents in accordance with Act 291 of the 86<sup>th</sup> General Assembly of the State of Arkansas is as follows: Covered police officers include: any employee of the Department of Arkansas State Police who holds the rank of state trooper or a higher rank.; any highway police officer who is an employee of the Arkansas Highway Police Division of the Arkansas State Highway and Transportation Department; any officer of the State Capitol Police; or any wildlife officer of the Arkansas State Game and Fish Commission, all of whom have been employed by these agencies for ten (10) or more years. This does not include civilian employees or a person temporarily employed as a covered police officer due to an emergency situation. Dependent means any natural child, stepchild or adopted child of a covered police officer and any individual of whom a covered police officer is the legal guardian. Allowance of tuition waivers is dependent upon the decision of the covered police officer’s employer and is subject to guidelines as set forth by the employer.

# Financial Aid

## General Information

The financial aid program at the University of Arkansas Community College at Batesville is designed for qualified degree seeking, unconditionally admitted students who may need financial assistance to continue their college education. Students may receive scholarships, grants, loans, employment opportunities, or a combination of these types of aid. UACCB participates in most federal and state financial aid programs available to students. Financial aid recipients will be emailed a copy of the Satisfactory Academic Progress (SAP) Policy each semester and it is also available on MyUACCB. Federal aid is available for students seeking an associate degree, a technical certificate or approved certificates of proficiency.

## Eligibility for Federal Financial Aid Programs

### GENERAL REQUIREMENTS

A student is eligible to apply for financial assistance through Title IV programs (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford Loan, Federal Plus Loan, or Federal College Work Study) if the following criteria are met:

1. The applicant completes the Free Application for Federal Student Aid (FAFSA). *Students must complete the FAFSA each year.*
2. The applicant is a U.S. citizen or an eligible non-citizen.
3. The applicant is an unconditionally admitted student enrolled at UACCB.
4. The applicant is seeking an associate degree, a technical certificate or approved certificates of proficiency.
5. The applicant maintains Satisfactory Academic Progress.
6. The applicant is not in default on a Guaranteed Student Loan (GSL) and/or does not owe a repayment to a Title IV program at any institution.

## Federal Financial Aid Programs

The Free Application for Federal Student Aid (FAFSA) must be processed to determine eligibility for the following federal financial aid programs:

### FEDERAL PELL GRANT

A Federal Pell Grant is awarded to help undergraduate students pay for their education after high school. In compliance with the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. This grant program provides a "foundation" of financial aid for many students to which aid from other federal sources may be added. Unlike loans, grants do not have to be repaid. The amount awarded will depend on the Expected Family Contribution (EFC), on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less.

### FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

The FSEOG is a grant intended to supplement other aid received. These grants are federally funded with each school receiving a fixed amount each year. Therefore, funds are awarded to a limited number of undergraduate students with exceptional financial need. FSEOG awards do not have to be repaid and usually range from \$400 to \$600 per academic year depending on the availability of funds.

### FEDERAL STAFFORD LOAN

The Federal Stafford Loan is available through the William D. Ford Direct Loan Program to help students pay for their college education. There are two types of Stafford loans, **subsidized** and **unsubsidized**. Eligibility for subsidized loans is based on financial need as determined by federal guidelines. The federal government pays the interest for subsidized loans while the student is enrolled at least half time and during the six-month grace period after the student ceases attendance on at least a half-time basis. With an unsubsidized loan, the student is responsible for all interest that accrues while attending school and during the six-month grace period. A student may choose to pay only the interest portion while in school, which would keep the loan balance at principal. If a student chooses to defer such payments, the interest will be capitalized, resulting in an increase in both total debt and the amount of monthly payments. Loan repayment begins six months after the student graduates or ceases to be enrolled at least half-time. All borrowers must complete Online Entrance Counseling and a Master Promissory Note prior to the first loan disbursement. All borrowers must also complete Online Exit Counseling upon graduation or termination of enrollment. All federal loan funds must be repaid according to the terms specified in the master promissory note.

**FEDERAL PARENT PLUS LOAN**

Federal Parent Plus loans enable parents of dependent students to borrow a variable rate, low-interest loan for each child who is enrolled at least half-time. Parents must pass a credit check with the US Department of Education to be eligible. Parents may borrow up to their student's total cost of attendance less other financial aid received. The total cost of attendance is determined by the Office of Financial Aid based on an average cost for tuition, books, room and board, travel, and miscellaneous expenses for the academic year. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower.

**FEDERAL WORK STUDY**

The federal work study program provides jobs for students who qualify and who need an income supplement to help pay for college expenses. Student employment falls into two categories: Federal Work Study, which is determined on the basis of financial need; and Institutional Work Study, which is determined by the degree of work skills possessed and availability of jobs. Earnings will be at least the current federal minimum wage. The total amount that a student earns will depend on the number of hours that the student works each week. Most students work between 10 and 20 hours per week and are paid every two weeks. Types of employment include secretarial, clerical, custodial, library, tutoring, maintenance and some offcampus community service jobs.

**How to Apply for Federal Financial Aid Programs**

Students must complete and submit a *Free Application for Federal Student Aid* (FAFSA) each year to apply for federal student financial aid and to apply for most state and college aid. This application is used to determine eligibility for Financial Aid Programs. Certain types of aid are awarded as funds permit on a firstcome, first-served basis to those demonstrating need. All participants are encouraged to apply as early as possible. Applying online with *FAFSA on the Web* is faster and easier than using a paper FAFSA. To apply for financial aid, complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) or obtain a paper application by calling 1-800-4-FED-AID and mail in the application. If a student chooses to fill out the FAFSA online, UACCB will receive the results within 3 business days. If a student chooses to mail in the application, UACCB will receive the results within 4 to 7 weeks. The Federal School code for UACCB is 014042.

## Other Federal Financial Assistance Programs

### TRiO/STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a part of the federally grant funded TRiO program. Participants of the program who complete contract requirements and demonstrate academic progress are eligible to apply for SSS scholarships which are distributed annually in the spring semester to active participants. Contact the Director of SSS for additional information.

### VETERANS' AFFAIRS

Military service veterans and the sons, daughters, husbands, wives, widows, or widowers of deceased or 100% disabled veterans may be eligible to receive benefits from Veterans' Affairs. For more information call the Department of Veterans' Affairs at 888-442-4551 or go online at [www.gibill.va.gov](http://www.gibill.va.gov). UACCB's Veterans' Affairs representative is located in the Office of Student Information/Registrar.

### WORKFORCE INVESTMENT ACT (WIA)

The University of Arkansas Community College at Batesville works with the Northcentral Arkansas Development Council (NADC) in placing students in programs. This program can assist students with expenses associated with attending UACCB. For more information contact NADC at 870-612-8163.

## State Funded Financial Aid Assistance

The Arkansas Department of Higher Education administers financial aid programs that are available to eligible students in the state of Arkansas. These programs include:

- Arkansas Academic Challenge Scholarship
- Arkansas Health Education Grant Program
- Career Pathways (UACCB Main Campus Building, Room 236) 870-612-2060
- Governor's Scholars Program
- Law Enforcement Officers Dependents Scholarship
- Minority Teacher Scholarship
- Minority Masters Fellows Program
- Military Dependents Scholarship (formerly MIA/KIA)
- Higher Education Opportunities Grant Program (Go! Grant)
- Workforce Improvement Grant

For applications and information on these programs contact the Arkansas Department of Higher Education at 800-54-STUDY or go online at [www.adhe.edu](http://www.adhe.edu).

## Revisions in Financial Aid

Financial aid recipients may experience changes, cancellation, or revisions in their financial aid packages due to any of the following reasons:

1. Additional outside aid becomes available.
2. A change in the family's financial circumstances.
3. A change occurs in the student's enrollment status.
4. Failure to meet Satisfactory Academic Progress Policy.
5. Financial aid administrator becomes aware of conflicting information.

It is the student's responsibility to notify the Financial Aid Office of changes that may affect the student's eligibility.



## Return of Title IV Funds (R2T4)

Students who withdraw or are administratively withdrawn from school prior to the 60% completion point of any semester will require a R2T4 calculation to determine how much of their financial aid was earned and how much should be paid back to the school and/or federal government. The withdrawal date is the date that the Registrar's office receives the official withdrawal form. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance should be used as the withdrawal date. If the student ceases attendance without providing official notification to the institution of his or her withdrawal, the mid-point of the payment period or the last date of recorded attendance is used as the withdrawal date. Only students who have withdrawn from all classes are subject to the return of Title IV funds formula.

The amount that is returned is calculated using the percentage of aid earned by calculating the percentage of the period that the student completed based on the withdrawal date. The amount of aid a student received is considered in the calculation to determine how much was actually earned. If unearned funds are to be returned, the amount that the student or the school must return is calculated.

For a student who provides notification to the institution of his or her withdrawal, R2T4 is determined by the student's withdrawal date or the date of notification of withdrawal, whichever is later. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance is used as the withdrawal date.

Students who unofficially withdraw are identified as having all failing grades (F) on their semester grade report. If students who unofficially withdraw are able to provide documentation proving their attendance in any class after the mid-point of the semester, the financial aid office will then re-calculate R2T4 funds based on the modified date as the withdrawal date.

R2T4 funds will be returned using the following priority:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Educational Opportunity Grants

## Satisfactory Academic Progress Policy

All students enrolled at UACCB who receive any Title IV aid should meet the following Satisfactory Academic Progress (SAP) requirements. Students' academic progress will go through a review at the conclusion of each semester of each school year and/or during the application process. Transfer work will be evaluated in the same manner as credit hours received at UACCB.

- 1.** Students must be admitted and enrolled in an associate degree or eligible certificate granting program.
- 2.** Each semester students must also complete a minimum of 67% of cumulative attempted hours. Completed credits include grades of A, B, C, D and P (Pass). For example, the maximum time frame for a 60 credit hour program is 90 hours. 60 divided by 90 is 67%. If a student earns 67% of the credits attempted in each term, the student should complete the program within the maximum time frame. If the student takes 12 credit hours in the fall and earns 12 credit hours, the student has earned 100% of credits attempted. In the spring, the student enrolls in 18 credit hours and earns 15 credit hours. He has earned 27 out of 30 attempted hours. 27 divided by 30 is a pace of 90%.
- 3.** Withdrawal from the College and/or receiving a 0.00 G.P.A. for a semester are viewed as unsatisfactory progress and those students will be placed on financial aid suspension. Students who withdraw from classes or drop classes will have those courses counted as attempted credits, but not completed credits. (The completion of remedial courses is considered in the 67% attempted/completion standard above.)

**4.** Incomplete coursework will be evaluated as failing grades until the course has been satisfactorily completed or an explanation accepted by the Financial Aid Director. Incomplete courses are considered as attempted credit and are evaluated as incomplete coursework for satisfactory academic progress. Incomplete courses are not considered as part of a student's GPA, but will be considered as part of the overall timeframe to complete a program of study. The grade "I" should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rational for this failure. A student receiving an "I" must meet with his/her instructor and contractually make arrangements to complete the course requirements no later than the end of the next regular semester (fall or spring). The student should maintain a copy of this contract for reference. The instructor, division chair and the Director of Student Information/Registrar will also keep copies of the contract. Faculty members will submit the grade by the end of the next regular semester following the one in which the "I" designation was received. The College will change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period. A student may petition for an extension not to exceed one year because of extenuating circumstances. A written request by the student should be submitted to and approved by the Vice Chancellor for Academics. Students may not re-register to take a course for which an "I" designation has been received until the grade designation has been changed.

**5.** Students must achieve an overall cumulative 2.0 GPA at the end of each semester to maintain satisfactory academic progress.

**6.** If a student changes his/her program of study while attending UACCB, he/she should notify the Financial Aid Office. All credits under all programs of study will be included in the calculation of attempted, earned, and maximum timeframe credits, as well as the cumulative GPA calculation. If a student continues to take classes toward a second degree, after completing all required coursework for a first degree, the student may continue to receive financial aid as long as he meets the 150% timeframe and GPA requirements for the second degree. Students pursuing a second undergraduate degree or certification will need to submit a degree plan approved by their academic advisor indicating the required courses. If approved by the financial aid office, a new maximum time frame will be established for that pursuit.

**7.** If a student repeats courses, all of the attempted credits for each attempt will be considered as part of the calculation for attempted and earned credits. Only the most recent attempt of the course will be considered as earned credit, providing the student completes the course. Repeated courses will not be considered as part of the student's GPA for the purposes of satisfactory academic progress evaluation. For a student who is eligible for financial aid, only the first two attempts of a course will be funded.

**8.** Remedial courses taken while receiving financial aid are considered as attempted credit hours and are evaluated as part of the calculation for PACE (Path to Accelerated Completion and Employment). Additionally, remedial courses are considered credit courses and will be evaluated as part of the student's GPA.

**9.** If a student does not make satisfactory academic progress he/she will be placed on Financial Aid Warning. The student may continue to receive Title IV aid for the following semester. No appeal is necessary.

**10.** At the end of the Warning semester if the student makes satisfactory progress, then the Warning status is removed. If the student does not make satisfactory progress, then the student will be placed on financial aid suspension.

**11.** The student may submit a written appeal of financial aid suspension to the UACCB Financial Aid Office if extenuating circumstances exist. Examples of extenuating circumstances may include death of a relative or student injury/illness. The appeal must include why the student failed to make satisfactory progress and what has changed that will allow the student to make satisfactory process at the next evaluation. The appeal may be approved with one of the following status definitions:

- Probation: With this status the student would be eligible for Title IV aid for one additional semester only. If the student does make satisfactory progress at the end of the Probation semester, his status will be updated to Satisfactory. If the student does not make satisfactory academic progress, the student's financial aid will be placed in a Terminated status with no further avenue for appeal.
- Academic Plan: With this status an individualized academic plan would be developed for the student that will allow the student to make satisfactory academic progress standards by a specific point in time. Examples of academic plan requirements may include, but are not limited to, regularly scheduled meetings with an academic advisor, minimum number of visits to the Student Success Center and financial literacy workshops. At the conclusion of the Academic Plan, if the student does make satisfactory progress, his/her status will be updated to Satisfactory. If the student is not making satisfactory academic progress the student's financial aid will be placed in a Terminated status with no further avenue for appeal.

## **Financial Aid Student Grievance Policy**

ADHE requires the certified institution to make a decision on the student grievance following the institution's public policy. Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification. Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201. The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

## **UACCB Institutional Scholarships**

Priority Application Date: April 1

Application Deadline: first day of classes

- All scholarships are awarded based upon the availability of funds.
- All students must be a first time entering college student to qualify, effective following the student's graduation from high school.
- All scholarships with the exception of the Arkansas Scholar Book Award are for fall and spring semesters only. The Arkansas Scholar Book Award may be used during summer terms.
- UACCB scholarships are administered according to college guidelines and awarded only to students who have applied for admission to UACCB.

## **Application Procedure**

Students must submit a UACCB Application of Admission, an official high school or GED transcript and ACT scores to the UACCB Admissions Office for all academic scholarships.

UACCB reserves the right to restrict or limit the enrollment of any program and to make changes in the provisions of this document when such action is deemed to be in the best interest of the student or college. The provisions of this publication do not represent a contract between a student, prospective or otherwise, and the approving boards or the college, and should not be regarded as such.

| Scholarship          | Requirements  | Award Amount  | Renewal  |
|----------------------|---|---|--|
| Chancellor's         | -Composite ACT of 27, <u>or</u><br>-COMPASS scores of<br>99 in writing<br>96 in reading<br>83 in algebra, <u>or</u><br>-ASSET scores of<br>52 in writing<br>49 in reading<br>51 in algebra  | In-state tuition (up to 15 hours per semester) use of textbooks, and stipend of \$250 | -12 credit hours completed each semester<br>-3.00 cumulative GPA after the first semester<br>-3.25 cumulative GPA after the second and third semesters<br>-Renewable for 3 consecutive semesters |
| Academic Excellence  | -Composite ACT of 25, <u>or</u><br>-COMPASS scores of<br>98 in writing<br>94 in reading<br>68 in algebra, <u>or</u><br>-ASSET scores of<br>50 in writing<br>48 in reading<br>49 in algebra  | In-state tuition (up to 15 hours per semester) and stipend of \$250                   | -12 credit hours completed each semester<br>-3.00 cumulative GPA after the first semester<br>-3.25 cumulative GPA after the second and third semesters<br>-Renewable for 3 consecutive semesters |
| Academic Distinction | -Composite ACT of 21, <u>or</u><br>-COMPASS scores of<br>89 in writing<br>88 in reading<br>45 in algebra, <u>or</u><br>-ASSET scores of<br>47 in writing<br>45 in reading<br>43 in algebra, <u>or</u><br>-Valedictorian or Salutatorian (from a high school accredited by the AR Department of Education) | In-state tuition (up to 15 hours per semester)  | -12 credit hours completed each semester<br>-3.00 cumulative GPA after the first semester<br>-3.25 cumulative GPA after the second and third semesters<br>-Renewable for 3 consecutive semesters |
| Skills USA/HOSA      | -Place first in Skills USA or HOSA state competition or serve as a state officer while in high school   | In-state tuition (up to 15 hours per semester)  | -12 credit hours completed each semester<br>-3.00 GPA after the first semester<br>-3.25 GPA after second and third semesters<br>-Renewable for 3 consecutive semesters                           |
| GED                  | -GED score of 580 average on 2002 Test Series<br>-GED score of 170 average on 2014 Test Series  | In-state tuition (up to 12 hours per semester)  | -Complete number of hours upon which the scholarship amount was based<br>-3.00 cumulative GPA after each semester<br>-Renewable for 3 consecutive semesters                                      |

**\*Students cannot be awarded more than one institutional scholarship.**

**ARKANSAS SCHOLAR BOOK AWARD** - UACCB will provide, at no cost, required textbooks for UACCB courses to all students designated as Arkansas Scholars. Each Arkansas Scholar must purchase consumable items such as workbooks, online access codes, and other supplies such as pens, notebooks, etc. with personal funds or other financial aid. Arkansas Scholars must return all textbooks to UACCB at the end of each term. Arkansas Scholars who wish to purchase any of the provided textbooks for their personal libraries will be charged the "used" book price when the book is returned at the end of the term. The Arkansas Scholars Book Award will be effective following the student's graduation from high school. This award is applicable for fall, spring and summer terms. If a student fails to meet satisfactory academic progress as established by the college, the scholarship will be revoked. If the student does not return all textbooks at the end of each semester or make arrangements to buy the textbooks, the scholarship will be revoked. **Once a scholarship is revoked, it will not be reinstated.**

## **UACCB Foundation Scholarships**

### **Application Process**

The University of Arkansas Community College at Batesville Foundation awards a limited number of scholarships for the fall and spring semesters. Applications are available on the UACCB website and in the Development Office. Foundation scholarship recipients are selected by a committee from a pool of individuals who have completed the UACCB Foundation scholarship application and have met the requirements outlined below. Students receiving foundation scholarships are expected to maintain satisfactory academic progress, GPA of 2.0 or higher (unless otherwise noted) for the semester the scholarship is awarded and complete 75 percent of their coursework.

#### **PEGGY MOORE BELLER SINGLE PARENT ENDOWED SCHOLARSHIP**

The Peggy Moore Beller Single Parent Endowed Scholarship is awarded in addition to other scholarships and awards to a single parent enrolled full-time in courses at UACCB. A separate review committee will select the recipient. This scholarship is made possible by gifts from the friends and family of Peggy Moore Beller and funds raised from the annual UACCB Foundation Scholarship Golf Tournament.

#### **DOYLE AND DARLENE BERCKEFELDT ENDOWED SCHOLARSHIP**

The Doyle and Darlene Berckefeldt Endowed Scholarship will be awarded annually to a non-traditional student enrolled in the LPN to RN program at UACCB with one year or more of field nursing experience. Preference will be given to applicants over age 30. Until the scholarship reaches a level that will earn the specified amount, the foundation scholarship committee will award a \$500 annual book scholarship to a student who meets the same criteria. This award is made possible by a donation from Doyle and Darlene Berckefeldt.

#### **HERBY AND BILLIE JO BRANSCUM NON-TRADITIONAL ENDOWED SCHOLARSHIP**

The Herby and Billie Jo Branscum Non-Traditional Endowed Scholarship will be given annually to a non-traditional student. The award will pay partial tuition. The scholarship committee will choose the recipient. This award is made possible by donations from business and industry in Independence County.

#### **CITIZENS BANK ENDOWED SCHOLARSHIP**

The Citizens Bank Scholarship will be awarded annually to a UACCB student seeking an Associate Degree in Business. The scholarship will be awarded to a student from counties where Citizens Bank is located: Independence, Stone, Sharp, and Lawrence. Three candidates will be chosen by the scholarship committee. Citizens Bank will make the final selection. This award is made possible by the Officers, Directors and Staff of Citizens Bank.

#### **DESHA VFW POST 10472 SCHOLARSHIP**

The Desha VFW Post 10472 Scholarship was established to honor veterans of foreign wars. The scholarship will be awarded annually with preference given to a relative of Veterans of Foreign Wars. The scholarship may be awarded for a maximum of four semesters.

#### **HALIDE DUSAY ENDOWED SCHOLARSHIP**

The Halide Dusay Endowed Scholarship is available to an onsite RN student who maintains a 2.5 GPA. The scholarship is awarded for one year.

#### **FIRST COMMUNITY BANK ENDOWED SCHOLARSHIP**

The First Community Bank Endowed Scholarship will be awarded annually to students enrolled at UACCB who maintain a 2.5 GPA. The scholarship committee will choose the recipient. This endowment was established to recognize First Community Bank's commitment to UACCB through its lead sponsorship of the annual foundation golf tournament.

#### **FUTUREFUEL SCHOLARSHIP**

The FutureFuel Scholarship provides \$500 per fall and spring semesters. The scholarship is awarded to a UACCB Student who has completed the UACCB Foundation application/testing procedures, maintained a 3.0 GPA and is pursuing a math or science related degree. This scholarship is provided by a gift from FutureFuel Corporation and is available to one applicant in the fall and spring semesters.

#### **GDX AUTOMOTIVE NON-TRADITIONAL ENDOWED SCHOLARSHIP**

The GDX Automotive Non-Traditional Endowed Scholarship will be awarded annually to a non-traditional student. The recipient must be an Independence County resident for a minimum of one year. The scholarship committee will choose the recipient. This award is made possible by a donation from GDX Automotive.

#### **ROBERT AND KATHLEEN GLINES ENDOWED SCHOLARSHIP**

The Robert and Kathleen Glines Endowed Scholarship will be awarded annually to a non-traditional student for one year. The scholarship committee will select the recipient. This award is funded by proceeds from the estate of Robert and Kathleen Glines.

#### **GOLF TOURNAMENT NON-TRADITIONAL ENDOWED SCHOLARSHIP**

The Golf Tournament Non-Traditional Scholarship will be awarded annually to a non-traditional student. The scholarship committee will select the recipient. This scholarship is funded by proceeds from the UACCB Foundation Golf Tournament.

### **JOHN 3:16 UNITY HOUSE SCHOLARSHIP**

The John 3:16 Unity House Scholarship is available to residents of John 3:16 Unity House who attend UACCB. Applications are available at John 3:16. A separate scholarship review committee will select recipients. This scholarship is made possible by gifts to the John 3:16 Unity House Scholarship Fund and the proceeds from Unity Fest.

### **PAUL AND VIRGINIA HENRY ENDOWED SCHOLARSHIP**

The Paul and Virginia Henry Endowed Scholarship will be awarded for one year to a student who demonstrates a "B" average and financial need. The scholarship committee will select the recipient. The scholarship is made possible by a donation from Paul and Virginia Henry.

### **DR. MARTIN LUTHER KING, JR. MEMORIAL ENDOWED SCHOLARSHIP (The Initial Step Scholarship)**

The Dr. Martin Luther King, Jr. Memorial Endowed Scholarship is a full tuition scholarship awarded each year to a full time student who:

1. Has received a high school diploma or GED.
2. Is a resident of Independence County.
3. Is seeking an Associate Degree or Technical Certificate from UACCB.
4. Has demonstrated financial need.
- 5.

In order to be considered for the Martin Luther King, Jr. Memorial Scholarship, applicants must submit the following documentation to the UACCB financial aid office no later than July 15 of each academic year.

1. A completed UACCB Scholarship Application form.
2. Verification of acceptance or enrollment at UACCB.
3. Three letters of reference.
4. Financial statement for past twelve months or income tax return from previous year.
5. Projected income for twelve months after completion of training.
6. A paragraph or more stating the applicant's educational goals and plans.
- 7.

The Martin Luther King, Jr. Memorial Scholarship Committee will review applications. UACCB's Development Office will notify applicants of award status.

The Martin Luther King, Jr. Memorial Scholarship will be awarded for one year and will be renewable at the end of the semester if the student maintains a 2.0 grade point average and is in good standing at the University of Arkansas Community College at Batesville. The Scholarship will be funded on a per semester basis and may be renewed.

The Scholarship may be renewable the following year if the student is seeking a two-year degree or certificate and scholarship funds are available.

Scholarship recipients who do not meet the minimum standards will have the scholarship revoked. **Once a scholarship is revoked, it will not be reinstated.**

### **LACROIX OPTICAL ENDOWED SCHOLARSHIP**

The LaCroix Optical Scholarship will be awarded annually by the scholarship committee. The award pays partial tuition for two semesters. This award is made possible by a donation from LaCroix Optical.

### **JACK AND JUDY LASSITER ENDOWED SCHOLARSHIP**

The Jack and Judy Lassiter Endowed Scholarship will be awarded annually with preference given to a non-traditional student for one year. This scholarship is made possible by donations from family, friends and businesses honoring Jack and Judy Lassiters' accomplishments at the University of Arkansas Community College at Batesville.

### **SARA ELIZABETH LOW MEMORIAL ENDOWED SCHOLARSHIP**

The Sara Elizabeth Low Memorial Endowed Scholarship will be awarded annually. The scholarship committee will choose the recipient. This scholarship is made possible by gifts from the Sara Low Charitable Trust.

### **ROY ROW, SR., AND IMOGENE ROW JOHNS ENDOWED SCHOLARSHIP**

The Roy Row, Sr., and Imogene Row Johns Endowed Scholarship will be awarded annually to UACCB students who demonstrate financial need and "B" averages. The scholarship is made possible by a gift from Imogene Row Johns.

### **DALE W. RUNSICK MEMORIAL ENDOWED SCHOLARSHIP**

The Dale W. Runsick Memorial Endowed Scholarship will be awarded annually by the scholarship committee for one year. This award is made possible by donations provided from family and friends of Dale W. Runsick.

### **JEFFREY DAVID TAYLOR MEMORIAL SCHOLARSHIP**

The Jeffrey David Taylor Memorial Scholarship is designed for a traditional or non-traditional student. The student must demonstrate financial need in order to be eligible for this scholarship. The scholarship committee will choose the recipient. This award is made possible by donations provided from family and friends of Jeffrey David Taylor.

#### **GERALDINE THOMAS ENDOWED SCHOLARSHIP**

The Geraldine Thomas Endowed Scholarship will be awarded annually to a non-traditional student. Students receiving this award must maintain a 3.0 GPA. This award is made possible by donations from friends, family and former students of Geraldine Thomas.

#### **ROYCE AND RITA KAY WILSON ENDOWED SCHOLARSHIP**

The Royce and Rita Kay Wilson Endowed Scholarship is awarded annually to a graduate of Bald Knob High School. There are no minimum grade or age requirements. Applications are available through the UACCB office of Financial Aid and the Bald Knob High School Counselor. This scholarship is made possible by a gift from Royce and Rita Kay Wilson.

#### **F.Q. WYATT ENDOWED NURSING SCHOLARSHIP**

The Dr. F.Q. Wyatt Nursing Scholarship is awarded annually to a student in the LPN to RN program option and to a student in the PN Program. Recipients are chosen by the scholarship committee and based on outstanding academic nursing GPA. This award is made possible by donations from friends and relatives of Dr. F.Q. Wyatt.

#### **LYNNE DAVIS WYATT ENDOWED SCHOLARSHIP**

The Lynne Davis Wyatt Non-Traditional Scholarship will be awarded annually to a non-traditional student. Students receiving this award must maintain a 3.0 GPA, with preference given to a student from Stone County. This award is made possible by a donation in honor of Ms. Wyatt.

### **UACCB Foundation Awards**

#### **BANK OF AMERICA NON-TRADITIONAL ENDOWED AWARD**

The Bank of America Non-traditional Endowed Award will be awarded annually with preference given to a non-traditional student. The award will pay partial tuition. The scholarship committee will choose the recipient. This award is made possible by a donation from Bank of America.

#### **TERRELL JAMESON MEMORIAL ENDOWED AWARD**

The Terrell Jameson Memorial Award will be awarded annually by the scholarship committee. The award pays partial tuition for one year. This award is made possible by donations from friends and family of Terrell Jameson.

#### **BATESVILLE ROTARY CLUB ENDOWED AWARD**

The Batesville Rotary Club Endowed Award is awarded annually to a UACCB student. The award will pay partial tuition. The scholarship committee will choose the recipient. This award is made possible by donations from the Batesville Rotary Club.

### **Private Scholarships**

There are some private scholarships and/or monies available to students interested in furthering their education. The University of Arkansas Community College at Batesville recognizes and accepts private scholarships from a variety of sources. For application information, contact the Financial Aid Office.

## **DEADLINES FOR SCHOLARSHIP APPLICATIONS**

#### **April 1**

Royce and Rita Kay Wilson Endowed Scholarship  
Summer Scholarships

#### **July 1**

Bank of America Non-Traditional Endowed Award  
Peggy Moore Beller Single Parent Endowed Scholarship  
Herby and Billie Jo Branscum Non-Traditional Endowed Scholarship  
Citizens Bank Endowed Scholarship  
Desha VFW Post 10472 Scholarship  
First Community Bank Endowed Scholarship  
FutureFuel Scholarship  
GDX Automotive Non-Traditional Endowed Scholarship  
GED Scholarship-For Fall Semester  
Robert and Kathleen Glines Endowed Scholarship  
Golf Tournament Non-Traditional Endowed Scholarship

Paul and Virginia Henry Endowed Scholarship  
Terrell Jameson Memorial Endowed Award  
Dr. Martin Luther King, Jr. Memorial Endowed Scholarship  
LaCroix Optical Endowed Scholarship  
Jack and Judy Lassiter Endowed Scholarship  
Sara Elizabeth Low Memorial Endowed Scholarship  
Roy Row, Sr. and Imogene Row Johns Endowed Scholarship  
Dale W. Runsick Memorial Endowed Scholarship  
Jeffery David Taylor Memorial Scholarship  
Geraldine Thomas Endowed Scholarship  
Lynne Davis Wyatt Endowed Scholarship

#### **December 1**

Doyle and Darlene Berckefeldt Endowed Scholarship  
Halide Dusay Endowed Scholarship  
F.Q. Wyatt Endowed Nursing Scholarship

# Academic Information

## Student Responsibility

Each student is responsible for thoroughly reading the college Catalog and Student Handbook and becoming familiar with the policies, regulations, and procedures of UACCB. Students should be aware that they are ultimately responsible for their actions, behavior, and academic progress.

## Registration

Registration at the college is the process of selection of classes and payment of tuition and fees. The official college calendar indicates the dates of registration.

Registration is officially completed when the student pays or makes arrangements for paying tuition and fees with the Business Office. The Business Office and the student retain a copy of the student's registration. Appropriate data will be entered into the college data system. Data entered and the reports generated will be the basis for official college records. The data records are kept by the Director of Student Information/Registrar. **Unless the student drops prior to the refund date, the student is financially responsible for course(s) in which he or she registers.**

## Academic Clemency Policy

A student is able to remove from the calculation of his/her GPA all grades received from previous UACCB coursework that meet the criteria identified below. Students who receive academic clemency will forfeit the use of any college credit earned prior to the date the clemency is effective. The effective date will be the date the student re-entered college. The principal benefit to the student will be in the recalculation of the GPA. The principal cost to the student will be that none of the prior coursework can be applied towards a degree or certificate. The granting of academic clemency does not automatically reinstate Financial Aid eligibility.

Academic clemency is intended to assist students who may have tried college at an earlier date but were unsuccessful due to personal reasons. The assumption is made that when students return to college after a prolonged absence, they do so with a different attitude and a greater likelihood of success.

Students wishing to invoke the Academic Clemency Policy must complete the Request for Academic Clemency form in the Director of Student Information/Registrar's office. The Director of Student Information/Registrar will verify that the student meets the following criteria for academic clemency approval:

- Separation from all regionally accredited higher education course work for two calendar years
- The successful completion of 12 semester hours of college credit at UACCB with a 2.0 or higher GPA following the two-year break in studies.

Students are not free to pick and choose which courses can be included in the Academic Clemency request. All courses prior to the 2-year break in studies must be included. The Academic Clemency Fee must be paid to the Business Office before the request will be processed.

## Academic Standards of Progress

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or technical certificate completion is below average in terms of grade-point average. The intent is to provide assistance to those students so that their GPA will reach acceptable graduation standards.

The college's Standards of Progress provide details regarding minimum standards, intervention strategies or actions to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding Dean's List and Chancellor's List eligibility.

The college establishes Standards of Progress to maintain academic standards and standards for financial aid eligibility, to provide details regarding intervention strategies to be implemented when minimum standards are not met, and to document appeal rights.



## Minimum Standards

A student who is seeking a degree or technical certificate must maintain a 2.0 minimum cumulative GPA to be considered in satisfactory academic standing.

Students' progress will be evaluated at the end of each semester to determine if grade-point average requirements have been met. **Students must successfully complete basic skills courses earning a grade of "C" or better before progressing to the next course in the sequence.**

Some academic programs require a grade of "C" or better in order to progress in the program of study. Failure to maintain at least a grade of "C" or better in **each course** will result in dismissal from the program.

## Academic Probation

Students whose cumulative GPA falls below 2.0 will be placed on Academic Probation. Students who are on Academic Probation may be continued on probation if they maintain a semester GPA of 2.0 or above on courses taken during the probationary period and their cumulative GPA remains below 2.0. The probationary status will be removed when the cumulative grade point average is 2.0. A transfer student who enrolls at UACCB and was on Academic Probation or has a GPA below 2.0 from the transferring institution will be placed on Academic Probation until the student achieves a cumulative GPA of 2.0 at UACCB.

## Academic Suspension

Students who fail to attain a 2.0 semester grade average during the semester of the Academic Probation will be suspended for a minimum of one semester. Students may re-enter after the suspension period has lapsed, under condition of academic probation for one semester. Should a student fail to maintain a 2.0 average during the second probationary period, a one-year suspension will ensue. A student who is dismissed twice for unsatisfactory academic progress will be suspended for one year.

Students who transfer from another college on academic suspension must sit out one semester before attending UACCB.

## Academic Intervention Procedures

Intervention procedures, which may be initiated for students on Academic Probation, may include one or more of the following:

- Restriction of enrollment;
- Limited course load;
- Required attendance at special counseling sessions; and
- Enrollment in basic skills classes.

Satisfactory academic progress is restored when a student successfully earns at least six credit hours and re-establishes a 2.0 cumulative grade-point average.

The college may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic and/or financial aid eligibility. Students may always exercise their right of due process and appeal an academic suspension.

## Adding Classes

Students may add courses to their schedules or change from one class to another up to the final date for schedule changes. No classes may be added or changed to another after the published deadline in the academic calendar without permission from the Vice Chancellor for Academic Affairs.

## Attendance

Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Excessive absences, as defined by the instructor and described in the syllabus for each class, may be penalized, including failure of the course. Policies of making up work missed as results of absence are at the discretion of the instructor and are also detailed in the course syllabus. It is students' responsibility to be informed of the course policies of each instructor. Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Students who have not attended at least 50% of a class by the 11<sup>th</sup> day of the semester may be dropped from that course.

## Inclement Weather Policy

Inclement weather occasionally impacts the UACCB schedule. These weather conditions may cause the campus to be closed or open late. The college uses local radio, TV stations and text messaging to inform students, faculty, staff and the community of these decisions. Students may sign up for UACCB Alerts which provides text messaging in the event of campus closings. The service is free; however, normal text message fees may apply. The service can be accessed through the UACCB website.

## Auditing Classes

Auditing a course(s) requires official admission to the college, approval of the student's advisor and payment of the regular tuition and fees for the course(s). Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive quality points or hours earned for the course(s). Students may change from taking a course for credit to audit or audit to credit during the first week of the semester only. Exceptions must be approved by the Vice Chancellor for Academic Affairs. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures. Audited courses will be shown on the student's official transcript as "AU." Students wanting to audit a course must complete the Request to Audit a Course form in the Director of Student Information/Registrar's office.

## Changes in Student Information

Students are responsible for reporting via appropriate written documentation or MyUACCB their accurate address, telephone number, and legal name to the college and reporting any changes in information promptly to the Director of Student Information/Registrar. Failure to do so may result in undelivered financial aid refunds, registration notices, invoices, invitations, and official correspondence.

The College considers information on file with the Director of Student Information/Registrar to be official. Legal documentation of a name change may be required.

## Classification of Students

Students who have earned 29 or fewer semester college credit hours are classified as freshmen. Those with 30 or more college credit hours are classified as sophomores.

## UACCB Policy on AAGE/CAAP Testing

In 1993 the Arkansas State Legislature mandated that learning in the general education curriculum for all Arkansas public college and university students must be assessed at the end of the sophomore year. The Arkansas Assessment of General Education is measured by the Collegiate Assessment of Academic Proficiency test (or the rising junior exam). Eligible students must have completed between 45 and 60 credit hours, excluding developmental education credits. Act 274 of the 2007 Regular Session repealed the rising junior exam requirement; however, many four-year colleges and universities will continue to require the exam.

**The CAAP test is encouraged for all students at the University of Arkansas Community College at Batesville who are enrolled in an AA or AS program or transferring to a senior institution in Arkansas. If a student is transferring to a four-year college, the student should contact that college to see if the CAAP is required.** The CAAP test is offered during scheduled testing weeks in the spring and fall.

## Course Load

The normal class load at UACCB is defined as 15 credit hours, with 18 credit hours being the maximum load. A student must have at least 12 credit hours to be classified as a full-time student. Some scholarships require more than 12 credit hours to be eligible. A student may petition the Vice Chancellor for Academic Affairs in situations where the student desires to carry more than 18 hours.

For summer terms, students must carry six credit hours during a term to be classified as a full-time student, with seven hours being the maximum load for each summer term. For students receiving Title IV aid, twelve total hours is required for full-time aid throughout the summer term(s).

Students on academic probation, basic skills students, and others identified as academically "at risk" may carry restricted class loads deemed in the best interest of the student by advisors or the Vice Chancellor for Academic Affairs.

## Credit for Courses

UACCB uses the credit hour as a standard unit of credit for college-level courses. A credit hour is defined as an institutionally established equivalency that reasonably approximates some minimum amount of student work reflective of the amount of work expected in a Carnegie unit. One semester credit hour equals 15 hours of academic work. For example, during fall and spring semesters, one credit hour = 15 weeks x (1 classroom hour + 2 out-of-class work hours). Classes that meet three hours per week, for example, carry three hours of credit per semester. Laboratory and clinical hours are calculated using a different formula.

## Repeating Courses

A student may repeat a course completed at the college for the purpose of grade point adjustment by reenrolling in the same course. Students repeating a course are subject to the following provisions:

- The student must complete the course in its entirety. Withdrawing from the course will not constitute a new letter grade or adjusted GPA.
- Adjustments to the cumulative grade points are not made for courses transferred from other colleges or universities. Transfer courses receive a grade of "CR" and do not enter the cumulative GPA calculation at the college.
- The highest grade earned will be used to meet degree requirements. The first grade of the course, however, will still appear on the student's transcript.
- Financial aid will only pay for two course attempts.

## Grade Reports

Mid-term and final grades will be available electronically on MyUACCB. Grade reports will not be mailed.

## Grades and Grade Points

UACCB's grading policy reflects the quality of performance and achievement of competency by students who complete one or more credit courses. Faculty are responsible for determining and assigning both grades and status based upon objective appraisal and evaluation of the student's performance. Grading standards are provided to students in writing at the beginning of each course in the course syllabus. The college uses the following four-point grading scale:

| GRADE | DESCRIPTION        | QUALITY POINTS |
|-------|--------------------|----------------|
| A     | Excellent          | 4              |
| B     | Good               | 3              |
| C     | Average            | 2              |
| D     | Poor/Below Average | 1              |
| F     | Failure            | 0              |
| P     | Pass               | 0              |
| N     | Did Not Pass       | 0              |

A student's grade point average is determined by dividing the total number of quality points by the total number of credit hours attempted. All course work completed with assigned grades of "A," "B," "C," "D," or "F" is to be considered in calculating the cumulative GPA.

For a student who retakes courses, only the highest grade is calculated into the cumulative GPA and hours earned for the student. The first grade of the course will, however, still appear on the student's transcript.

Basic skills courses are taken for non-degree credit, although the grade is calculated into the cumulative GPA. Credit awarded does not count toward certificate or degree completion but does count toward Title IV financial aid eligibility.

Courses transferred to UACCB are not calculated into a student's cumulative GPA.

## Grade Status Codes

In addition to course grades of "A," "B," "C," "D," and "F," students may receive the following grade status designations.

| STATUS CODES | DESCRIPTION               | QUALITY POINTS |
|--------------|---------------------------|----------------|
| I            | Incomplete                | 0              |
| W            | Withdrawn                 | 0              |
| AU*          | Audit                     | 0              |
| CR           | Verified Competency       | 0              |
| GP           | Grade Pending             | 0              |
| MW           | Military Withdrawal       | 0              |
| AW           | Administrative Withdrawal | 0              |

\*Must be declared no later than the first week of class and will not qualify for financial aid.

**Incomplete (I):** The grade "I" should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rationale for this failure.

A student receiving an "I" must meet with his/her instructor and contractually make arrangements to complete the course requirements no later than the end of the next regular semester (fall or spring). The student should maintain a copy of this contract for reference. The instructor, division chair and the Director of Student Information/Registrar will also keep copies of the contract.

Faculty members will submit the grade by the end of the next regular semester following the one in which the "I" designation was received. The college will change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.

A student may petition for an extension not to exceed one year because of extenuating circumstances. A written request by the student must be submitted to and approved by the Vice Chancellor for Academic Affairs. Students may not re-register to take a course for which an "I" designation has been received until the grade designation has been changed.

**Withdrawal (W):** A "W" is assigned for a student-initiated withdrawal during the period printed in the Academic Calendar in this catalog. A student must provide formal notification to the Director of Student Information/Registrar by completing a "Course Drop" form or complete a "Withdrawal" form. **Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grades.**

**Audit (AU):** Audit means enrollment in a course for no grade or credit. A student must declare an intent to audit by the end of the first week of classes of the semester he/she intends to audit. Auditing students will be required to pay the same tuition and fees as assessed for a class taken for credit.

**Verified Competency (CR):** The Verified Competency designation is used to indicate a status for which recognition is earned, but no grade is assigned. A "CR" will be recorded to document competencies demonstrated via test-out, credit-for-experience, College Level Examination Program (CLEP) and Advanced Placement (AP) options.

**Grade Pending (GP):** The Grade Pending designation is used to indicate that no grade has yet been submitted for the course. Upon receipt of the final grade, the Director of Student Information/Registrar will record the appropriate grade.

**Administrative Withdrawal (AW):** An "AW" is a withdrawal from a course or the college initiated by faculty or an administrator.

## Academic Dishonesty

Cheating in any form is forbidden. The college defines cheating as several acts: plagiarism; the use of unauthorized materials, information or study aids in any academic exercise; falsification of college records; unauthorized possession of examinations; and any other action that may improperly affect the evaluation of a student's academic achievement or performance and the unauthorized assistance of others in any such act.

When an instructor or administrator charges a student with academic dishonesty deserving sanction, the instructor or administrator shall determine a grade sanction. Instructors who report students for academic dishonesty must provide essential details of the incident in writing to the Vice Chancellor for Academic Affairs within ten days of discovery of the incident. The student and instructor will be notified in writing of the sanction by the Vice Chancellor for Academic Affairs. In addition, the administration reserves the right to levy an additional sanction on any student who cheats. This sanction can extend to suspending the student from class or permanently dismissing him or her from the college. Students recommended for suspension or dismissal will be notified by the Vice Chancellor for Academic Affairs and will be given the opportunity to be heard by an academic appeals committee before a sanction is imposed.

## Academic Appeals

A student who feels they have been treated inappropriately in an academic matter should first discuss their concern with the faculty member whose action is in question.

If the student feels the instructor's position is still in error, the student can appeal in writing to the Division Chair who supervises the instructor. This notification must be submitted to the Division Chair within 10 working days of the student's notification by the instructor of the academic action. The Division Chair will review the matter with the instructor and attempt to facilitate an appropriate resolution. The student is limited to one appeal per course, with a maximum of two appeals per semester.

If the student feels the Division Chair has not reached an appropriate resolution of the matter, the student can appeal to the Vice Chancellor for Academic Affairs within five working days. The student's written submission to the Division Chair will form the basis of the student's appeal. A copy of the student's appeal will be made available to the instructor in question, and that instructor will then submit a written statement pertaining to the appeal. After receiving the instructor's written statement, the Vice Chancellor for Academic Affairs will notify the Faculty Affairs Committee of the student's appeal. The Chair of the Faculty Affairs Committee will appoint an appeals committee. The committee will consist of two students and three faculty members. If it is impossible for three Faculty Affairs Committee members to convene at the same time, then the Chair of the Faculty Affairs Committee may appoint faculty members outside the Faculty Affairs Committee to serve on the appeals committee. The committee will meet within 10 working days following receipt of the appeal.

The committee will review the written appeal and determine whether or not there may be merit to the appeal. If the committee feels that the written appeal has no merit, they shall recommend to the Vice Chancellor for Academic Affairs that no hearing be held. The Vice Chancellor's decision shall be final. If the committee feels that the appeal may have merit, it shall hold a hearing promptly. At this hearing both the student filing the appeal and the instructor will have the opportunity to testify before the committee. Each party shall be present during the other party's testimony and shall be given the opportunity to question the testimony.

The committee has the right to request testimony from other pertinent parties. The committee will make a recommendation to the Vice Chancellor for Academic Affairs. The Vice Chancellor's decision is final.

A student appealing University of Arkansas online consortium courses follows the processes outlined by the University of Arkansas online consortium. See the Director of Educational Technology for details.

## Non-Traditional Credit

Students may establish credit in courses offered by UACCB by test-out, experience, or examination. Credit earned through non-traditional methods is limited to 30 credit hours, and may not transfer to other institutions.

**Test-out:** Students must complete the test at one sitting, unless it includes two parts (i.e., lab and written exams). Test-out examinations for specific courses may be taken only once each spring, summer, or fall semester, with at least a 30 day period between testing. Students who complete a course for a grade may not initiate a test-out request for that course but may repeat the course for academic credit in order to attempt to raise a grade. Students may not apply test-out credits toward credit computation for financial aid programs or student grade point average, or certificates of proficiency requirements.

Students may test out of the following courses:

- CIS 1003 Introduction to Computers
- CIS 1033 PC Hardware Repair I
- CIS 1053 Computer Software Applications
- BIO 2003/2001 Anatomy and Physiology I/Lab
- BIO 2013/2011 Anatomy and Physiology II/Lab

**NOTE: An examination fee (see tuition and fees chart) must be paid prior to the exam. A student must present receipt at the time of testing. If the student passes the test, the student will be required to pay a per credit hour fee for the credit by examination to be documented on his or her transcript. Credit will not be applied to the transcript until the student has completed a semester at UACCB.**

**By Experience:** Students may request credit for a college course through life experience. Students requesting such credit must submit sufficient documentation. The division chair should be contacted for specific details of the process. Upon notification of experiential learning credits to be awarded, the student must pay the per credit hour fee in order for these credits to be transcribed. **(Note: If a test-out is offered in a course, credit by experiential learning may not be requested.)**

**Examination:** UACCB serves as an open CLEP test center. CLEP tests will be administered online, by appointment. UACCB will only award credit for tests that are the equivalent of its courses. Students must achieve the minimum acceptable score, as listed by the American Council on Education, to be awarded credit at UACCB. Students' transcripts will indicate a grade of "CR" for the credit awarded. A fee for each exam will be charged. Students passing a CLEP exam will be required to pay the per credit hour fee to have credit applied to a transcript. For further details, please contact the Testing Center or the Director of Student Development.

A minimum score of 50 will be accepted for each CLEP Subject Exam. The College Composition Modular has an additional essay component. UACCB will award credit for the following CLEP examinations:

| <b>Subject Exams</b>   | <b>UACCB Course</b> |
|--|---------------------|
| Freshman College Composition<br>(if taken prior to July 1, 2010) | ENG 1103 & 1203     |
| College Composition Modular with essay                           | ENG 1103            |
| American Government  | POS 2103            |
| History of the U.S. I  | HIS 2003            |
| History of the U.S.II  | HIS 2013            |
| Human Growth & Development                                       | PSY 2013            |
| Principles of Macroeconomics                                     | ECN 2013            |
| Introductory Psychology  | PSY 1003            |
| Introductory Sociology   | SOC 2003            |
| College Algebra  | MTH 1023            |
| Biology for Majors   | BIO 1103 & 1101     |
| Trigonometry   | MTH 1013            |
| Principles of Accounting I and II                                | ACC 1013 & 1023     |
| Introductory Business Law  | BUS 2033            |
| Spanish I and II   | SPA 1003 & 1013     |
| Principles of Management   | BUS 2013            |
| Principles of Marketing  | BUS 2513            |
| Fundamentals of Chemistry  | CHM 1003 & 1001     |

## Advanced Placement Program

UACCB offers credit based on the Advanced Placement Program of the College Entrance Examination Board. This program gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit at UACCB. The AP examinations are offered annually by high schools that participate in the program. Students should contact their high school counselor for information about the AP exams.

High school students seeking credit for AP examinations should contact the Director of Student Information/Registrar at UACCB. Students awarded AP credit will be required to pay a per credit hour fee for AP credit to be transcribed. The college offers credit for the following AP exams:

| <b>AP Course</b>    | <b>UACCB Course</b>                                   | <b>Minimum Score</b> |
|---------------------|---|----------------------|
| Art History         | FAV 2023 Visual Art                                   | 3                    |
| Studio Art          | FAV 1013 Intro to Studio Art                          | 3                    |
| Biology for Majors  | BIO 1103/1101 Biological Science w/Lab                | 3                    |
| Calculus AB         | MTH 2005 Calculus I                                   | 3                    |
| Calculus BC         | MTH 2005 Calculus I and MTH 2015 Calculus II          | 3                    |
| Chemistry           | CHM 1003 Fundamentals of Chemistry/CHEM 1001 Lab      | 3                    |
| Macroeconomics      | ECN 2013 Macroeconomics                               | 3                    |
| Microeconomics      | ECN 2023 Microeconomics                               | 3                    |
| English Language    | ENG 1103 English Comp I                               | 3                    |
|                     | ENG 1103 English Comp I and ENG 1203 English Comp II  | 4                    |
| US Gov't & Politics | POS 2103 United States Gov't                          | 3                    |
| Psychology          | PSY 1003 General Psychology                           | 3                    |
| U.S. History        | HIS 2003 United States History I                      | 3                    |
|                     | HIS 2003 U.S. History I and HIST 2013 U.S. History II | 4                    |
| Spanish             | SPA 1003 Spanish I                                    | 3                    |
|                     | SPA 1003 Spanish I and SPAN 1013 Spanish II           | 4                    |

NOTE: Fees are listed in the Tuition and Fees chart in the Tuition and Fees section of the catalog.

## Honors

### CHANCELLOR'S LIST

The college names to the Chancellor's List any student who has earned twelve or more credit hours in a given semester and earned a 4.00 GPA with no "I" grade.

### DEAN'S LIST

The college names to the Dean's List any student who has earned twelve or more credit hours in a given semester, a 3.50 GPA or higher and has no "D," "F," or "I" grade for the term involved.

## Graduation with Honors

Graduation with honors will be defined as follows:

- Students achieving a GPA of 3.50 to 3.74 will graduate *cum laude*;
- Students achieving a GPA of 3.75 to 3.89 will graduate *magna cum laude*; and
- Students achieving a GPA of 3.90 or above will graduate *summa cum laude*.

For the purpose of determining graduation with honors, GPAs will be calculated based on all UACCB coursework. Honor students are recognized at commencement based on cumulative GPA through the fall semester.

## Transcripts

Official transcripts of a student's work at UACCB may be obtained from the Director of Student Information/Registrar in accordance with federal guidelines. Official transcripts of the student's completed permanent record are issued with the embossed seal of the college and the Director of Student Information/Registrar's signature or digitally encrypted for electronic document transfer. The transcript will indicate degree or certificate earned, if any, and the GPA. Transcripts are available at no charge, but students are limited to five transcripts per request. Students have access to their unofficial transcript through MyUACCB.

Transcripts are issued only at the specific written request of the student or appropriate institution and official with signed release from the student or electronic submission via MyUACCB. Requests for transcripts by mail should include the name under which the student was enrolled, the student's signature, social security number, dates of attendance at UACCB, and the name and address of the person or institution to which the transcript is to be sent. Only the student whose transcript is requested should pick up transcripts. Individuals requesting transcripts in person must complete a transcript request form. In order to protect a student's right to privacy, telephone or e-mail requests for transcripts cannot be accepted.

Transcripts that have been presented to the Director of Student Information/Registrar for admissions or evaluation of credit become the property of UACCB as a part of the student's permanent record and are under the control of the Director of Student Information/Registrar's Office. Under federal policy, the student has the right to view his/her file; the college is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to UACCB for admission or transfer credit *will not* be returned to the student or forwarded to other institutions.

Transfer students must obtain, as part of the application for admission to UACCB, official copies of their academic records from each institution attended.

## Dropping a Class

Students wishing to drop courses must initiate the process through their advisor. Students can obtain a drop form from their advisor or the Office of Student Information/Registrar. In order to complete the transaction, the drop form must be signed by the student, instructor and the advisor, and **the student must submit the drop form to the Office of the Director of Student Information/Registrar**. Failure to complete this entire process will nullify the action.

Students may drop courses from their schedules up to the final date for schedule changes.

Students who wish to drop a class or completely withdraw from college are governed by the following policies:

- Courses dropped and withdrawals completed prior to the 12<sup>th</sup> class day in a regular term or the 6<sup>th</sup> class day in a summer term will not be recorded on the student's transcript.
- Students officially dropping a credit course from the 12<sup>th</sup> class day through the published deadline will receive a grade of "W" on their permanent transcript.
- **Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).**

## Withdrawal from the College

A student who wishes to withdraw from college (all classes) during a term must complete a **Student Withdrawal form by the Last Date to Withdraw from the college**. Students should initiate this process by contacting the Office of the Director of Student Information/Registrar. The student will not be officially withdrawn until the completed form has been received in the Office of the Director of Student Information/Registrar. There is no fee for complete student withdrawal.

Students cannot withdraw from a course in which a final grade has been submitted.

When an emergency or other special circumstance makes it impossible for the student to withdraw in person, the student may correspond with the Office of Student Information/Registrar.

**Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).**

## Application for Graduation

Students requesting consideration for graduation will meet with their advisor to verify all degree requirements are pending completion. Advisors will submit a Degree Audit Evaluation to the Office of the Director of Student Information/Registrar by the due date (see calendar). In certain situations the advisor may, with the approval of the Vice Chancellor for Academic Affairs or his/her designee, allow limited substitution among program requirements. This action must be documented by submitting an approved Substitution/Elective form (or Waiver for Allied Health Programs only.) **It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or experience prior to submission of these forms.** Through completion of this process, the Office of the Director of Student Information/Registrar is notified of the student's intent to graduate.

Any Degree Audit Evaluations submitted past the deadline will be processed the following semester. The appropriate award will be prepared once the fulfillment of the graduation requirements is confirmed and all obligations to the college have been completed. **There is no fee charged for applying to graduate.**

UACCB holds one commencement exercise each academic year which is indicated on the college academic calendar. A commencement application must be completed by the second Friday of February for any graduating student wishing to participate in commencement. Diplomas are mailed to students after the semester in which all college requirements are satisfactorily completed.

**NOTE: Students who do not complete degree requirements at the end of the semester indicated on the evaluation must have their advisor submit a new evaluation to the Office of the Director of Student Information/Registrar if requirements will be met in future semesters.**



## Graduation Requirements

Graduation requirements for students seeking a degree or certificate include:

1. Successfully complete all academic coursework, including mandated developmental coursework, with a minimum cumulative grade-point average of 2.0. Certificate of Proficiency candidates must successfully complete all program requirements with a minimum program GPA of 2.0.
2. Successful completion of the required number of credits and specified courses required.
3. Completion of two semesters (minimum of 24 credit hours) as a student at UACCB in order to earn an Associate Degree or completion of the last 15 semester credit hours of the program requirements at UACCB for a Technical Certificate, or completion of all semester credit hours of the program requirements at UACCB for a Certificate of Proficiency.
4. Satisfaction of all financial responsibilities due the college.

Students have five years to complete the degree/technical certificate program requirements in the college catalog under which they initially enroll. Students may petition the Vice Chancellor for Academic Affairs to graduate under a different catalog dated after their initial enrollment. Students may not graduate under a catalog dated before their initial enrollment. Students may petition the Vice Chancellor for Academic Affairs for permission to extend the maximum time period allowed for their graduation. This petition will be approved only in exceptional circumstances.

Transfer students seeking a UACCB degree must adhere to the graduation requirements.

- **Associate of Applied Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Arts Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Technical Certificate** - A student must complete a minimum of the last 15 credit hours of certificate requirements at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
- **Certificate of Proficiency** - A student must complete all semester credit hours of the certificate as a regular student at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

The student may submit course descriptions and/or syllabi of transfer courses if there is any question concerning the acceptance of credits. The college reserves the right to revise any credit awards upon the receipt of additional information.

## Commencement Exercises

UACCB holds one commencement exercise each academic year. Commencement is indicated on the college's calendar. Any student who graduates or intends to graduate during that academic year (fall, spring and summer terms) may participate in commencement once a Commencement Application is completed through MyUACCB. The Commencement Application must be completed by the second Friday of February for the academic year. Diplomas are mailed to students after the semester in which they satisfactorily complete all college requirements. Summer graduates' diplomas will be ordered after the last summer term has ended.

# 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 (ACTS) 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://acts.adhe.edu>).

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

### English/Communications

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

### Math

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

MTH 1023 College Algebra  
MTH 1043 Quantitative Literacy\*  
*Or any higher-level mathematics course for which College Algebra is a prerequisite.*

*\*Quantitative Literacy is designed for Non-STEM majors. Students who plan to study any higher mathematics course will need to take College Algebra and not this course.*

### Life/Natural Sciences

**Eight (8) hours required**

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

BIO 1033/1031 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 II/Lab  
BIO 2203/2201 Microbiology/Lab

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

CHM 1013/1101 Concepts 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

### Fine Arts/Humanities

**Six (6) hours required**

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

*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

### 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

*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  
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.*

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 Programs

## **Associate of Arts (A.A.) 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 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.

## **Associate of Science (A.S.) 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 Associate of Science degrees. The Associate of Science degree programs are designed for students who wish to pursue a bachelor's degree at a four-year college or university, with emphasis in a particular major.

## **Associate of Applied Science (A.A.S.) 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, except the BAS baccalaureate degree. However, some courses in these programs 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 A.A.S. programs, the general rule is that courses in the A.A.S. 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, cosmetology, industrial technology and public service.

## **Certificates of Proficiency**

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

## **Criminal Justice Institute Training for Current Police Officers**

The Criminal Justice Institute of the University of Arkansas System and UACCB offer Associate of Applied Science degrees, Technical Certificates and Certificates of Proficiency in Crime Scene Investigation and Law Enforcement Administration.

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

### **Associate of Arts Degree**

- General Education

### **Associate of Science Degree**

- General Education
- Pre-Engineering\*
- Elementary Education

\*Pending Arkansas Department of Higher Education Approval

## **BUSINESS / TECHNOLOGY / PUBLIC SERVICE / INDUSTRIAL TECHNOLOGY**

### **Associate of Science Degree**

- Business

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

- Business Services
- Computer Information Systems
- Crime Scene Investigation\*
- Criminal Justice
- Early Childhood Education
- General Technology
- Industrial Technology
- Law Enforcement Administration\*
- Medical Office Management

### **Technical Certificates**

- Accounting Support
- Clerical Services
- Cosmetology
- Crime Scene Investigation\*
- Early Childhood Education
- Entrepreneurship
- Industrial Technology
- Law Enforcement Administration\*
- Software Applications
- Web Design

### **Certificates of Proficiency**

- Computer Information Systems/Networking
- Crime Scene Investigation\*
- Early Childhood Education
- HVAC (Heating, Ventilation, Air Conditioning)
- Law Enforcement Administration\*
- Medical Billing and Coding
- Welding

\*Only available to certified law enforcement officers. Programs offered in conjunction with the Criminal Justice Institute.

## **NURSING AND ALLIED HEALTH**

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

- Emergency Medical Technician-Paramedic
- Registered Nursing

### **Technical Certificates**

- Emergency Medical Technician-Paramedic
- Practical Nursing

### **Certificates of Proficiency**

- Emergency Medical Technician-Basic
- Nursing Assistant

**Note:** 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)
- Fundamentals of Math (MTH 0103)
- Beginning Algebra (MTH 0003)
- Intermediate Algebra (MTH 0013)

# Associate of Arts Degree – General Education

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 A.A. degree consists of 47 credit hours of general education requirements and an additional 13 credit hours of electives. In the elective component, students may complete any 13 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 upperlevel program intent.

## A.A. – General Education (60 hours)

### CORE REQUIREMENTS

#### English/Communications – Nine (9) hours

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ SPC 1003 Oral Communication

#### Math – Three (3) hours

- \_\_\_ MTH 1023 College Algebra
- \_\_\_ MTH 1043 Quantitative Literacy\*

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

*\*Quantitative Literacy is designed for Non-STEM majors. Students who plan to study any higher mathematics course will need to take College Algebra and not this course.*

#### Life/Physical Sciences – Eight (8) hours

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

- \_\_\_ BIO 1033/1031 Biology for General Education/Lab
- \_\_\_ BIO 1003/1101 Biology for Majors/Lab
- \_\_\_ BIO 1013/1011 Essentials of Anatomy and Physiology/Lab
- \_\_\_ BIO 1123/1121 Principles of Zoology/Lab
- \_\_\_ BIO 2003/2201 Anatomy and Physiology I/Lab
- \_\_\_ BIO 2013/2011 Anatomy and Physiology II/Lab

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

- \_\_\_ CHM 1013/1011 Concepts of Chemistry/Lab
- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ CHM 2113/2111 Physical Science/Lab
- \_\_\_ GEL 1003/1001 Physical Geology/Lab
- \_\_\_ PHS 2014 Physics for Health Sciences

#### Fine Arts/Humanities – Nine (9) hours

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

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

*\*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

*\*Students may choose from either area for the Additional three hours required in Fine Arts/Humanities.*

#### Social Sciences – Fifteen (15) 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

*Nine (9) 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 1013 General Psychology
  - \_\_\_ PSY 2013 Human Growth and Development
  - \_\_\_ 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.*

#### Physical Education – Three (3) hours

- \_\_\_ PED 1003 Concepts of Physical Activity

#### Electives – Thirteen (13) to Fifteen (15) hours

To complete the elective component of the Associate of Arts degree, students may select – with the approval of their advisor – any 13 to 15 hours of college-level credit not selected for general education core requirements 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 intend to transfer.

## Associate of Science Degree – General Education

The Associate of Science degree is designed for students who wish to pursue a bachelor's degree in a science or math related field at a four-year college or university. UACCB's A.S. degree consists of 43 credit hours of general education requirements and 17 credit hours of college-level courses to complete the degree. **It is advised that students work with an academic advisor to select courses most relevant to their plans for transfer.**

### A.S. – GENERAL EDUCATION (60 hours)

#### English/Communications – Nine (9) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ SPC 1003 Oral Communication

#### Math – Three (3) hours required

- \_\_\_ MTH 1023 College Algebra
- Or any higher level math course.*

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

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

- \_\_\_ BIO 1003/1101 Biology for Majors/Lab
- \_\_\_ BIO 1113/1111 General Botany/Lab
- \_\_\_ BIO 1123/1121 Principles of Zoology/Lab
- \_\_\_ BIO 2003/2001 Anatomy and Physiology I/Lab
- \_\_\_ BIO 2013/2011 Anatomy and Physiology II/Lab
- \_\_\_ BIO 2203/2201 Microbiology/Lab

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

- \_\_\_ CHM 1013/1011 Concepts of Chemistry/Lab
- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ CHM 1123/1121 College Chemistry II/Lab
- \_\_\_ CHM 2113/2111 Organic and Biochemistry/Lab
- \_\_\_ PHS 2014 Physics for Health Sciences

#### Fine Arts/Humanities – Six (6) hours required

*At least 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

*At least 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

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

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

- \_\_\_ HIS 1013 World Civilization I
- \_\_\_ HIS 1023 World Civilization II

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

- \_\_\_ HIS 2003 United States History I
- \_\_\_ HIS 2013 United States History II
- \_\_\_ POS 2103 United States Government

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

- \_\_\_ ECN 2013 Macroeconomics
- \_\_\_ ECN 2023 Microeconomics

*(Continued in next column)*

- \_\_\_ 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 and Development
  - \_\_\_ PSY 2023 Abnormal Psychology
  - \_\_\_ SOC 2003 Principles of Sociology
  - \_\_\_ SOC 2023 Cultural Anthropology
- \*If not selected to meet another social science requirement.

#### Electives – Seventeen (17) hours required

To complete the elective component of the Associate of Science degree, students may select – with the approval of their advisor – any 13 to 15 hours of college-level credit not selected to satisfy other requirements.

- \_\_\_ ACC 1013 Principles of Accounting I
- \_\_\_ BIO 1003/1101 Biology for Majors/Lab
- \_\_\_ BIO 1113/1111 Botany/Lab
- \_\_\_ BIO 1123/1121 Principles of Zoology/Lab
- \_\_\_ BIO 2003/2001 Anatomy and Physiology I/Lab
- \_\_\_ BIO 2013/2011 Anatomy and Physiology II/Lab
- \_\_\_ BIO 2203/2201 Microbiology/Lab
- \_\_\_ BIO 2103 Pathophysiology for Healthcare
- \_\_\_ BIO 2301 Field Techniques in Science
- \_\_\_ CHM 1013/1011 Concepts of Chemistry/Lab
- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ CHM 1123/1121 College Chemistry II/Lab
- \_\_\_ BIO 2113/2111 Organic and Biochemistry/Lab
- \_\_\_ PHS 2014 Physics for Health Sciences
- \_\_\_ CIS 2153 Introduction to Programming
- \_\_\_ ECN 2013 Macroeconomics
- \_\_\_ ECN 2023 Microeconomics
- \_\_\_ GEL 1003/1001 Physical Geology/Lab
- \_\_\_ MTH 1013 Trigonometry
- \_\_\_ MTH 2003 Survey of Calculus
- \_\_\_ MTH 2005 Calculus I
- \_\_\_ MTH 2015 Calculus II
- \_\_\_ MTH 2023 Calculus III
- \_\_\_ MTH 2053 Statistics
- \_\_\_ OFA 1053 Medical Terminology
- \_\_\_ PSY 1003 General Psychology
- \_\_\_ PSY 2013 Human Growth and Development
- \_\_\_ PSY 2023 Abnormal Psychology

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 intend to transfer.

# Associate of Science Degree – Business

The Associate of Science in Business is designed for students who wish to pursue a bachelor's degree in business at a four-year college or university. UACCB's A.S. in Business degree consists of 44 credit hours of general education requirements and 18 credit hours in business classes. Students in the A.S. in Business program should research university programs as early as possible. Each college of business has selected their particular directed elective, so students should become informed about specific universities. There are no substitutions allowed to this degree program.

## A.S. – Business (62 hours)

### CORE REQUIREMENTS IN GENERAL EDUCATION

(No substitutions)

#### English/Communications – Nine (9) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ SPC 1003 Oral Communication

#### Math – Six (6) hours required

- \_\_\_ MTH 1023 College Algebra
- Or any higher level math course.*
- \_\_\_ MTH 2003 Survey of Calculus/Business Calculus

#### Life/Physical Sciences – Eight (8) hours required

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

- \_\_\_ BIO 1033/1031 Biology for General Education/Lab
- \_\_\_ BIO 1003/1101 Biology for Majors/Lab
- \_\_\_ BIO 1123/1121 Principles of Zoology/Lab
- \_\_\_ BIO 2203/2201 Microbiology/Lab
- \_\_\_ BIO 1113/1111 General Botany/Lab

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

- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ CHM 1123/1121 College Chemistry II/Lab
- \_\_\_ CHM 2113/2111 Physical Science/Lab
- \_\_\_ GEL 1003/1001 Physical Geology/Lab

#### Fine Arts/Humanities – Six (6) hours required

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

- \_\_\_ FAM 2003 Music
- \_\_\_ FAT 2013 Theater
- \_\_\_ FAV 2023 Visual Art

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

- \_\_\_ ENG 2113 World Literature I
- \_\_\_ ENG 2213 World Literature II

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

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

- \_\_\_ HIS 1013 World Civilization I
- \_\_\_ HIS 1023 World Civilization II

*(continued in next column)*

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

- \_\_\_ HIS 2003 United States History I
- \_\_\_ HIS 2013 United States History II
- \_\_\_ POS 2103 United States Government

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

- \_\_\_ ECN 2013 Macroeconomics
- \_\_\_ ECN 2023 Microeconomics
- \_\_\_ SOC 2003 Principles of Sociology

#### Business Focus – Eighteen (18) hours required

To complete the business component of the degree, students must take the following courses. Students should be aware there are no course substitutions for this degree. The directed elective is based upon the transfer institutions requirement and the student take the university's required course with the approval of their academic advisor.

- \_\_\_ ACC 1013 Principles of Accounting I
- \_\_\_ ACC 1023 Principles of Accounting II
- \_\_\_ CIS 1053 Computer Software Applications
- \_\_\_ BUS 2033 Legal Environment of Business
- \_\_\_ MTH 2053 Statistics
- \_\_\_ Directed Elective\*

#### \*Recommended directed electives for participating institutions:

Arkansas State University Business Communications  
Arkansas Tech Introduction to Business  
Henderson State University Business Communications  
UCA Business Communications  
UA – Fort Smith Business Communications  
UA – Little Rock Introduction to Business  
UA – Monticello Introduction to Business  
UA – Pine Bluff Introduction to Business  
South Ark University Introduction to Business

## Associate of Science Degree – Pre-Engineering\*

The Associate of Science degree in Pre-Engineering is designed for students who wish to pursue a bachelor's degree in an engineering field at a four-year college or university. UACCB's A.S. degree in Pre-Engineering consists of 35 credit hours of general education requirements and 25 credit hours of college-level courses to complete the degree.

### A.S. – Pre-Engineering (60 hours)

#### CORE REQUIREMENTS IN GENERAL EDUCATION

##### English/Communications – Nine (9) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ SPC 1003 Oral Communication

##### Mathematics – Three (3) hours required

- \_\_\_ MTH 1023 College Algebra
- Or any higher level math course.*

##### Life/Physical Sciences – Eight (8) hours required

- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ PHS 2054 University Physics I with Lab#

##### Fine Arts/Humanities – Six (6) hours required

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

- \_\_\_ FAM 2003 Music
- \_\_\_ FAT 2013 Theater
- \_\_\_ FAV 2023 Visual Art

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

- \_\_\_ ENG 2113 World Literature I
- \_\_\_ ENG 2213 World Literature II
- \_\_\_ PHI 1003 Introduction to Philosophy

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

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

- \_\_\_ HIS 1013 World Civilization I
- \_\_\_ HIS 1023 World Civilization II

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

- \_\_\_ HIS 2003 United States History I
- \_\_\_ HIS 2013 United States History II
- \_\_\_ POS 2103 United States Government

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

- \_\_\_ ECN 2013 Macroeconomics

##### Major Electives – Thirteen (13) hours required

- \_\_\_ MTH 2033 Introduction to Engineering#
- \_\_\_ MTH 2005 Calculus I#
- \_\_\_ MTH 2015 Calculus II#

##### Electives – Twelve (12) hours required

To complete the elective component of the degree, students may select from the following list any 18 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 advisor.

- \_\_\_ BIO 1003/1101 Biology for Majors/Lab
- \_\_\_ GEL 1003/1001 Physical Geology/Lab
- \_\_\_ BIO 2203/2201 Microbiology/Lab
- \_\_\_ CHM 1013/1011 Concepts of Chemistry/Lab
- \_\_\_ CHM 1123/1121 College Chemistry II/Lab
- \_\_\_ MTH 1013 Trigonometry
- \_\_\_ MTH 2023 Calculus III#
- \_\_\_ MTH 2053 Statistics

**Students should work with an advisor to select courses most relevant to their plans for transfer.**

# Courses available through either UACCB or the online STEM-Prep program offered by the University of Arkansas – Fayetteville.

\*Degree program is pending Arkansas Department of Higher Education approval.



## Associate of Science Degree – Elementary Education

The Associate of Science in Elementary Education degree is designed for students preparing to transfer to a four-year college or university to obtain a bachelor's degree in elementary education and teacher certification. This program incorporates foundation coursework in teacher education, field-based experience, and content coursework specific to elementary education. This degree was developed in conjunction with the College of Education and Health Professions at the University of Arkansas – Little Rock and is intended to transfer to the UALR Bachelor of Science in Elementary Education – Elementary Education K-6. Students should check with their intended transfer institution to ensure transferability.

### AS – Elementary Education (60 hours)

#### GENERAL EDUCATION CORE REQUIREMENTS

##### English/Communications – Nine (9) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ SPC 1003 Oral Communication

##### Math – Three (3) hours required

- \_\_\_ MTH 1023 College Algebra
- Or any higher level math course.*

##### Life/Physical Sciences – Eight (8) hours required

*Four (4) hours required:*

- \_\_\_ BIO 1103/1101 Biology for Majors/Lab

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

- \_\_\_ CHM 1103/1101 College Chemistry I/Lab
- \_\_\_ GEL 1003/1001 Physical Geology/Lab
- \_\_\_ PHS 1003/1001 Physical Science/Lab

##### Fine Arts/Humanities – Six (6) hours required

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

- \_\_\_ FAV 2023 Visual Art
- \_\_\_ FAM 2003 Music
- \_\_\_ FAT 2013 Theater

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

- \_\_\_ ENG 2113 World Literature I
- \_\_\_ ENG 2213 World Literature II

##### Social Sciences – Twelve (12) hours required

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

- \_\_\_ HIS 1013 World Civilization I
- \_\_\_ HIS 1023 World Civilization II

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

- \_\_\_ HIS 2003 United States History I
- \_\_\_ HIS 2013 United States History II
- \_\_\_ POS 2103 United States Government

*Six (6) hours required:*

- \_\_\_ PSY 1003 General Psychology
- \_\_\_ PSY 2013 Human Growth and Development

#### DIRECTED ELECTIVE REQUIREMENTS

##### Elementary Education – Twenty-two (22) hours required

- \_\_\_ EDU 1002 Art for Elementary Teachers
- \_\_\_ EDU 1012 Elementary Classroom Music
- \_\_\_ EDU 2003 Introduction to Education
- \_\_\_ EDU 2013 Teaching Diversity
- \_\_\_ EDU 2033 Teaching Physical Education
- \_\_\_ MTH 2103 Math I
- \_\_\_ MTH 2113 Math II
- \_\_\_ HIS 2053 Arkansas History

## Associate of Applied Science Degree – Business Services

The Associate of Applied Science in Business Services degree is designed for students who wish to enter the workforce as entry-level business employees. Students will take courses from a variety of business disciplines to make them wellrounded, highly-productive personnel. UACCB's A.A.S. in Business Services degree consists of 15 credit hours of general education requirements and 45 credit hours in business classes.

### A.A.S. – Business Services (60 hours)

#### CORE REQUIREMENTS IN GENERAL EDUCATION

##### English/Communications – Six (6) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II

##### Math – Three (3) hours required

- \_\_\_ MTH 1003 Technical Math
- \_\_\_ MTH 1023 College Algebra
- \_\_\_ MTH 1043 Quantitative Literacy

*Or any higher level math course.*

##### Computer Sciences – Three (3) hours required

- \_\_\_ CIS 1053 Computer Software Applications

##### Social Sciences – Three (3) hours required

- \_\_\_ 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
- \_\_\_ SOC 2003 Principles of Sociology

##### Business Core Curriculum – Fifteen (15) hours required

- \_\_\_ ACC 1033 Computerized Accounting
- \_\_\_ BUS 1013 Introduction to Business
- \_\_\_ BUS 1023 Business Communications
- \_\_\_ ACC 1013 Principles of Accounting I
- \_\_\_ BUS 2033 Legal Environment of Business

##### Business Major Courses – Thirty (30) hours required

- \_\_\_ BUS 2013 Principles of Management
- \_\_\_ CIS 2013 Applied Electronic Spreadsheets
- \_\_\_ OFA 2033 Administrative Office Procedures
- \_\_\_ BUS 2113 Business Ethics
- \_\_\_ ACC 1023 Principles of Accounting II
- \_\_\_ ECN 2013 Macroeconomics

**or**

- \_\_\_ ECN 2023 Microeconomics
- \_\_\_ BUS 2513 Principles of Marketing
- \_\_\_ BUS 2503 Personal Finance
- \_\_\_ BUS 2753 Small Business Management
- \_\_\_ BUS 2653 Internship

### Technical Certificate – Accounting Support (30 hours)

#### General Education Core

- \_\_\_ CIS 1003 Introduction to Computers
- \_\_\_ ENG 1103 English Composition I
- \_\_\_ MTH 1003 Technical Math **or** other college level math course

#### Technical Education Core

- \_\_\_ ACC 1013 Principles of Accounting I
- \_\_\_ BUS 1023 Business Communications
- \_\_\_ CIS 1053 Computer Software Applications

#### Major Courses

- \_\_\_ ACC 1023 Principles of Accounting II
- \_\_\_ CIS 2013 Applied Electronic Spreadsheet (Excel)
- \_\_\_ ACC 1033 Computerized Accounting
- \_\_\_ ACC 2023 Payroll Accounting

### Technical Certificate – Clerical Services (30 hours)

#### General Education Core

- \_\_\_ CIS 1003 Introduction to Computers
- \_\_\_ ENG 1103 English Composition I
- \_\_\_ MTH 1003 Technical Math **or** other college level math course

#### Technical Education Core

- \_\_\_ CIS 1053 Computer Software Applications
- \_\_\_ OFA 1003 Beginning Keyboarding

#### Major Courses

- \_\_\_ OFA 1013 Advanced Keyboarding
- \_\_\_ OFA 1043 Records Management
- \_\_\_ OFA 2033 Administrative Office Procedures

## Technical Certificate – Entrepreneurship Focus (27 hours)

College level placement scores in English or writing and reading or completion of PRE 0503 (Basic Writing) and PRE 0303 (Reading Improvement) with at least a “C” average when placement test scores required. Grade of “C” or better in MTH 0003 (Beginning Algebra); or Enhanced ACT math score of 17-18; or an ASSET score of 37 or above in Intermediate Algebra; or a Compass score of 46 or above in Intermediate Algebra.

### General Education Core

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ CIS 1003 Introduction to Computers
- \_\_\_ MTH 1003 Technical Math **or** other college level math course

### Major Courses

- \_\_\_ ETR 1003 Introduction to Entrepreneurship
- \_\_\_ ETR 2003 Professional Selling/Advertising
- \_\_\_ ETR 2033 Feasibility and Funding
- \_\_\_ BUS 2113 Business Ethics
- \_\_\_ BUS 2013 Principles of Management
- \_\_\_ BUS 2893 Small Business Management Seminar

## Associate of Applied Science Degree – Computer Information Systems (CIS)

The Associate of Applied Science in Computer Information Systems degree is designed for students who wish to advance their career or enter the workforce in the field of Information Technology. The curriculum provides courses in hardware, operating systems, networking, programming applications development, web application design, and information systems. The degree offers an internship experience designed to provide the student with practical, hands-on experience in the information technology area that the student has selected. UACCB's A.A.S. in Computer Information Systems degree consists of 15 credit hours of general education requirements and 45 credit hours in business classes.

### A.A.S. – Computer Information Systems (60 hours)

#### CORE REQUIREMENTS IN GENERAL EDUCATION

##### English/Communications – Six (6) hours required

*Three (3) hours required:*

\_\_\_ ENG 1103 English Composition I

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

\_\_\_ ENG 1303 Technical Writing

\_\_\_ ENG 1203 English Composition II

##### Math – Three (3) hours required

\_\_\_ MTH 1003 Technical Math

\_\_\_ MTH 1043 Quantitative Literacy

\_\_\_ MTH 1023 College Algebra

*Or any higher level math course.*

##### Computer Sciences – Three (3) hours required

\_\_\_ CIS 1003 Introduction to Computers

##### Social Sciences – Three (3) hours required

\_\_\_ ECN 2013 Macroeconomics

*or*

\_\_\_ ECN 2023 Microeconomics

##### CIS Technical Courses – Forty-five (45) hours required

\_\_\_ CIS 1103 Computer Graphics

\_\_\_ CIS 2253 Internet Web Pages

\_\_\_ CIS 2233 Foundations of Information Assurance

\_\_\_ CIS 2153 Introduction to Programming

\_\_\_ CIS 1053 Computer Software Applications

\_\_\_ CIS 1033 Computer Maintenance

\_\_\_ CIS 2044 Computer Troubleshooting

\_\_\_ CIS 2214 Networking I

\_\_\_ CIS 2224 Networking II

\_\_\_ CIS 2223 Networking Software

\_\_\_ CIS 2263 Internet Business Fundamentals

\_\_\_ CIS 2023 Database Foundations

\_\_\_ CIS 2093 Network Defense

\_\_\_ BUS 2653 Internship

### Technical Certificate – Software Applications (30 hours)

#### General Education Core

\_\_\_ CIS 1003 Introduction to Computers

\_\_\_ ENG 1103 English Composition I

\_\_\_ MTH 1003 Technical Math *or* other college level math course

#### Technical Education Core

\_\_\_ ACC 1013 Principles of Accounting I

\_\_\_ CIS 1053 Computer Software Applications

\_\_\_ OFA 1003 Beginning Keyboarding

#### Major Courses

\_\_\_ CIS 2013 Applied Electronic Spreadsheet (Excel)

\_\_\_ CIS 2063 Database Management

\_\_\_ CIS 2253 Internet/Webpages/Software Platform

\_\_\_ OFA 1063 Word Processing

### Technical Certificate – Web Design (30 hours)

#### General Education Core

\_\_\_ CIS 1003 Introduction to Computers

\_\_\_ ENG 1103 English Composition I

\_\_\_ MTH 1003 Technical Math *or* other college level math course

#### Technical Education Core

\_\_\_ CIS 1053 Computer Software Applications

#### Major Courses

\_\_\_ CIS 2233 Foundations of Information Assurance

\_\_\_ CIS 1103 Computer Graphics

\_\_\_ CIS 2253 Internet/Webpage/Software Platform

\_\_\_ CIS 2513 Web Development Software

\_\_\_ CIS 2413 Web Development

\_\_\_ CIS 2263 Internet Business Fundamentals

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

#### Major Courses

\_\_\_ CIS 1033 Computer Maintenance

\_\_\_ CIS 2214 Networking I

\_\_\_ CIS 2224 Networking II

## **Associate of Applied Science Degree – Medical Office Management**

The Medical Office Management Associate of Applied Science degree program provides a broad exposure to the functional areas of business and the technical courses required to develop skills necessary for competence as a medical office manager.

### **A.A.S. – Medical Office Management (60 hours)**

#### **CORE REQUIREMENTS IN GENERAL EDUCATION**

##### **English/Communications – Nine (9) hours required**

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

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

- ☐ MTH 1003 Technical Math
  - ☐ MTH 1023 College Algebra
  - ☐ MTH 1043 Quantitative Literacy
- Or higher level math course.*

##### **Computer Sciences – Three (3) hours required**

- ☐ CIS 1003 Introduction to Computers

##### **Social Sciences – Three (3) hours required**

- ☐ 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
- ☐ SOC 2003 Principles of Sociology

##### **Business Core Curriculum – Fifteen (15) hours required**

- ☐ CIS 1053 Computer Software Applications
- ☐ HIT 2003 Health Care Data Content
- ☐ CIS 2013 Applied Electronic Spreadsheets
- ☐ OFA 1063 Word Processing
- ☐ OFA 1053 Medical Terminology

##### **Major Courses – Twenty-seven (27) hours required**

- ☐ MOM 2023 Medical Diagnosis Coding and Billing
- ☐ MOM 2033 Medical Outpatient Coding and Billing
- ☐ MOM 2013 Legal Concepts in Health Care
- ☐ ACC 1013 Principles of Accounting I
- ☐ OFA 2033 Administrative Office Procedures
- ☐ BIO 1013 Essentials of Anatomy and Physiology
- ☐ BUS 2113 Business Ethics
- ☐ BUS 2013 Principles of Management
- ☐ BUS 2653 Internship

### **Certificate of Proficiency, Medical Billing and Coding (12 hours)**

#### **Major Courses**

- ☐ BIO 1013 Essentials of Anatomy and Physiology
- ☐ MOM 2023 Medical Diagnosis Coding and Billing
- ☐ MOM 2033 Medical Outpatient Coding and Billing
- ☐ OFA 1053 Medical Terminology

## **Technical Certificate – Cosmetology (42 hours)**

The cosmetology program is designed to provide students with the theoretical and practical instruction required as a prerequisite to qualify for licensure examination by the Arkansas Department of Health Cosmetology Section. Students will be trained in hygiene and sanitation, physiotherapy, cosmetricity, physiology and histology anatomy, neurology, mycology, osteology, hairdressing, manicuring, aesthetics, salesmanship, shop management, and shop deportment.

In addition to completing an application for admission to the college, prospective cosmetology must also complete a cosmetology program application. Both applications are available in the Enrollment Center.

### **Courses**

- \_\_\_ COS 1118 Cosmetology I
- \_\_\_ COS 1218 Cosmetology II
- \_\_\_ COS 1306 Cosmetology III

Note: This is a limited access program. Available class openings will be filled on a first-come, first-served basis at the beginning of each semester.

## Associate of Applied Science Degree - Early Childhood Education

The Associate of Applied Science in Early Childhood Education is designed to meet the competencies required for the Birth through Pre-Kindergarten Teaching Credential which is required by Act 187 passed by the Arkansas Legislature during the 2009 session. This degree will allow a graduate to apply for the Birth through Pre-Kindergarten Teaching Credential from the Division of Early Care and Education of the Department of Human Services. It will allow the graduate to be the lead teacher in a non-public school classroom or in a Head Start classroom as they pursue a Bachelor's degree. The student will be qualified to serve as a para-professional in a public school pre-kindergarten classroom. It will not allow the graduate to be the lead teacher in a public school pre-kindergarten classroom.

### A.A.S. – Early Childhood Education (60 hours)

#### General Education Core

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ MTH 1003 Technical Math **or** other college level math course
- \_\_\_ BUS 1013 Introduction to Business
- \_\_\_ SPC 1003 Oral Communication

#### Social Science Core (Choose one)

- \_\_\_ PSY 1003 General Psychology
- \_\_\_ SOC 2003 Principles of Sociology

#### Development Education Core

- \_\_\_ ECE 1003 Foundations of Early Childhood Education\*
- \_\_\_ ECE 1103 Child Growth and Development\*
- \_\_\_ ECE1203 Environments for Young Children\*
- \_\_\_ ECE 1303 Field Experience
- \_\_\_ ECE 2303 Practicum
- \_\_\_ EDU 2103 Introduction to K-12 Educational Technology

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

#### Teaching Credential Core

- \_\_\_ ECE 2003 Child Guidance
- \_\_\_ ECE 2103 Preschool Curriculum
- \_\_\_ ECE 2203 Infant/Toddler Curriculum
- \_\_\_ ECE 2923 Literacy and Language Arts for Early Childhood
- \_\_\_ ECE 2943 Math and Science for Early Childhood
- \_\_\_ ECE 2993 Future Perspectives of Early Childhood

#### Electives (Choose two of the following courses)

- \_\_\_ ECE 2963 Health, Safety, and Nutrition
- \_\_\_ ECE 2503 Program Administration
- \_\_\_ ECE 2973 Special Needs

### Technical Certificate – Early Childhood Education (27 hours)

#### General Education Core

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ MTH 1003 Technical Math **or** other college level math course

#### Development Education Core

- \_\_\_ ECE 1003 Foundations of Early Childhood Education\*
- \_\_\_ ECE 1103 Child Growth and Development\*
- \_\_\_ ECE 2003 Child Guidance
- \_\_\_ EDU 2103 Intro to K-12 Educational Technology

#### Electives (Choose one of the following courses)

- \_\_\_ ECE 2103 Preschool Curriculum **or**
- \_\_\_ ECE 2973 Special Needs
- \_\_\_ ECE 1203 Environments for Young Children\*
- \_\_\_ ECE 1303 Field Experience

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

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

The Early Childhood Education Certificate of Proficiency provides performance-based training covering topics such 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 Field Experience with the CDA block of courses. To be eligible for admission, applicants must submit proof of negative TB test.

#### Major Courses

- \_\_\_ ECE 1003 Foundations of Early Childhood Education\*
- \_\_\_ ECE 1103 Child Growth and Development\*
- \_\_\_ ECE 1203 Environments for Young Children\*

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

## Criminal Justice

The Criminal Justice A.A.S. 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.

### A.A.S. Criminal Justice (60 hours)

#### General Education Core

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II
- \_\_\_ MTH 1003 Technical Math **or** other college level math course
- \_\_\_ PSY 1003 General Psychology
- \_\_\_ SOC 2003 Principles of Sociology
- \_\_\_ SPC 1003 Oral Communication

#### Technical Education Core

- \_\_\_ CRJ 1103 Introduction to Criminal Justice
- \_\_\_ CRJ 1203 Law Enforcement Ethics
- \_\_\_ CRJ 1303 Criminal and Procedural Law
- \_\_\_ CRJ 1403 Criminal Investigations
- \_\_\_ CRJ 2103 Criminal Justice System and the Community
- \_\_\_ CRJ 2203 Arkansas Criminal Law
- \_\_\_ CRJ 2303 Introduction to Forensic Science
- \_\_\_ CRJ 2403 Juvenile Justice
- \_\_\_ CRJ 2503 Legal Writing
- \_\_\_ POS 2103 United States Government

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

- \_\_\_ PSY 2023 Abnormal Psychology
- \_\_\_ ACC 1013 Principles of Accounting I
- \_\_\_ BUS 2033 Legal Environment of Business
- \_\_\_ BUS 2043 Human Resource Management
- \_\_\_ CIS 1003 Introduction to Computers
- \_\_\_ \*Special Topics in Criminal Justice
- \_\_\_ Basic-EMT
- \_\_\_ Any Fine Arts Course
- \_\_\_ HIS 2003 United States History I
- \_\_\_ HIS 2013 United States History II
- \_\_\_ SOC 2013 Social Problems
- \_\_\_ SOC 2023 Cultural Anthropology
- \_\_\_ SPA 1003 Spanish I
- \_\_\_ SPA 2003 Spanish II
- \_\_\_ Any General Science Course
- \_\_\_ CIS 1053 Computer Software Applications

**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.

### Criminal Justice Institute Training for Current Law Enforcement 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 law enforcement. 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/or Law Enforcement Administration. Please refer to the student's advisor for more information.



## Associate of Applied Science Degree – General Technology

The General Technology Associate of Applied Science degree 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.

### A.A.S. – General Technology (60 hours)

#### CORE REQUIREMENTS IN GENERAL EDUCATION

##### English/Communications – Six (6) hours required

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II

##### Math – Three (3) hours required

- \_\_\_ MTH 1003 Technical Math
- \_\_\_ MTH 1043 Quantitative Literacy
- \_\_\_ MTH 1023 College Algebra
- Or any higher level math course.*

##### Social Sciences – Three (3) hours required

- \_\_\_ 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
- \_\_\_ 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
- \_\_\_ HIS 2013 United States History II
- \_\_\_ POS 2103 United States Government
- \_\_\_ PSY 1013 General Psychology
- \_\_\_ PSY 2013 Human Growth and Development
- \_\_\_ PSY 2023 Abnormal Psychology
- \_\_\_ SOC 2003 Principles of Sociology
- \_\_\_ SOC 2013 Social Problems
- \_\_\_ SOC 2023 Cultural Anthropology

##### Technical Major – Twenty-four (24) hours required

Select a minimum of 24 credit hours from one of the following technical majors:

- Accounting
- Administrative Services
- Computer Information Systems
- Computer Information Systems/Networking
- Computer Information Systems/Web Design
- Entrepreneurship
- Business Administration
- Medical Office Management
- Industrial Technology

##### Technical Minor – Twenty-four (24) hours required

Select a minimum of 24 credit hours from one of the following technical minors:

- Accounting
- Administrative Services
- Computer Information Systems/Networking
- Computer Information Systems/PC Hardware Repair
- Computer Information Systems/Web Design
- Entrepreneurship
- Business Administration
- Medical Office Management
- Industrial Technology

Note: The student's program of study must be approved by the appropriate Division Chair.

## Associate of Applied Science – Industrial Technology

The UACCB Industrial Technology program provides students with the knowledge and skills necessary for successful employment as entry-level Industrial Technicians in a variety of industries. Students enrolled in the Industrial Technology program specialize in one of two disciplines: welding or Heating, Ventilation, and Air Conditioning (HVAC). The program includes Certificates of Proficiency, Technical Certificates, and an Associate of Applied Science degree. All credit hours earned in an Industrial Technology Certificate of Proficiency program count toward the corresponding credit hour requirements for an Industrial Technology Technical Certificate or A.A.S. degree. Likewise, all credit hours earned in an Industrial Technology Technical Certificate program count toward the corresponding credit hour requirements for an Industrial Technology A.A.S. degree.

### A.A.S. – Industrial Technology (60 hours)

#### English/Communications – Seven (7) hours

- \_\_\_ ENG 1004 Writing for the Workplace
- \_\_\_ ENG 1303 Technical Writing

#### Math – Three (3) hours required

- \_\_\_ MTH 1003 Technical Math
- \_\_\_ *Or any higher level math course.*

#### Computer Sciences – Three (3) hours required

- \_\_\_ CIS 1003 Introduction to Computers

#### Social Sciences – Three (3) hours required

- \_\_\_ *Choose from any Social Science listed in the UACCB General Education Core Curriculum*

#### Major Courses – Thirty-two (32) hours required

- \_\_\_ IND 1013 Technical Methods
- \_\_\_ IND 1023 Engineering Drawings
- \_\_\_ IND 1033 DC Electricity

*(Continued in next column)*

- \_\_\_ IND 1043 AC Electricity
- \_\_\_ IND 2003 Industrial Safety
- \_\_\_ IND 2013 Electric Motor Control
- \_\_\_ IND 2023 Technical Physics
- \_\_\_ IND 2033 AutoCAD
- \_\_\_ IND 2054 Programmable Logic Controllers
- \_\_\_ IND 2104 Industrial Technology Capstone

#### Technical Courses – Twelve (12) hours required

*Choose either Welding or HVAC concentration*

- \_\_\_ IND 1104 Welding I
- \_\_\_ IND 1204 Welding II
- \_\_\_ IND 1304 Welding III

**-OR-**

- \_\_\_ IND 1053 HVAC Fundamentals
- \_\_\_ IND 1153 HVAC Controls
- \_\_\_ IND 1253 HVAC Troubleshooting
- \_\_\_ IND 1073 Introduction to Sheet Metal

### Technical Certificate – Industrial Technology (28 hours)

#### General Education Core – Seven (7) hours required

- \_\_\_ ENG 1004 Writing for the Workplace
- \_\_\_ MTH 1003 Technical Math

#### Welding or HVAC concentration – Twenty-one (21) hours required

##### Welding

- \_\_\_ IND 1013 Technical Methods
- \_\_\_ IND 1023 Engineering Drawings
- \_\_\_ IND 1104 Welding I
- \_\_\_ IND 1204 Welding II
- \_\_\_ IND 2033 AutoCAD
- \_\_\_ IND 2003 Industrial Safety
- \_\_\_ Approved Elective – One (1) credit hour

##### HVAC

- \_\_\_ IND 1013 Technical Methods
- \_\_\_ IND 1033 DC Electricity
- \_\_\_ IND 1043 AC Electricity
- \_\_\_ IND 1053 HVAC Fundamentals
- \_\_\_ IND 1153 HVAC Controls
- \_\_\_ IND 1253 HVAC Troubleshooting
- \_\_\_ IND 2003 Industrial Safety

### Certificate of Proficiency – Welding (13 hours)

- \_\_\_ IND 1013 Technical Methods
- \_\_\_ IND 1023 Engineering Drawings
- \_\_\_ IND 1104 Welding I
- \_\_\_ IND 2003 Industrial Safety

### Certificate of Proficiency – HVAC (15 hours)

- \_\_\_ IND 1013 Technical Methods
- \_\_\_ IND 1033 DC Electricity
- \_\_\_ IND 1043 AC Electricity
- \_\_\_ IND 1053 HVAC Fundamentals
- \_\_\_ IND 1153 HVAC Controls
- \_\_\_ IND 1253 HVAC Troubleshooting

*(Continued in next column)*

## Associate of Applied Science – Emergency Medical Technology, Paramedic

The UACCB Emergency Medical Technology, Paramedic Associate of Applied Science degree program consists of general education courses plus three semesters of concentrated Emergency Medical Services (EMS) Paramedic courses, including classroom instruction, hospital and ambulance clinical experiences, and field internship with Advanced Life Support (ALS) EMS service provider. Students must complete all general education requirements and all Paramedic courses with a grade of “C” or better. *The Emergency Medical Technology, Basic Certificate of Proficiency and certification by the Arkansas Department of Health as an Emergency Medical Technology (EMT), Basic are prerequisites to EMT 2013, Paramedic I.* All EMT students must maintain American Heart Association Healthcare Provider CPR throughout the program; provide proof of two (2) MMR vaccinations or positive titer; negative tuberculin skin test or documentation of appropriate follow-up care in case of positive test results; Hepatitis B series or signed informed consent waiver; and, at the student’s expense, submit to a criminal background check as required by the Arkansas Department of Health for licensure.

### A.A.S. – Emergency Medical Technology, Paramedic (60 hours)

#### English/Communications – Six (6) hours

- \_\_\_ ENG 1103 English Composition I
- \_\_\_ ENG 1203 English Composition II

#### Math – Three (3) hours required

- \_\_\_ MTH 1003 Technical Math
- Or any higher level math course.

#### Life Sciences – Four (4) hours required

- \_\_\_ BIO 1013/1011 Essentials of Anatomy and Physiology with Lab
- BIO 2003/2001 A&P I and BIO 2013/2011 A&P II may be substituted for BIO 1013/1011*

#### Social Sciences – Three (3) hours required

- \_\_\_ PSY 1003 General Psychology
- \_\_\_ SOC 2003 Principles of Sociology

#### Technical Core – Ten (10) hours required

- \_\_\_ EMT 1107 Emergency Medical Technician, Basic
- \_\_\_ OFA 1053 Medical Terminology

#### Technical Major – Thirty-four (34) hours required

- \_\_\_ EMT 2013 Paramedic I
- \_\_\_ EMT 2214 Paramedic II
- \_\_\_ EMT 2207 Paramedic III

### Technical Certificate – Emergency Medical Technology, Paramedic (34 hours)

#### Paramedic Core – Thirty-four (34) hours required

- \_\_\_ EMT 2013 Paramedic I
- \_\_\_ EMT 2214 Paramedic II
- \_\_\_ EMT 2207 Paramedic III

### Certificate of Proficiency – Emergency Medical Technology, Basic (7 hours)

#### EMT, Basic Core – Seven (7) hours required

- \_\_\_ EMT 1107 Emergency Medical Technician, Basic

## Nursing Program Applicant Information

The Division of Nursing and Allied Health offers nursing programs that lead to licensure/certification at three different levels: Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), and Registered Nurse (RN).

The Certified Nursing Assistant program is a seven-credit hour Certificate of Proficiency program consisting of classroom instruction and clinical training. The program meets the educational requirements of the Arkansas Department of Human Services, Office of Long-Term Care. UACCB's curriculum provides instruction with emphasis on technical skills, professional relationships, and workplace ethics. Near the end of the program, students will attend two 8-hour clinical days in area long-term care facilities. Graduates of the program who are age 18 or older are eligible to apply for the written and skills test to become a Certified Nursing Assistant (CNA).

The Practical Nursing Technical Certificate program combines classroom instruction with clinical experience. The program meets the Arkansas State Board of Nursing requirements 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).

The Associate of Applied Science degree in Registered Nursing has three entry options:

- Generic entry option that is available for the non-nurse
- Two LPN to RN options for the licensed practical nurse who holds a current unencumbered LPN license:
  1. On campus LPN to RN option in the traditional classroom setting
  2. Online LPN to RN option

Graduates of the A.A.S. Registered Nursing program who meet Arkansas State Board of Nursing requirements are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX RN).

Admission to the Nursing Assistant program is "open admissions"; however, previous conviction of a crime may prohibit the student from being eligible for certification/employment. For rules applicable to criminal records visit <http://humanservices.arkansas.gov/dms/oltcDocuments/crc.pdf>. Students must provide proof of a negative TB skin test and/or follow up for a positive skin test to be eligible for the required clinical practicum of the program. The Hepatitis B vaccine is desirable, but not essential to start the program.

Admission to the Technical Certificate Practical Nursing (PN) and Associate of Applied Science Registered Nursing (RN) programs is a selective application process. Applicants must:

- Be a resident of Arkansas
- Submit an application to the appropriate program prior to published deadlines
- Demonstrate the potential to succeed in a nursing program through Kaplan Nurse Entrance Test (NET) scores (Class may be filled by applicants who score higher than minimum scores.)
  - 50% minimum score for PN program
  - 60% minimum score for RN program
- Submit official transcript(s) for all college coursework and LPN program (LPN to RN applicants) to the UACCB Enrollment Center
- Complete all required prerequisite courses with a grade of "C" or better
- Cumulative GPA of 2.0 or higher is required for both admission and completion of the program

Applicants who are admitted must provide proof of the following by the published deadlines

- Proof of two (2) MMR vaccinations or positive titer (serologic immunity)
- Hepatitis B series immunization, or signed informed consent waiver
- Negative TB skin test or proof of appropriate treatment for positive skin test
- Current American Heart Association (AHA) CPR certification. Certification must include AHA Healthcare Provider Basic Life Support and remain effective throughout the duration of the program
- Completion of criminal background check

Applicants who are applying to the Practical Nursing program or the Generic entry option RN program **will not be accepted if they are lacking more than eight (8) credit hours of general education pre-requisites** that must be completed during the summer semester prior to starting the program.

Applicants who are applying to the LPN to RN traditional and online tracks **will not be accepted if they are lacking more than eighteen (18) credit hours of general education pre-requisites** that must be completed during the fall semester prior to starting the program.

Students who are taking prerequisite courses 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 official transcripts to the Division of Nursing and Allied Health that indicate all prerequisite courses have been completed with a grade of "C" or better prior to the start of the program. The student who fails to meet ALL admission requirements prior to the start of the program will not be granted admission and will not be allowed to attend any RN program courses.

**Students attending the A.A.S. RN program are required to:**

- Complete all corequisite courses with a grade of "C" or better
- Complete mandatory and random drug screening
- Maintain reliable internet access throughout the program
- Maintain Arkansas residency
- Maintain an unencumbered LPN license (LPN to RN options only)
- Complete a criminal background check

**Application and Kaplan Nurse Entrance Test:** Enrollment in the Practical Nursing (PN) and Registered Nursing (RN) programs is limited to those students who meet program specific admission criteria. Applicants who meet the following criteria will be considered for admission:

- Complete all pre-requisites with a grade of C or better
- GPA of 2.0 or better
- \*Submit program application and Kaplan Nurse Entrance Test (NET) scores within specified timeframe
- \*Demonstrate the potential to succeed in a nursing program through Kaplan NET scores (Class may be filled by applicants who score higher than minimum scores.)
  - 50% minimum score for PN program
  - 60% minimum score for RN program

*\*The Kaplan NET may be attempted one time per application period. Applicants not chosen for admission and those who must reapply due to non-progression beyond their first semester may choose to re-use Kaplan NET scores during the program's next application period, or they may choose to re-test. The applicant's highest score will be considered during the admission selection process. Kaplan NET scores older than one year may not be used.*

**Previous nursing program attendance:** Eligibility for admission to a UACCB nursing program may be affected by previous nursing program attendance. Applicants who have withdrawn, been dismissed, or otherwise not completed any other nursing program must submit a letter of good standing from the Dean/ Director of the nursing program(s) previously attended. Letter must be on school's official letterhead, signed by Dean/Director and mailed (standard or electronic mail) or faxed to the Division Chair for Nursing and Allied Health.

**Criminal background:** Students entering the PN or RN program are required to complete criminal background check procedures upon acceptance in respective programs and at the time of licensure application at program completion. Criminal background information will be reported to clinical practicum affiliates upon request.

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

**English as a Second Language:** The Arkansas State Board of Nursing requires all nursing students who speak English as a second language to demonstrate proof of English proficiency prior to admission to any Arkansas nursing program. Applicants to whom this applies should contact the Division Chair of Nursing and Allied Health for more information.

**Science courses:** All science courses must be completed with a grade of "C" or better and within 5 years of the application semester. For the Practical Nursing and Generic RN programs, this is the end of the spring semester (May). LPN to RN application semester is Summer II (August). An applicant for the LPN to RN tracks may be granted an extension of this deadline provided he/she can provide proof of having completed an LPN education program within the past 12 months or have at least 1200 work hours per year as an LPN providing direct patient care. The Admission and Progression Committee will review each applicant's request on a case-by-case basis. Proof of meeting these criteria may include, but is not limited to, Practical Nursing transcript and/or record of work place setting and hours worked record. Applicants who cannot provide satisfactory proof of meeting the above criteria will not be considered for an extension.

**Computer course requirements:** Computer courses must have been completed within five (5) years of application to the RN program.

## Associate of Applied Science – Registered Nursing

The Division of Nursing and Allied Health offers nursing programs that lead to licensure/certification at three different levels: Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), and Registered Nurse (RN).

### A.A.S. – Registered Nursing (70 hours)

#### English/Communications – Six (6) hours

- \_\_\_ ENG 1103 English Composition I<sup>1</sup>
- \_\_\_ ENG 1203 English Composition II<sup>1</sup>

#### Math – Three (3) hours

- \_\_\_ MTH 1023 College Algebra<sup>1</sup>
- Or any higher level math course.*

#### Computer Sciences – Three (3) hours

- \_\_\_ CIS 1053 Computer Software Applications<sup>1, 2</sup>

#### Life Sciences – Twelve (12) hours

- \_\_\_ BIO 2003/01 Anatomy and Physiology I w/ Lab<sup>1, 2</sup>
- \_\_\_ BIO 2013/11 Anatomy and Physiology II w/ Lab<sup>1, 2</sup>
- \_\_\_ BIO 2203/01 Microbiology w/ Lab<sup>2</sup>

#### Social Sciences – Six (6) hours

- \_\_\_ PSY 1003 General Psychology
- \_\_\_ PSY 2013 Human Growth and Development

#### Registered Nursing Core – Forty (40) hours

- \_\_\_ NRN 1506 Nursing Theory I<sup>3</sup>
- \_\_\_ NRN 1513 Nursing Practicum I<sup>3</sup>
- \_\_\_ NRN 1506 Nursing Theory II
- \_\_\_ NRN 1513 Nursing Practicum II
- \_\_\_ NRN 1506 Nursing Theory III
- \_\_\_ NRN 1513 Nursing Practicum III
- \_\_\_ NRN 1506 Nursing Theory IV
- \_\_\_ NRN 1513 Nursing Practicum IV
- \_\_\_ NRN 2501 Nursing Seminars

<sup>1</sup>Must be taken prior to admission to program.

<sup>2</sup>See science and computer course requirements on previous page.

<sup>3</sup>LPN to RN students will be awarded credit for these courses after successful completion of the remainder of the program. Generic entry RN students must complete these courses prior to entering the program and with a grade of "C" or better – current licensure as a Certified Nursing assistant may be substituted.

### Technical Certificate – Practical Nursing (36 hours)

#### Program Prerequisites

- \_\_\_ BIO 1013/11 Essentials of A&P w/ Lab<sup>1</sup>
- \_\_\_ ENG 1103 English Composition I
- \_\_\_ MTH 0003 Beginning Algebra
- Or any higher level math course (UACCB Technical Math requires the Nursing Track option)*
- \_\_\_ CNA 1107 Nursing Assistant
- OR-**
- \_\_\_ NAH 1507 Health Skills I (or licensure as a CNA)

#### Practical Nursing Core – Thirty-six (36) hours

- \_\_\_ PNG 1110 Nursing Theory I
- \_\_\_ PNG 1105 Nursing Practicum I
- \_\_\_ PNG 1210 Nursing Theory II
- \_\_\_ PNG 1205 Nursing Practicum II
- \_\_\_ PNG 1304 Nursing Theory III
- \_\_\_ PNG 1302 Nursing Practicum III

<sup>1</sup>BIO 2003/01 and BIO 2013/11 combined will substitute for BIO 1013/11

### Certificate of Proficiency – Nursing Assistant (7 hours)

#### Nursing Assistant Core – Seven (7) hours

- \_\_\_ CNA 1107 Nursing Assistant
- OR-**

- \_\_\_ NAH 1507 Health Skills I

*(The Certificate of Proficiency, Nursing Assistant is awarded to students who earn a "C" or better and meet attendance requirements as set by the Arkansas Office of Long-term Care.)*

# ***Non-Credit Programs***

## **Adult Education**

The Adult Education Department offers a variety of classes for individuals working to improve their skills and knowledge to a level equivalent to high school. All classes provided by the Adult Education Department are free to the public. Adult Education classes are offered throughout the year with open entry/open exit enrollment.

### **Below is a listing of classes and testing offered:**

- GED Preparation for adults who have not finished high school.
- GED (General Educational Development) Testing (\$4.00 per subject area)
- Classes in reading, writing, and math for individuals with a high school diploma, but who lack these necessary skills for job advancement or for enrollment in college.
- English as a Second Language (ESL) for non-English speaking adults.
- Customized basic skills training for business and industry.

Classes are offered during day and evening hours. Students choose the hours that are most convenient to their family and work schedules. The majority of classes are offered on campus; however, satellite classes are periodically offered in rural locations within Independence County.

A Distance Education Program which includes online instruction is also available to students unable to regularly attend classes. Students must meet eligibility requirements. Contact the Adult Education Office for those requirements.

## **Community and Technical Education**

Community and Technical Education provides non-credit educational opportunities for residents of the College's service area. More information about services provided can be found on-line at [www.uaccb.edu](http://www.uaccb.edu) or by contacting the Coordinator of Community Education.

Program areas include:

- **Contract Training:** Classes arranged with industry and business to meet specific training needs. Classes taught include, but are not limited to: Microsoft Office, Digital Controls, Semi-Conductor, Blueprint Reading, Industry Specific Conversational Spanish and Supervision and Management.
- **Professional Development Classes:** Non-credit classes offered for the purpose of developing or improving professional skills. Sample courses include: computer courses and small business seminars.
- **Personal Enrichment Classes:** Non-credit classes taught to enhance skills in language, art, leisure and recreation. Offerings will vary.
- **Online Classes:** Non-credit classes offered through Education to Go. These courses can be reached through the Community and Technical Education's web site at [www.uaccb.edu](http://www.uaccb.edu).
- **Community Service Classes:** Free or nominal cost classes for the benefit of the UACCB community. The classes include Child Care Orientation, Hunter Education and Customer Service Workshops.
- **Kids' College:** A summer enrichment program for children entering grades 1 through 6.

**CTE Discount Policy for Non-Credit Personal Enrichment Classes:** A 20% discount shall be given to all senior citizens, those 60 years of age and above, on non-credit courses originating from UACCB.

# Course Descriptions

## Course Description Key

Example: IDT 1214      TECHNICAL PHYSICS      3-2-4

- IDT -** Indicates the academic department that offers the course. For example, this particular course is being offered by UACCB's Industrial Technology Department.
- 1214 -** This is the course number. The first number indicates the level for the course. Level 1 courses are recommended freshman or entry-level courses. Level 2 courses are typically sophomore or advanced-level courses. The College uses the second and third numbers for record-keeping purposes. The last number in the sequence states the number of credit hours awarded for the course, with some exceptions, where the last two numbers indicate credit hours awarded.
- 3-2-4 -** These numbers represent the actual time spent in this course. The first number indicates how many hours per week the class meets for lectures. The second number designates how many hours per week the class meets for labs. The third and last number indicates how many credits are awarded for this course.

**Prerequisites** – A listing of courses a student must take before enrolling in this course.

**Corequisites** – A listing of courses a student must take prior to or at the same time as this course.

*Arkansas Course Transfer System Number (ACTS Equivalency Course ID) – located at the end of course description*

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 (ACTS) 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://www.adhe.edu>).

## ACCOUNTING

### **ACC 1013 PRINCIPLES OF ACCOUNTING I**

**3-0-3**

Explores accounting principles and problems, primarily as they apply to the sole-proprietorship form of business. The course places special emphasis on the accounting cycle and its implementation. (**ACTS Equivalency Course ID - ACCT 2003**)

### **ACC 1023 PRINCIPLES OF ACCOUNTING II**

**3-0-3**

A continuation of Accounting I. Students study partnerships, corporations, and the analysis of financial statements. **Prerequisite:** ACC 1013 (Principles of Accounting I) with a grade of C or better. (**ACTS Equivalency Course ID - ACCT 2013**)

### **ACC 1033 COMPUTERIZED ACCOUNTING**

**3-0-3**

This course involves the comprehensive use of a computerized accounting system. The course study includes accounting for service and merchandising businesses, payroll and company setup using Quickbooks. Spring only. **Prerequisite:** ACC 1013 (Principles of Accounting I) with a grade of C or better.

### **ACC 2023 PAYROLL ACCOUNTING**

**3-0-3**

Introduces students to the major tasks of payroll accounting. Examines employment practices; federal, state, and local governmental laws and regulations; internal controls; and various payroll accounting forms and records. Spring only. **Prerequisite:** ACC 1013 (Principles of Accounting I) with a grade of C or better.

### **ACC 2033 FEDERAL INCOME TAX**

**3-0-3**

Provides instruction in the basic income tax structure from the standpoint of the individual. Fall only. **Prerequisite:** ACC 1013 (Principles of Accounting I) with a grade of C or better.

### **ACC 2043 COST ACCOUNTING**

**3-0-3**

Explores principles and methods of accounting for materials, direct labor, and the distribution of overhead expenses, cost records, operating reports, and budgetary control. Fall only. **Prerequisite:** ACC 1023 (Principles of Accounting II).

### **ACC 2053 ACCOUNTING APPLICATIONS**

**3-0-3**

This course will provide students with the opportunity to apply accounting principles to real-world simulations by completing manual and computerized practice sets and by using Excel to perform various accounting functions. Spring only. **Prerequisite:** ACC 1023 (Principles of Accounting II) and CIS 1053 (Computer Software Applications).



## **BASIC SKILLS**

### **PRE 0203 PREALGEBRA**

**3-0-3**

Provides instruction in basic mathematics, including topics such as fractions, decimals, proportions, percentages, metric measurements, word problems, and/or algebra. Enrollment is based on placement test scores. (Credit not applicable toward a degree or certificate.)

### **PRE 0303 READING IMPROVEMENT**

**3-0-3**

This course is designed for all students who seek to improve their reading skills. Enrollment is based on placement test scores. Reading Improvement must be successfully completed with a grade of C or better before enrolling in ENG1103 English Composition I when test scores require. (Credit not applicable toward a degree or certificate.)

### **PRE 0503 BASIC WRITING**

**3-0-3**

The focus of this course is intensive work on the basic strategy, organization, diction and grammar of the collegiate essay. Basic Writing must be successfully completed with a grade of C or better before enrolling in ENG 1103 English Composition I when test scores require. (Credit not applicable toward a degree or certification.) **Prerequisite:** Grade of C or better in PRE 0113 (Fundamentals of Writing); or equivalent placement score.

### **PRE 0113 FUNDAMENTALS OF WRITING**

**3-0-3**

The course focus is intensive work on the basic strategy, organization, diction, and grammar of the collegiate paragraph. This course must be taken before Basic Writing PRE 0503 when test scores require. It is also open to students whose test scores exceed the placement requirements but who desire a basic English refresher course and who can benefit from the course. The course is designed to strengthen students' writing skills from the sentence level through the paragraph level. The content of the course focuses on grammar, punctuation, and usage skills essential for effective writing. The course is not designed to teach collegiate essay development. Fundamentals of Writing must be successfully completed with a grade of C or better before enrolling in PRE 0503 Basic Writing when test scores require.

## **BIOLOGICAL SCIENCES**

### **BIO 1031 BIOLOGY FOR GENERAL EDUCATION LAB**

**0-2-1**

Students will apply laboratory techniques in experimentation and observation to illustrate biological concepts as covered in Biology for General Education. This course is not appropriate for biology or health science majors and will not fulfill the lab requirement of BIO 1103. **Corequisite:** BIO 1033 (Biology for General Education)

### **BIO 1033 BIOLOGY FOR GENERAL EDUCATION**

**3-0-3**

A survey of biology to include an introduction to the fundamental principles of living organisms including properties, organizations, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology and the scientific method are included. Not appropriate for biology or health science majors. Lab is required. **Corequisite:** BIO 1031 (Biology for General Education Lab). (*ACTS Equivalency Course ID - BIOL 1004*)

### **BIO 1101 BIOLOGY FOR MAJORS LAB**

**0-2-1**

Students will apply laboratory techniques in experimentation and observation to illustrate biological concepts covered in Biology for Majors. **Corequisite:** 1103 (Biology for General Education or Biology for Majors) (*ACTS Equivalency Course ID - BIOL 1004*)

### **BIO 1103 BIOLOGY FOR MAJORS**

**3-0-3**

Cellular and molecular biology are the main areas of focus. Basic concepts of ecology will also be covered. **Corequisite:** BIO 1101 (Biological Science Lab) (*ACTS Equivalency Course ID - BIOL 1014*)

### **BIO 1011 ESSENTIALS OF ANATOMY/PHYSIOLOGY LAB**

**0-2-1**

A laboratory experience emphasizing the anatomy of human organ systems and measurements of human physiology. *The course does not meet requirements for AS degree science majors.* **Corequisite:** BIO 1013 (Essentials of Anatomy and Physiology). **Prerequisite:** A grade of C or better in PRE 0303 (Reading Improvement); or enhanced ACT reading sub score of 19; or ASSET score of 43 or above in reading; or Compass score of 82 or above in reading.\*

### **BIO 1013 ESSENTIALS OF ANATOMY AND PHYSIOLOGY**

**3-0-3**

Focuses on concepts of basic chemistry and human biology, including basic cellular biology and the structure and function of human organ systems. The course is designed for majors in EMT-P, Medical Office Management, Practical Nursing, and Surgical Technology, and as an AA degree general education or liberal arts focus elective. *It does not meet requirements for AS degree science majors.* **Corequisite:** BIO 1011 (Essentials of Anatomy and Physiology Laboratory). **Prerequisite:** a grade of C or better in PRE 0303 (Reading Improvement); or enhanced ACT reading sub score of 19; or ASSET score of 43 or above in reading; or Compass score of 82 or above in reading.\*

### **BIO 1111 GENERAL BOTANY LAB**

**0-2-1**

This course will cover the structure and function of plants. Topics to be covered include cells, tissues, photosynthesis, survey of plant groups, and plant reproduction. Students will be required to use microscopes and other lab equipment as necessary. This course is designed for science majors. **Prerequisite:** BIO 1103 (Biology for Majors) & BIO 1101 (Biological Science Lab). **Corequisite:** BIO 1113 (General Botany). (*ACTS Equivalency Course ID - BIOL 1034*)

**BIO 1113 GENERAL BOTANY****3-0-3**

This course covers the fundamental principles of botany, including properties, structure and function, growth, and classification of plants. Concepts included are plant reproduction, photosynthesis, ecology, and genetics. This course is designed for science majors. **Corequisite:** BIO 1111 (General Botany Lab). **Prerequisites:** BIO 1103 and 1101 (Biology for Majors and Lab with a grade of C or better). (*ACTS Equivalency Course ID - BIOL 1034*)

**BIO 1121 PRINCIPLES OF ZOOLOGY LABORATORY****0-2-1**

Laboratory exercises illustrating animal structure, physiology, genetics, and ecology. **Corequisite:** BIO 1123 (Principles of Zoology). (*ACTS Equivalency Course ID - BIOL 1054*)

**BIO 1123 PRINCIPLES OF ZOOLOGY****3-0-3**

Principles governing all animals' forms and functions. This course will cover extensively the phylogenetic survey of the Kingdom Protista and Kingdom Animalia. **Corequisite:** BIO 1121 (Principles of Zoology Laboratory). **Prerequisite:** BIO 1103/1101 (Biology For Majors and Lab). (*ACTS Equivalency Course ID - BIOL 1054*)

**BIO 2001 ANATOMY & PHYSIOLOGY I LAB****0-2-1**

Emphasizes cell structure; histology of human tissues; anatomy of the integument, human skeleton, muscles, and nervous system. **Corequisite:** BIO 2003 (Anatomy and Physiology I). **Prerequisite:** A grade of C or better in PRE 0303 (Reading Improvement); or enhanced ACT reading sub score of 19; or ASSET score of 43 or above in reading; or Compass score of 82 or above in reading.\* (*ACTS Equivalency Course ID - BIOL 2404*)

**BIO 2003 ANATOMY & PHYSIOLOGY I****3-0-3**

The first course of a two-semester sequence. Topics include anatomical terminology, basic biochemistry, cellular biology, histology, the structure and function of the integumentary, skeletal, muscular, and nervous systems. **Corequisite:** BIO 2001 (Anatomy & Physiology Lab). **Prerequisite:** A grade of C or better in PRE 0303 (Reading Improvement) or in ENG 1103 (English Composition I); or enhanced ACT reading sub score of 19; or ASSET score of 43 or above in reading; or Compass score of 82 or above in reading.\* (*ACTS Equivalency Course ID - BIOL 2404*)

**BIO 2011 ANATOMY & PHYSIOLOGY II LAB****0-2-1**

Emphasizes reflexes and sensation, special senses, hematology, anatomy of the heart, circulatory system, respiratory, digestive, urinary, and reproductive systems, ECGs, and urinalysis. **Prerequisite:** BIO 2003/2001 (Anatomy and Physiology I) or permission of instructor. **Corequisite:** BIO 2013 (Anatomy & Physiology II). (*ACTS Equivalency Course ID - BIOL 2414*)

**BIO 2013 ANATOMY & PHYSIOLOGY II****3-0-3**

The second course of a two-semester sequence. Covers the structure and functions of the following systems: special senses, endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive. Nutrition and metabolism are also covered. **Prerequisite:** BIO 2003/2001 (Anatomy and Physiology I) with C or better or permission of instructor. **Corequisite:** BIO 2011 (Anatomy & Physiology II Lab). (*ACTS Equivalency Course ID - BIOL 2414*)

**BIO 2103 PATHOPHYSIOLOGY FOR HEALTH CARE PROFESSIONALS****3-0-3**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injury. **Prerequisites:** BIO 2003 and 2001 (Anatomy and Physiology I and Lab) and BIO 2013 and 2011 (Anatomy and Physiology II and Lab) with a C or better or BIO 1013 and 1011 (Essentials of Anatomy and Physiology and Lab) with a C or better.

**BIO 2201 MICROBIOLOGY LABORATORY****0-3-1**

Provides experience with microbiological laboratory techniques. Emphasis placed on culturing and identifying medically important bacteria and human parasites. **Corequisite:** BIO 2203 (Microbiology).\* (*ACTS Equivalency Course ID - BIOL 2004*)

**BIO 2203 MICROBIOLOGY****3-0-3**

Emphasizes the biology of medically important microorganisms. Topics include the history of microbiology, cellular and molecular biology of prokaryotes, epidemiology and pathogenicity, as well as surveys of bacterial, fungal and viral groups. **Prerequisite:** Any biology course with a four-hour combination of lecture and laboratory with a C or better, except BIO1033, (Biology for General Education). **Corequisite:** BIO 2201 (Microbiology Laboratory). \* (*ACTS Equivalency Course ID - BIOL 2004*)

**BIO 2301 FIELD TECHNIQUES IN SCIENCE****0-2-1**

Field Techniques in Science is a course that is designed to introduce the student to standard techniques that are employed in various avenues of scientific investigation. This course will be the practical application of the ideas in the scientific curriculum (i.e., Biological Sciences, Zoology, Chemistry, and Statistics). Specifically, the students will learn standard methods for monitoring the environment (e.g., water chemistry and bio-monitoring), as well as techniques that are of interest to the students and/or instructor.

**SSC 29-- SPECIAL TOPICS SCIENCE**

Designation used for courses of current interest in various fields of science that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

\*To take a science course without the corequisite, you must have the written approval of the instructor.

## **BUSINESS**

### **BUS 1013 INTRODUCTION TO BUSINESS**

**3-0-3**

A survey of the field of business administration with emphasis in the functional areas of marketing, production, business organizations and ownership, financial management, communication, taxation, and regulation. (**ACTS Equivalency Course ID - BUS 1013**)

### **BUS 1023 BUSINESS COMMUNICATIONS**

**3-0-3**

Provides a comprehensive study of correspondence used in the modern business. Emphasis is placed on writing effective business correspondence documents and reports. **Prerequisite:** ENG 1103 (English Composition I). (**ACTS Equivalency Course ID - BUS 2013**)

### **BUS 1033 INTRODUCTION TO INVESTMENT**

**3-0-3**

This course is an introduction to the study of investments and investing. Topics covered include individual debt and equity investments, mutual fund companies, the efficient market hypothesis, risk and return, and portfolio management.

### **BUS 2013 PRINCIPLES OF MANAGEMENT / BADM 2513**

**3-0-3**

Students study and develop techniques and skills in the principal areas of management; planning and decision-making; organizing and human resources; leadership, including motivation and communications; and control. Spring only.

### **BUS 2033 LEGAL ENVIRONMENT OF BUSINESS**

**3-0-3**

Provides an introduction to the fundamental elements of the legal system including the use of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry. (**ACTS Equivalency Course ID - BLAW 2003**)

### **BUS 2043 HUMAN RESOURCE MANAGEMENT**

**3-0-3**

This course is an introduction in the study of human resource management. Topic areas such as development of effective HRM programs, enhancing employee relations and productivity, compensation, benefits and labor relations are discussed.

### **BUS 2053 STATISTICS**

**3-0-3**

Descriptive and inferential statistical techniques and methods in business are taught. Topics include qualitative data analysis, frequency distributions, numerical methods, data dispersions, variance analysis, estimation theory, sampling distributions, discrete and continuous probability distributions, hypothesis testing and confidence interval estimation. **Prerequisites:** MTH 1023 (College Algebra) or equivalent. (Cross listed as MTH 2053.) (**ACTS Equivalency Course ID - BUS 2103**)

### **BUS 2063 QUANTITATIVE STATISTICS**

**3-0-3**

An introduction to quantitative methods frequently used in business. Topics include regression analysis, decision analysis and expected values, Chi Square, sampling techniques, forecasting, linear programming, simulation, transportation problems and queuing analysis.

### **BUS 2113 BUSINESS ETHICS / BLAW 2003**

**3-0-3**

The focus of this course is primarily on the ethical issues that business decision makers face in developing policies about employees, customers, and the general public.

### **BUS 2203 SUPERVISION FOR INDUSTRY**

**3-0-3**

This course pays particular attention to the unique issues, ideas, and trends which affect the supervisor in an industrial setting. Discussion topics include technology and the supervisor; ethics and the supervisor; planning, scheduling, organizing, and controlling; productivity, problem solving, and legal issues.

### **BUS 2253 PRINCIPLES OF FINANCE**

**3-0-3**

Provides an introduction to financial management techniques including the framework with which to analyze and make decisions regarding financial resources. Fall only. **Prerequisite:** ACC 1013 (Principles of Accounting I).

### **BUS 2503 PERSONAL FINANCE**

**3-0-3**

This is a survey of personal finance and investment, focusing on topics which touch on the lives of everyone. Topics to be covered include: personal/family budgeting, banking services, income taxes, credit and credit cards, automobiles and other major purchases, insurance products (health, life, property, liability), investments and retirement planning, real estate, and estate planning.

### **BUS 2513 PRINCIPLES OF MARKETING**

**3-0-3**

Provides a study of the business activities performed to direct the flow of goods and services from the producer to the consumer. Major topics include consumer behavior, market research, products, pricing, promotion, and distribution. Fall only. (**ACTS Equivalency Course ID - MKTG 2003**)

### **BUS 2533 INTERNSHIP – SUMMER**

**3-0-3**

A cooperative program between the student, the College, and business and industry to begin to develop the necessary skills needed to be successful in the job environment. Students spend two hours in class for a brief indoctrination and productive hours on-the-job training during the summer.

**BUS 2653 INTERNSHIP****3-0-3**

A cooperative program between the student, the College, and business and industry to begin to develop the necessary skills needed to be successful in the job environment. Students spend 4 weeks in class and productive hours on-the-job training during the semester. Students work with the instructor to develop meaningful learning objectives based on the job assignments. (Cross listed as IDT 2523.)

**BUS 2753 SMALL BUSINESS MANAGEMENT / BADM 2523****3-0-3**

Capstone course designed for students to apply what they have learned in other courses about the issues involved in organizing and operating a small business. Topics include personal qualifications, small business techniques, capital requirements, and forms of organizations, location, and sources of assistance. Spring only. **Prerequisite:** ACC 1013 (Principles of Accounting I).

**BUS 2893 CULTURAL DIMENSIONS OF INTERNATIONAL BUSINESS****3-0-3**

This course provides the students with an understanding of the impact that different elements have on doing business across international borders. Topics include verbal and non-verbal communication, religion, languages, the role of gender, and the role of government.

**SBU ---- SPECIAL TOPICS BUSINESS****3-0-3**

Designation used for courses of current interest in business that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

**CHEMISTRY****CHM 1011 CONCEPTS OF CHEMISTRY LABORATORY****0-3-1**

A laboratory to support and reinforce the topics covered in CHM 1013, Concepts of Chemistry. Students will learn how to safely use laboratory equipment and carry out appropriate experiments. **Corequisite:** CHM 1013 (Concepts of Chemistry). (**ACTS Equivalency Course ID - CHEM 1214**)

**CHM 1013 CONCEPTS OF CHEMISTRY****3-0-3**

The course introduces concepts including but not limited to dimensional analysis, moles, atomic and molecular structure, nomenclature, reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium and acid base chemistry. This course is designed for Nursing and other Allied Health majors. The course may also satisfy the General Education Physical Science requirements. The course may also satisfy requirements for other majors and may be used as a prerequisite to College Chemistry I/Laboratory. The course does not satisfy the chemistry requirement for Chemistry or Biology majors.

**Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or ACT math score of 19 or above; or ASSET score of 39 or above in Intermediate Algebra; or Compass score of 41 or above in Intermediate Algebra. **Corequisite:** CHM 1011 (Concepts of Chemistry Laboratory). (**ACTS Equivalency Course ID - CHEM 1214**)

**CHM 1101 COLLEGE CHEMISTRY I LABORATORY****0-3-1**

A laboratory experience to support CHM 1103. **Corequisite:** CHM 1103 (College Chemistry I). Fall only. (**ACTS Equivalency Course ID - CHEM 1414**)

**CHM 1103 COLLEGE CHEMISTRY I****3-0-3**

The first course of a two-semester sequence. Concepts covered include fundamentals of chemistry, stoichiometry, atomic structure, chemical periodicity, bonding and orbital theory, chemical reactions, gases and nuclear chemistry. **Prerequisites:** A grade of C or better in MTH 0013 (Intermediate Algebra); or enhanced ACT math sub score of 19; or ASSET score of 43 or above in Intermediate Algebra; or Compass score of 66 or above in Intermediate Algebra; and high school chemistry or CHM 1003 / 1001 (Fundamentals of Chemistry / Laboratory) or CHM 1013/1011 (Concepts of Chemistry/Laboratory). **Corequisite:** CHM 1101 (College Chemistry I Laboratory). Fall only. (**ACTS Equivalency Course ID - CHEM 1414**)

**CHM 1121 COLLEGE CHEMISTRY II LABORATORY****0-3-1**

A laboratory experience to support CHM 1123. **Corequisite:** CHM 1123 (College Chemistry II). Spring only. (**ACTS - CHEM 1424**)

**CHM 1123 COLLEGE CHEMISTRY II****3-0-3**

The second course of a two-semester sequence for chemistry majors, other science majors and pre-professional students. Concepts covered include liquids, solutions, solids, acids, bases, salts, redox reactions, thermodynamics, kinetics, and equilibrium reactions. **Prerequisites:** MTH 1023 (College Algebra) and CHM 1101 / 1103 (College Chemistry I and Lab). **Corequisite:** CHM 1121 (College Chemistry II Laboratory). Spring only. \* (**ACTS Equivalency Course ID - CHEM 1424**)

**CHM 2111 ORGANIC AND BIOCHEMISTRY LABORATORY****0-3-1**

This course is for students in allied health and agriculture programs. The lab meets three hours per week. The course will explore practical applications of compounds studied in the lecture section. **Prerequisite:** CHM 1101 (College Chemistry I Laboratory) and CHM 1103 (College Chemistry I). **Corequisite:** CHM 2113 (Organic and Biochemistry). Spring only.\* (**ACTS Equivalency Course ID - CHEM 1224**)

**CHM 2113 ORGANIC AND BIOCHEMISTRY****3-0-3**

This course is for students in allied health and agriculture programs. The lecture class meets for three hours each week. Course will include an overview of types of organic compounds and biochemical processes. **Prerequisite:** CHM 1101 (College Chemistry I Laboratory) and CHM 1103 (College Chemistry I). **Corequisite:** CHM 1013/1011 (Concepts of Chemistry/Laboratory) or CHM 2111 (Organic and Biochemistry Lab). Spring only. (**ACTS - CHEM 1224**)

\*To take a science course without the corequisite or prerequisite, you must have the written approval of the instructor.

## **COMPUTER INFORMATION SYSTEMS**

### **CIS 1003 INTRODUCTION TO COMPUTERS**

**3-0-3**

Provides a fundamental orientation regarding what computers are and what they can do. Topics include computer hardware, data input and output, data representation, auxiliary storage, data files, operating systems, and application of software. Students receive some hands-on experience in the computer lab with various microcomputer software. **(ACTS Equivalency Course ID - CPSI 1003)**

### **CIS 1033 Computer Maintenance**

**3-0-3**

Provides instruction on PC hardware components including the system board, hard drives, floppy drives and memory chips. How software and hardware work together is discussed. A brief introduction to basic electricity and power supplies is provided. Students receive some hands-on experience in lab. Fall only.

### **CIS 1053 COMPUTER SOFTWARE APPLICATIONS**

**3-0-3**

#### **(Word Processing, Electronic Spreadsheet, Database, Presentation)**

Provides instruction in the use of word processing, electronic spreadsheet, database, and presentation software for microcomputers. Students will become more familiar with microcomputer operations, operating systems and ways of solving everyday problems with word processing, electronic spreadsheet, database, and presentation software programs.

### **CIS 1103 COMPUTER GRAPHICS**

**3-0-3**

Provides instruction in the use of graphics application software for computers. Includes designing, creating, editing, and enhancing graphics using application software. Every spring, also fall even years only.

### **CIS 2013 APPLIED ELECTRONIC SPREADSHEETS**

**3-0-3**

Provides an advanced understanding of the popular business spreadsheet software program for Windows. Course content includes creating, modifying, and printing spreadsheets, using spreadsheets to solve problems, graphing, and database operations.

**Prerequisite:** CIS 1053 (Computer Software Applications).

### **CIS 2024 DIGITAL FORENSICS**

**3-0-3**

This course introduces students to tools, techniques, and procedures used to gather evidence in computer-related crimes. This course focuses on data acquisition and basic data analysis using Encase, the industry leading software application.

**Prerequisite:** CIS 2233 (Computer Security)

### **CIS 2034 PC HARDWARE REPAIR II**

**3-2-4**

This course is a follow-up to PC Hardware Repair I. Windows operating systems, modems and PCs on a network and on the Internet are all discussed. Notebook computers, printers and SCSI devices are covered. Troubleshooting and maintenance fundamentals are introduced. This is a preparatory course for the A+ Certification. Students receive hands-on experience in lab. Spring only. **Prerequisites:** CIS 1033 (PC Hardware Repair I).

### **CIS 2044 Computer Troubleshooting**

**4-0-4**

This course builds upon concepts learned in CIS 1033, Computer Maintenance. Troubleshooting is a process that helps both technicians and end users to uncover and address problems with computing devices. Documentation, time management, and user interaction are components to the troubleshooting process. Students will develop skills to allow them to better interact with users; troubleshoot and repair a wide variety of computing devices; and, document findings and steps taken to resolve the issue.

**Prerequisite:** CIS 1033, Computer Maintenance. Spring only.

### **CIS 2063 DATABASE MANAGEMENT**

**3-0-3**

Provides instruction in database applications and the fundamentals of database design. Topics include database structure, database processing. Students receive hands-on experience with microcomputer application programs that access a database. Fall only.

### **CIS 2103 ADVANCED COMPUTER GRAPHICS**

**3-0-3**

This course will provide instruction in the use of Photoshop to enhance graphics. Topics covered will include designing, creating, editing, and enhancing graphics and/or photographs using Photoshop software. Fall only. **Prerequisites:** CIS 1103 (Computer Graphics) or permission of the instructor. This course is a learning community course and students must also be enrolled in Photography and Advanced Computer Graphics. Fall, odd years.

### **CIS 2153 INTRODUCTION TO PROGRAMMING**

**3-0-3**

The course consists of programming software that introduces students to problem solving, design, coding, debugging, and documentation of programs. The course will use visual concepts to enhance this learning experience. Fall only. **Prerequisite:** CIS 1003 (Introduction to Computers).

### **CIS 2214 NETWORKING HARDWARE I**

**3-2-4**

Provides the fundamental knowledge needed to design, configure and implement a Local Area Network. Emphasizes the integration of available software and hardware elements and provides a good understanding of network architecture and protocols. Uses CISCO curriculum. Fall only.

**CIS 2223 NETWORKING SOFTWARE****3-0-3**

Explores basic and advanced Windows Operating System computer network administrative techniques valuable for network managers, PC support personnel, programmers, and system and network administrators. Students will install local area network software using PC compatible microcomputers and learn to administer a network utilizing Windows. Spring only. **Prerequisite:** CIS 1033 (PC Hardware).

**CIS 2224 NETWORKING HARDWARE II****3-2-4**

Provides advanced knowledge of CISCO routers. Emphasis is placed on subnets, routing protocols and access list. Also developing systems from inception. Spring only. **Prerequisite:** CIS 2214 (Networking Hardware I).

**CIS 2233 Foundations of Information Assurance****3-0-3**

Presents an in-depth orientation the fundamentals of computer system security. Topics include monitoring, incident response, forensic analysis, hardware and software security, network security and encryption. Students will receive hands-on experience with various security techniques in a lab setting. Spring only.

**CIS 2253 INTERNET/WEBPAGES/SOFTWARE PLATFORM****3-0-3**

This course explores communication and web terminology via the Internet. Students will learn communications, internet essentials and applications along with skills necessary for designing Webpages.

**CIS 2263 INTERNET BUSINESS FUNDAMENTALS****3-0-3**

This course teaches students how to access business information and resources on the Internet using a Web browser as a general purpose Internet application. Students will also use a variety of Web-based search engines to conduct advanced searches and learn the basics of electronic commerce and security issues. Fall, odd years only. **Pre or Corequisites:** CIS 2253 Internet /Web Pages/ Software Platform

**CIS 2303 DYNAMIC WEB DEVELOPMENT****3-0-3**

Introduces the basic elements of dynamic web design: database connectivity, data retrieval, data validation and data maintenance. Examine how these elements can be combined to create effective layouts. Teaches organization of data, concept development, site planning and methods of dynamic web page development. **Prerequisite:** CIS 2413 (Web Development) and CIS 2513 (Web Development Software).

**CIS 2413 WEB DEVELOPMENT****3-0-3**

Introduces the basic elements of web page design: typography, imagery and color. Examines how these elements can be combined to create effective layouts. Teaches organization of materials, concept development, site planning, and various methods of web page construction. Spring, odd years only. **Corequisites:** CIS 2253 (Internet/ Web Page/ Software Platform) and CIS 1103 (Computer Graphics).

**CIS 2513 WEB DEVELOPMENT SOFTWARE****3-0-3**

An overview of Web Development Software. Topics include Web page creation and Web site management, and the creation, revision, and enhancement of Web pages with links, graphics, tables, and forms via a variety of authoring tools. This course will also cover planning, building, promoting and maintaining a professional Web site using the software packages available. Fall, even years only.

**SCS ---- SPECIAL TOPICS/CIS****3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of computer information systems. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core.

**NURSING ASSISTANT****CNA 1107 NURSING ASSISTANT****6-5-7**

A study of nurse assisting including communication and interpersonal skills; infection prevention and control; safety and emergency procedures; promoting independence and respecting resident rights; introduction to resident care; personal care; basic nursing skills; social, cognitive and behavioral skills.

**COLLEGE SUCCESS****COL 1003 STRATEGIES FOR COLLEGE SUCCESS****3-0-3**

This course is an orientation designed to assist students in developing strategies for meeting the demands of college life. Topics include making the transition to college, becoming motivated for success, managing one's time more effectively, reading a textbook, taking lecture notes and examinations, making decisions, seeking and selecting a career, and locating and using various campus resources.

## **COSMETOLOGY**

### **COS 1118 COSMETOLOGY I**

**4-14-18**

This course is the first in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's cosmetology state licensure examination. Major topics include hygiene and sanitation; related sciences; and, hairdressing. Fall only.

### **COS 1218 COSMETOLOGY II**

**4-14-18**

This course is the second in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's cosmetology state licensure examination. Major topics include manicuring, aesthetics, and hairdressing. **Prerequisite:** COS1118 (Cosmetology I) Spring only.

### **COS 1306 COSMETOLOGY III**

**1-5-6**

This course is the final course in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's state licensure examination. Major topics include salesmanship and shop management; shop department; and, hairdressing. **Prerequisites:** COS 1118 (Cosmetology I) and COS 1218 (Cosmetology II) Summer only.

## **CRIMINAL JUSTICE**

### **CRJ 1103 INTRODUCTION TO CRIMINAL JUSTICE**

**3-0-3**

Introduces the student to the history, development, and philosophy of law enforcement, courts, and corrections in a democratic society. An overview of the United States Criminal Justice system is an integral part of this course. **(ACTS Equivalency Course ID - CRJU 1023) Fall only**

### **CRJ 1203 LAW ENFORCEMENT ETHICS**

**3-0-3**

An examination of ethical issues encountered by law enforcement. Includes the study of ethical decisions, physical force, discretion, misconduct, authority and responsibility, undercover operations, and privacy. <Inactive>

### **CRJ 1303 CRIMINAL AND PROCEDURAL LAW**

**3-0-3**

Focuses on the criminal process, legal problems associated with investigation of crime, acquisition and preservation of evidence, the rules of evidence, admissibility of evidence, exclusion of illegally seized evidence, hearsay evidence, opinion and expert testimony, commencement of criminal proceedings, prosecution and defense of charges, sentencing and appeal. Spring only.

### **CRJ 1403 CRIMINAL INVESTIGATIONS**

**3-0-3**

A study of the fundamentals of criminal investigation, both theory and history; from crime scene to courtroom with an emphasis on techniques appropriate to specific crime scenes. Fall only.

### **CRJ 2103 CRIMINAL JUSTICE SYSTEM AND THE COMMUNITY**

**3-0-3**

A basic introductory course treating the broad field of Police and Community Relations. Focusing particularly on police and community response, the role of progressive police activity and the individual officer in achieving and maintaining positive public support, human relations and information relationships necessary in policing a complex society. Spring only. **Prerequisite:** CRJ 1103 (Introduction to Criminal Justice), CRJ 1203 (Law Enforcement Ethics).

### **CRJ 2203 ARKANSAS CRIMINAL LAW**

**3-0-3**

A study of the criminal statutory provisions in the State of Arkansas including the interpretation of the statutory criminal law as set forth by the Arkansas and U.S. Supreme Courts. **Prerequisite:** CRJ 1103 (Introduction to Criminal Justice). <Inactive>

### **CRJ 2303 INTRODUCTION TO FORENSIC SCIENCE**

**3-0-3**

A study of physical evidence at the crime scene. Includes searching the crime scene, determining evidence, and the proper collection and packaging of evidence. Other areas of forensic evidence will be presented. Spring only.

### **CRJ 2403 JUVENILE JUSTICE**

**3-0-3**

A comprehensive study of the juvenile justice system including the rights and responsibilities of parents and children, police authority, the social service system, and the juvenile court and corrections systems. **Prerequisite:** CRJ 1103 (Introduction to Criminal Justice). <Inactive>

### **CRJ 2503 LEGAL WRITING**

**3-0-3**

This course provides a working knowledge of the fundamentals of effective legal writing, analysis, and research. Topics include legal briefs and memoranda, case and fact analysis, citation forms, legal writing styles, field note taking techniques, and effective report writing. **Prerequisite:** CRJ 1303 (Criminal Procedure/Evidence) and ENG 1103 (English Composition I). <Inactive>

### **SCJ ---- SPECIAL TOPICS / CRIMINAL JUSTICE**

**3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of criminal justice. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core. Up to 6 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.

## **EARLY CHILDHOOD EDUCATION**

### **ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

**9-1-3**

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children (ages birth to eight). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children. (CDA Block Course, course fee assessed.)

### **ECE 1103 CHILD GROWTH AND DEVELOPMENT (AAT Statewide Syllabus)**

**9-1-3**

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (CDA Block Course except for AAT students.)

### **ECE 1203 ENVIRONMENTS FOR YOUNG CHILDREN**

**9-1-3**

This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage and culturally appropriate for children birth to five. (CDA Block Course.)

### **ECE 1303 FIELD EXPERIENCE**

**3-0-3**

Students are required to demonstrate competency in the following areas: health and safety, interaction with children, implementation of curriculum, personal qualities, professionalism and working with staff. These are aligned to NAEYC Associate Degree Standards. Students are required to respond to weekly journals through the Blackboard Online System. Students are also required to complete a minimum of 96 clock hours of observation and working with young children. Of those 96 clock hours, 13 hours of observation are required in additional mandatory childcare sites. Students must have completed the required paperwork for these observations and be employed or volunteer in a licensed childcare facility in order to apply the skills learned in the previous three courses. Observation of the student's work and evaluation of student skills are conducted by instructors.

### **ECE 2003 CHILD GUIDANCE**

**3-0-3**

This course relates principles of child development to appropriate methods of guiding children's behavior for children Birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various childcare settings are practiced. Prerequisite: ECE 1003, 1103, 1203 or CDA. Spring only.

### **ECE 2103 PRESCHOOL CURRICULUM (B-Pre-K)**

**3-0-3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3 through 5) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered:

- Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called [Better Beginnings](#)
- Arkansas Frameworks Handbook for Three and Four Year Olds

**Prerequisite:** ECE 1003, 1103, 1203 or CDA. Course fee assessed. Fall only.

### **ECE 2203 INFANT/TODDLER CURRICULUM**

**3-0-3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered:

- Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called [Better Beginnings](#)
- Arkansas Frameworks Handbook for Infants and Toddlers

**Prerequisites:** ECE 1003, 1103, 1203 or CDA. Spring only.

### **ECE 2303 PRACTICUM**

**3-0-3**

Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student's work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. Prerequisites: ECE 1003, 1103, 1203 or CDA. If not currently working in a child care facility the student will be assigned a specific site to volunteer, observe and be observed by the early childhood instructor. The sites will be chosen by the instructor in relation to where the students live and the quality of the programs.



**ECE 2503 PROGRAM ADMINISTRATION****3-0-3**

Provides instruction in topics pertinent to the current and future childcare director/owner. Students will plan all aspects of opening a childcare center including budgeting, personnel management, marketing and meeting state licensure requirements. Spring only.

**Prerequisites:** ECE 1003, 1103 and 1203 or CDA. Spring only.

**ECE 2603 SEMINAR FOR EARLY CHILDHOOD ADMINISTRATORS****3-0-3**

A study of administrative topics in early childhood education, which are of current and/or future interest to students in this degree program. A focus is placed upon the development of professionalism in the field of early childhood. Fall only. **Prerequisites:** ECE 1003, 1103 and 1203 or CDA.

**ECE 2903 ART, MUSIC AND CREATIVE MOVEMENT****3-0-3**

Students will receive training in developmentally and age appropriate areas of children's art, music and movement. Participants will be involved in real hands-on activities and learning experiences. NAEYC standards and practices will be followed. Summer only.

**Prerequisites:** ECE 1003, 1103 and 1203 or CDA. Odd years.

**ECE 2913 CHILDREN'S LITERATURE****3-0-3**

A study of children's literature for use with infants, toddlers and preschoolers. Students will plan and implement activities around major authors and develop creative projects using the Resource Center and library. Summer only. **Prerequisite:** ECE 1003, 1103, 1203 or CDA. Odd years.

**ECE 2923 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD****3-0-3**

This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs with language rich environments by incorporating the four areas of language: speaking, listening, writing and reading. Summer, odd years only. **Prerequisites:** ECE 1003, 1103 and 1203 or CDA.

**ECE 2933 SOCIAL STUDIES AND MULTICULTURAL EDUCATION FOR PRESCHOOL CHILDREN****3-0-3**

This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate multicultural and social studies curriculum and activities for preschool children. Includes skills and attitudes young children need to develop in our world today. **Prerequisites:** ECE 1003, 1103 and 1203 or CDA. Even years.

**ECE 2943 MATH AND SCIENCE FOR EARLY CHILDHOOD****3-0-3**

Students will become familiar with a variety of ways to introduce children Birth through pre-kindergarten, including children with special needs to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. Summer. **Prerequisites:** ECE 1003, 1103 and 1203 or CDA. Summer, even years.

**ECE 2973 SPECIAL NEEDS****3-0-3**

This course relates principles of child development to appropriate methods of guiding children's behavior for children Birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various childcare settings are practiced. Summer, even years only.

**ECE 2963 HEALTH SAFETY AND NUTRITION****3-0-3**

This course focuses on the health, safety and nutritional guidelines for children, birth through eight years of age, child care licensing requirements and activity planning. Emphasis is placed on establishing safe, quality learning environments and practices that respect the diversity of settings, families and teachers who care for young children. Summer, odd years only.

**ECE 2993 FUTURE PERSPECTIVES IN EARLY CHILDHOOD (capstone course)****3-0-3**

This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate Degree Standards. Spring of last semester only.

**SEC ---- SPECIAL TOPICS / EARLY CHILDHOOD EDUCATION****3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of Early Childhood Education. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core.

**ECONOMICS****ECN 2013 MACROECONOMICS****3-0-3**

Provides an overall view of how economic systems operate. Topics include aggregate production, income, and expenditures, fiscal and monetary policy, inflation and unemployment, and money and banking. Students gain an awareness of economic problems and analyze alternative solutions. **Prerequisite:** Any one of the following: A grade of C or better in MTH 0003 (Beginning Algebra), with study in MTH 0013 (Intermediate Algebra) or MTH 1003 (Technical Math) highly recommended; Enhanced ACT Math sub score of 17-18; or an ASSET score of 31 or above in Intermediate Algebra; or a Compass score of 25 or above in Intermediate Algebra. (ACTS Equivalency Course ID - ECON 2103)

**ECN 2023 MICROECONOMICS****3-0-3**

Will examine individual behavior in the economy as well as look at the components of the larger economy. Microeconomic analysis, including market structure, supply and demand, production costs and price and output. **Prerequisite:** Any one of the following: A grade of C or better in MTH 0003 (Beginning Algebra), with study in MTH 0013 (Intermediate Algebra) or **MTH 1003 (Technical Math)** highly recommended; Enhanced ACT Math sub score of 17-18; or an ASSET score of 31 or above in Intermediate Algebra; or a Compass score of 25 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - ECON 2203**)

**EDUCATION****EDU 1002 Art for Elementary Teachers****2-0-2**

This course is an investigation of elementary-level art education focusing on materials and methods for teaching art history, art criticism, and studio production to children. Attention is given to the relationship of the visual arts to general education, developmental growth of children in art, curriculum planning, and current issues in art education.

**EDU 1012 Elementary Classroom Music****2-0-2**

This course is intended for elementary education majors. The course is designed to provide experiences that will enable you to develop the necessary skills and knowledge to teach musical concepts and integrate music learning with other core subjects. The goals and objectives of this course are aligned with the Arkansas Standards for Beginning Teachers and are directed towards your goal of becoming an exemplary elementary teacher.

**EDU 2003 INTRODUCTION TO EDUCATION****2-1-3**

This course is designed to provide students with an overview of teaching as a profession, providing them with an opportunity to observe the educational process in three settings – elementary, middle school and secondary. Thirty classroom observation hours are required. Students will also be required to take the Praxis I exam. Fall only.

**EDU 2013 Teaching Diversity****3-0-3**

Teaching Diversity is a course designed to introduce both Mainstream, ESL and WL teachers to issues which concern them when working with limited English-speaking students (LEPs) in grades preK-6. In this course students will focus on cultural issues and awareness in the first portion of the course, and then in the second half they will focus on practical applications of this knowledge by developing and sharing specific classroom activities designed for ESOL. A basic inventory of topics is found here although some topics may be augmented by further materials as students work through the course.

**EDU 2033 Teaching Physical Education****3-0-3**

This course is designed to help students understand the need for an effective K – 6 physical education program. It will provide the prospective PK-6 school classroom teacher, as well as the PK-6 physical education specialist, with a knowledge base in the principles of physical fitness, elementary physical education curriculum planning and appropriate selection of physical activities for children. The students will be working with hands-on projects integrating the discipline of physical education and other curriculum subjects found in grades PK-6. Proper nutrition for the elementary student will also be discussed.

**EDU 2103 INTRO TO K12 EDUCATIONAL TECHNOLOGY****3-0-3**

This course is designed to provide students with an overview of the technologies that can enhance teaching and learning. Students will use the computer as a tool to design educational materials, perform classroom management tasks, enhance instruction, communicate and research. Spring only.

**SGE ---- SPECIAL TOPICS GENERAL EDUCATION****3-0-3**

Designation used for courses of current interest in various fields of general education that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

**EMERGENCY MEDICAL TECHNICIAN****EMT 1107 BASIC EMERGENCY MEDICAL TECHNOLOGY****6-3-7**

An introduction to the study of emergency medical services and the basic principles, procedures and techniques of emergency care. Successful completion of this course prepares students to apply for the National Registry EMT-B Examination.

**EMT 2013 PARAMEDIC I****8.5-4.5-13**

A fifteen week course designed to introduce the Paramedic Student to Advanced Prehospital Care. Paramedic I is designed to prepare the emergency medical student to perform advanced life support skills; specifically, the recognition of Dysrhythmias and Advance Cardiac Life Support Certification. The class will prepare the student for the skills needed to properly start and administer intravenous medications, endotracheal intubations will be taught in this section with the use of emergency meds administered via the endotracheal airway. Along with skills completion, the paramedic student will be introduced to communication and proper documentation of patient assessment. During this course, the student will begin the field portion of the Paramedic program. A minimum of 200 hours riding time will be required before advancing to Paramedic II. Students will document all field and clinical time through an electronic tracking program. **Prerequisites:** Successful completion of EMT Basic program and EMT Certification. Fall only.

**EMT 2214 PARAMEDIC II****7-7-14**

A fifteen week course designed to prepare the Paramedic Student with the skills needed to treat the critically ill and injured patient. The semester will focus on the recognition of medical, trauma, pediatric, geriatric, and OB/GYN emergencies. The student will be prepared for the practical portion as well as the written portion of the National Registry for Emergency Medical Technicians-Paramedic certification examination. A minimum of 300 clinical hours will be required before advancing to Paramedic III. Students will document all field and clinical time through an electronic tracking program. **Prerequisite:** Successful completion of EMT 2013 Paramedic I. Spring only.

**EMT 2207 PARAMEDIC III****3-4-7**

An eight week course designed to prepare the Paramedic student to understand special considerations in the field of EMS, provide the student an overview of EMS operations, and to prepare and review the student for the National Registry for Emergency Medical Technicians-Paramedic certification examination. Time will be allocated to complete any unfinished clinical time/proficiencies (up to 100 hours). Students will document all field and clinical time through an electronic tracking program. **Prerequisite:** Successful completion of EMT 2214 Paramedic II. Summer only.

**ENGLISH****ENG1004 WRITING FOR THE WORKPLACE****4-0-4**

Writing for the workplace is a course designed specifically for those students who are earning technical certificates and Career and Technical Education (CTE) AAS degrees. This course is UACCB-specific and will not transfer to another institution, nor will the course transfer for any non-CTE AA or AS degree. This course is a college-level, four credit course that tightly focuses on technical writing for the workplace while reviewing foundational reading and writing elements. Students will participate in active/hands on learning projects which focus on only the technical writing these students will need upon entering the workforce.

**ENG 1103 ENGLISH COMPOSITION I****3-0-3**

Students improve their writing skills through study and practice of fundamentals of written communication, including principles of grammar, punctuation, spelling, organization, and careful analytical reading. **Prerequisite:** College level placement scores in English or writing and reading or completion of PRE 0503 (Basic Writing) and PRE 0303 (Reading Improvement) with at least a C average when placement test scores require. (**ACTS Equivalency Course ID - ENGL 1013**)

**ENG 1203 ENGLISH COMPOSITION II****3-0-3**

Students continue the practice of ENG 1103 (English Composition I) to develop further the skills learned in that course. Using readings and discussion of various types of writing, students will practice different kinds of rhetorical development, including research and documentation. **Prerequisite:** ENG 1103 (English Composition I) with a C or better. (**ACTS Equivalency Course ID - ENGL 1023**)

**ENG 1303 TECHNICAL WRITING****3-0-3**

Students learn the basic principles of technical report research, organization, and writing. Assignments include writing proposals, progress reports, and technical articles. **Prerequisite:** ENG 1103 (English Composition I with a grade C or better).

**ENG 2113 WORLD LITERATURE I****3-0-3**

Students analyze and interpret literary works from several historical periods ranging from early civilizations through the Renaissance. English Composition I strongly recommended. (**ACTS Equivalency Course ID - ENGL 2113**)

**ENG 2213 WORLD LITERATURE II****3-0-3**

Students analyze and interpret literary works from several historical periods ranging from the Renaissance to the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - ENGL 2123**)

**ENG 2313 INTRODUCTION TO FICTION****3-0-3**

Students survey short fiction and the novel with emphasis on analytical reading and writing skills.

**ENG 2413 CREATIVE WRITING****3-0-3**

Students develop creative perception, thinking, and imagination in writing fiction and poetry. Students will have their work read and critiqued in a workshop format as well as in conference with the instructor. **Prerequisite:** ENG 1103 (English Composition I). (**ACTS Equivalency Course ID - ENGL 2013**)

**ENG 2503 AMERICAN LITERATURE I****3-0-3**

American Literature I students will analyze and interpret literary works from the 1400's to 1865. Students will study American authors and the philosophies represented in their works. English Composition I strongly recommended. Fall only. (**ACTS Equivalency Course ID - ENGL 2653**)

**ENG 2513 AMERICAN LITERATURE II****3-0-3**

American Literature II is a continuation of American Literature I. Students will analyze and interpret works from 1865 to present literature. American Literature I is not a prerequisite for American Literature II. English Composition I strongly recommended. Spring only. (**ACTS Equivalency Course ID - ENGL 2663**)

**ENG 2603 MYTHOLOGY****3-0-3**

This course surveys notable myths of the Greeks, Romans, and Norse. Students will develop greater understanding of the stories – the myths – as religious texts, as national epics, as part of western culture, and as literary works enjoyable in themselves.

**SEN 29-- SPECIAL TOPICS ENGLISH****3-0-3**

Designation used for courses of current interest in English that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

**ENTREPRENEURSHIP****ETR 1003 INTRODUCTION TO ENTREPRENEURSHIP****3-0-3**

An introduction to the role of entrepreneurial businesses in the US, the impact of entrepreneurial businesses on the US and global economy, how ideas become businesses, how entrepreneurs operate within a company and the general precepts of entrepreneurial businesses.

**ETR 2003 PROFESSIONAL SELLING/ADVERTISING****3-0-3**

A course specifically designed to teach the tools of professional selling and advertising methods. Students will learn successful sales techniques for retail and non-retail customers, how to develop an advertising program for products and services and the appropriate medium to use. **Prerequisites:** BUS 2513 (Principles of Marketing), ENG 1103 (English Composition I), ETR 1003 (Introduction to Entrepreneurship).

**ETR 2033 FEASIBILITY AND FUNDING****3-0-3**

This course will provide the essential skills for students to evaluate and explore strategies for entrepreneurial opportunities in the marketplace and to successfully evaluate the funding and feasibility of those opportunities. **Prerequisites:** ENG 1103 (English Composition I), ACC 1013 (Principles of Accounting I), ETR 1003 (Introduction to Entrepreneurship).

**FINE ARTS - CINEMA****FAC 2003 UNDERSTANDING FILM****3-0-3**

This course will introduce students to the notion of viewing and understanding movies critically and seeing them in a larger artistic and cultural context.

**FINE ARTS - MUSIC****FAM 2003 MUSIC****3-0-3**

For listeners who have had no formal training or experience, this course provides an introduction to music. The principal purpose is the development of listening skills. (**ACTS Equivalency Course ID - MUSC 1003**)

**FINE ARTS – THEATER****FAT 2013 THEATER****3-0-3**

This course provides students with an appreciation of how various artistic elements combine to produce theatrical productions. (**ACTS Equivalency Course ID - DRAM 1003**)

**FAT 2033 ACTING I****3-0-3**

Students will explore the craft of acting through script analysis and techniques of characterization. Spring only.

**FAT 2043 ACTING II****3-0-3**

This course is a continued exploration of the craft of acting through script analysis and techniques of characterization. Spring only.

**FINE ARTS - VISUAL ART****FAV 1003 DRAWING I****3-0-3**

This is an introductory course in the materials and techniques of drawing, including basic concepts of line, perspective, and value. Techniques will be developed with the study of still life, perspective, portraits, and figures, while special projects encourage creative expression. Spring only.

**FAV 1013 INTRODUCTION TO STUDIO ART****3-0-3**

Students will learn a hands-on approach to the fundamental media, techniques, and concepts of making art. A variety of materials and projects will encourage creative problem solving. Drawing, design, painting, and sculptural techniques will be introduced, with an emphasis on exploration and individual creativity. Fall only.

**FAV 1023 DRAWING II****3-0-3**

This course is a continuation of Drawing I, furthering technical mastery of materials while developing creative expression. **Prerequisite:** FAV 1003 (Drawing I).

**FAV 1033 INTRODUCTION TO PAINTING****3-0-3**

Color theory and two-dimensional design problems will be addressed while exploring basic watercolor and acrylic painting techniques. **Prerequisite:** FAV 1003 (Drawing I) or FAV 1013 (Introduction to Studio Art) or written permission of the instructor.

**FAV 1043 PAINTING II****3-0-3**

Painting II is a continuation of Introduction to Painting (FAV 1033), deepening the student's understanding of color and design, creating images with impact and expressive content. Both opaque and transparent painting techniques will be explored.

**Prerequisite:** FAV 1033 (Introduction to Painting.)

**FAV 2023 VISUAL ART****3-0-3**

Students encounter visual art in many media to develop their artistic perception, understanding, and pleasure. (ARTA 1003)

**FAV 2103 PHOTOGRAPHY****3-0-3**

This hands-on course covers the basics of photography, from the operation of both film and digital cameras, to concepts in composition and lighting, and an introduction to darkroom work. **Prerequisite:** CIS 1103 (Computer Graphics) or permission of the instructor. **Corequisite:** CIS 2103 (Advanced Computer Graphics)

**SFA ---- SPECIAL TOPICS FINE ART****3-0-3**

Designation used for courses of current interest in the fine arts that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

**FINANCE (Inactive Program)****FIN 1003 PRINCIPLES OF BANKING****3-0-3**

An introductory course designed to orient the student to the banking profession. Course topics range from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Rotated every third semester.

**FIN 1013 TELLER ESSENTIALS****3-0-3**

This course will develop bank teller skills that consist of interviewing, dressing for success, dealing with customers, basic training skills and Spanish for banking. Fall only.

**FIN 1113 LAW AND BANKING: APPLICATIONS****3-0-3**

An introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Rotated every third semester.

**FIN 1203 MONEY AND BANKING****3-0-3**

Presents a fundamental treatment of how money functions in the US and world economies. Topics include the concept of money supply and the role banks play as a money creator and participant in the nation's payment mechanism. Money and Banking explains how the various types of financial institutions operate, the workings of monetary and fiscal policies and the functions and powers of the Federal Reserve. Rotated every third semester.

**FIN 2003 ANALYZING FINANCIAL STATEMENTS****3-0-3**

A practical introduction to financial analysis from the viewpoint of the commercial loan officer, this course provides skills needed to effectively assess a borrower's ability to repay loans. **Prerequisite:** ACC 1013 (Principles of Accounting I). Rotated every third semester.

**FIN 2013 CONSUMER LENDING****3-0-3**

Essential information about the maze of regulations governing credit practices and reviews loan processing, cross selling and collections. Rotated every third semester.

**GEOGRAPHY****GEO 2003 INTRODUCTION TO CULTURAL GEOGRAPHY****3-0-3**

This course is a study of interaction among cultures and physical environments to develop students' understanding of local and global social issues such as economics, language, population, politics, and religion. (**ACTS Equivalency Course ID - GEOG 2113**)

**GEOLOGY****GEL 1003 PHYSICAL GEOLOGY****3-0-3**

Introduces geologic concepts including plate tectonics, volcanism, earthquakes, mountain building, glaciation, and hydrologic processes. Students will identify basic minerals and rocks. The rock cycle and its effect on sedimentary, igneous, and metamorphic rocks will be explored. Relationships to Arkansas geology will be featured. Spring only. **Corequisite:** GEL 1001 (Physical Geology Lab) (**ACTS Equivalency Course ID - GEOL 1114**)

**GEL 1001 PHYSICAL GEOLOGY LAB****0-2-1**

Provides a laboratory experience to support GEOL 1003-01. Students will identify basic minerals, fossils, and rocks, their origins and economic values. Geologic map reading will be practiced. Students will be able to identify geologic structures on maps and photos. Field trips will enhance the lab experience. Spring only. **Corequisite:** GEL 1003 (Physical Geology) (**ACTS Equivalency Course ID - GEOL 1114**)

## **HISTORY**

### **HIS 1013 WORLD CIVILIZATION I**

**3-0-3**

This course provides an introduction to the history of World Civilization from the dawn of time to the Early Modern era. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected society, and how they impact the present. English Composition I strongly recommended. **(ACTS Equivalency Course ID - HIST 1113)**

### **HIS 1023 WORLD CIVILIZATION II**

**3-0-3**

This course provides an introduction to the history of World Civilization from the 16<sup>th</sup> century to recent times. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected society, and how they impact the present. English Composition I strongly recommended. **(ACTS Equivalency Course ID - HIST 1123)**

### **HIS 2003 UNITED STATES HISTORY I**

**3-0-3**

This course provides an introduction to the history of the United States from its early formation through the process of growth, development, conflict, and expansion to 1876. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected the development of the nation, and how they impact the present. English Composition I strongly recommended. **(ACTS Equivalency Course ID - HIST 2113)**

### **HIS 2013 UNITED STATES HISTORY II**

**3-0-3**

This course provides an introduction to the history of the United States through the process of growth, development, conflict, and expansion since Reconstruction. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected the development of the nation, and how they impact the present. English Composition I strongly recommended. **(ACTS Equivalency Course ID - HIST 2123)**

### **HIS 2033 THE AMERICAN CIVIL WAR**

**3-0-3**

This course provides an introduction to the Civil War era and its impact on United States history. The class will be divided into three specific areas of analysis: (1) the coming of the war, (2) the war, and (3) Reconstruction. Special attention will also be given to the war in Arkansas. Fall only. English Composition I strongly recommended.

### **HIS 2043 THE VIETNAM WAR**

**3-0-3**

This course is a comprehensive look at America's role in the Vietnam War from 1954 to 1975, with balanced emphasis on military and political events and focus on experiences and memories of Vietnam war veterans. Spring only. English Composition I strongly recommended.

### **HIS 2053 ARKANSAS HISTORY**

**3-0-3**

Arkansas History explores the history of Arkansas from the prehistoric era to the modern era. Emphasis will be placed on the 18<sup>th</sup> century to the present. While focusing on the development of Arkansas, there will also be some introduction to American history and the interconnection of ideas, thoughts, and events. Connections will be made between the development of institutions and the course of events occurring during this period and the current worldview. English Composition I strongly recommended.

## **HEALTH INFORMATION TECHNOLOGY**

### **HIT 2003 HEALTH DATA CONTENT**

**3-0-3**

This course covers the standards for patient and health care data; data collection issues and documentation requirements; data access and retention. Fall only.

### **HIT 2013 DIRECTED PRACTICE I**

**3-0-3**

Professional practice experiences in acute care, ambulatory care, rehabilitation, long-term care, and home health. Emphasis on record assembly & analysis, file management, release of information, statistics, indexes and registers, and special projects. Fall only.

### **HIT 2213 DIRECTED PRACTICE II**

**3-0-3**

Professional practice experiences in acute care, ambulatory care, behavioral health, and cancer registry. Emphasis on ICD-9-CM coding and DRG assignment, CPT coding, quality management, supervisory principles, medical staff & hospital committees, and special projects. **Prerequisite:** HIT 2013 (Directed Practice I). Spring only.

## **INDUSTRIAL TECHNOLOGY**

### **IND 1013 TECHNICAL METHODS**

**2-1-3**

This course provides an overview of careers in the field of Industrial Technology, jobs in industry for Engineer Technicians, and skills required for Engineer Technicians. Provides review and reinforcement of preparing for industrial technology jobs; leadership and followership principles; measurement systems and conversions; right-triangle trigonometry; experimentation; the personal computer, networking, and the Internet; essential algebra topics; methodologies for successful technical reading and studying; and practical methodologies for team building, problem solving, and equipment troubleshooting. Prerequisite: None.

**IND 1023 ENGINEERING DRAWINGS****1-2-3**

This course provides instruction in the interpretation of mechanical part drawings, electrical schematic drawings, process piping and instrumentation diagrams, and other common drawings used in industry. Introduction to drawing tools and practice in drawing sketches are done in a lab setting. Prerequisite: None.

**IND 1033 DC ELECTRICITY****2-1-3**

This course introduces the principles of DC electricity to include voltage, current, and resistance. Engineering notation, use of metric prefixes, and algebraic analysis of series and parallel circuits are taught. Laboratory experiments teach use of a digital multi-meter to test components and to analyze circuits. Prerequisite: None.

**IND 1043 AC ELECTRICITY****2-1-3**

This course introduces the principles of AC electricity to include capacitance and inductance. Series and parallel AC circuits are analyzed mathematically and in laboratory experiments. Instruction in the use of digital multi-meters and the use of oscilloscopes is conducted in class and in laboratories. Prerequisite: IND 1033 DC Electricity.

**IND 1053 HVAC Fundamentals****2-1-3**

This course is structured for students interested in employment as an HVAC Technician working on residential HVAC systems. Students will study HVAC fundamentals, HVAC science, refrigeration systems and components, refrigeration practices, HVAC electrical safety, air conditioning systems, heating systems, heat pump systems, and Environmental Protection Agency (EPA) 608 requirements. Academic portions of the course are completed using MyHVACLab® web-based academic training and EPA 608 certification study guides. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as HVAC Technicians by completing the EPA 608 Certification Test. Prerequisite: None.

**IND 1153 HVAC Controls****1-2-3**

This course provides advanced training for students interested in employment as an HVAC Technician working on residential HVAC systems. Building on the HVAC Fundamentals course, students will focus on electrical components used to control residential HVAC processes and equipment. Students will study HVAC fundamentals, HVAC electrical systems and components, air conditioning system controls, heating system controls, and heat pump system controls. Academic portions of the course are completed using MyHVACLab® web-based academic training. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. Prerequisites: IND 1043 AC Electricity and IND 1053 HVAC Fundamentals.

**IND 1253 HVAC Troubleshooting****1-2-3**

This course provides advanced training for students interested in employment as an HVAC Technician working on residential HVAC systems. Building on the HVAC Controls course, students will focus on malfunctions, troubleshooting, and repair of mechanical, electrical, and control components found in residential HVAC systems. Students will complete additional studies in HVAC electrical systems and components, air conditioning system controls, heating system controls, heat pump system controls, and installation, maintenance, servicing, and troubleshooting HVAC components. Academic portions of the course are completed using MyHVACLab® web-based academic training. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. Prerequisite: IND 1153 HVAC Controls.

**IND 1073 INTRODUCTION TO SHEET METAL****1-2-3**

This class provides students with basic knowledge and practice with tools and equipment found in a residential metal shop. Pressure drop and velocity calculations necessary for duct design are covered. This laboratory intensive course provides students with considerable hands-on practice with professional-grade tools found in a sheet metal shop. Academic portions of the course are completed using MyHVACLab® web-based academic training. Prerequisite: None.

**IND 1104 WELDING 1****1-3-4**

This course is structured for students interested in employment as a production welder, in fabrication, or in a repair shop. Students will study welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience with basic Oxyfuel gas welding and cutting, Plasma Arc cutting, and Shielded Metal Arc Welding (SMAW) in the American Welding Society 1G/F, 2G/F, 3G/F, and 4G/F positions on carbon steel. Welding skills will be developed and assessed making SMAW stringer, weave, and overlapping beads, corner welds, fillet welds, V-groove welds, and open-root V-groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level I - Entry Welder, SMAW, Flat Plate. Prerequisite: None.

**IND 1204 WELDING 2****1-3-4**

This course provides additional training for students interested in employment as a production welder, in fabrication, or in a repair shop. Students will continue the study of welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience with Oxyfuel heating processes, Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) in the American Welding Society 1G/F, 2G/F, 3G/F, and 4G/F positions on carbon steel. Welding skills will be developed and assessed in GMAW and GTAW stringer beads, fillet welds, V-groove welds, and open-root V-groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level I - Entry Welder, GMAW and GTAW, Flat Plate. Prerequisite: Prerequisite: IND 1009 CP Welding or IND 1104 Welding 1.

**IND 1304 WELDING 3****1-3-4**

This course provides advanced training needed for employment in production welding, in fabrication, in a repair shop, or in the electrical power industry. Students will complete studies in the areas of welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience in advanced Oxyfuel welding and cutting, Plasma Arc cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the American Welding Society 1G-Rotated, 2G, 5G, and 6G positions on 2-inch carbon steel pipe. Welding skills will be developed and assessed in SMAW and GTAW Open-Root, V-Groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level II - Advanced Welder, 2-inch carbon steel pipe. Prerequisite: IND 1204 Welding 2.

**IND 2003 INDUSTRIAL SAFETY****3-0-3**

This course provides the opportunity for students to explore the development of the safety and health movement in the United States. The course focuses on identification of the causes and effects of accidents in the industrial workplace, and covers several important safety topics including the Occupational Safety and Health Administration (OSHA), ergonomic factors, common hazards found in the work place, and the roles of managers and health and safety personnel concerning industrial safety. Prerequisite: None.

**IND 2013 ELECTRIC MOTOR CONTROL****2-1-3**

This course provides theory and hands-on experience with electric motor controls. Topics include single and three-phase AC and DC motors, motor control circuits, wiring practices, control hardware, safe work practices, troubleshooting skills, and use of specialized electrical tools. Lab experiments will include variable speed drives and AC inverter duty motors. Prerequisite: IND 1043 AC Electricity.

**IND 2023 TECHNICAL PHYSICS****2-1-3**

This course provides a study of basic physics concepts related to Industrial Technology career fields. Topics include units of measure (English & metric), force, work, momentum, power, heat, thermodynamics, waves and magnetism. Students will be challenged to synthesize specific physics concepts and apply them in a general way to develop solutions to anticipated real-world problems. Laboratory experiments are interspersed with lecture material to reinforce concepts. Teamwork, problem solving, troubleshooting, and application of the scientific method are emphasized. Prerequisite: MTH 1003 Technical Math, or other college level math course.

**IND 2033 AUTOCAD****1-2-3**

This course provides a basic introduction to the Autodesk AutoCAD 2015 application focused on two-dimensional drawings. Students will become familiar with AutoCAD menus, tools, and drawing environment, and will apply basic knowledge of AutoCAD to draft and modify mechanical and technical drawings.

**IND 2054 PROGRAMMABLE LOGIC CONTROLLERS****2-2-4**

This course introduces control fundamentals and logic control concepts used in programming and operating Programmable Logic Controllers used in industrial processes. A computer-based simulator using LogixPRO software is used to provide initial training on Allen Bradley PLCs. The course introduces math functions, logic and bit shift instructions, compare and jump instructions, subroutine functions, and sequencer instructions. In addition to the computer-based simulator, live simulators are used in laboratories to practice programming, wiring, and operating live PLCs with input and output devices. Prerequisite: MTH 1003 Technical Math, or other college level math course.

**IND 2104 INDUSTRIAL TECHNOLOGY CAPSTONE****1-3-4**

This course provides an opportunity for students to demonstrate mastery of a broad range of learning objectives and outcomes from the Industrial Technology program at UACCB. The course provides instruction in process control and control fundamentals, and presents students with problems requiring teamwork and integration of previous learning in electrical, mechanical, and electronics disciplines. Course assessments focus on application of applicable theory, requiring analysis and synthesis of Industrial Technology knowledge and skills in a laboratory environment. The course also focuses on Industrial Technology as a career by preparing students for employment through online job searches, preparation of resumes, site visits, and job fairs. Prerequisite: Enrolled in second year of the AAS degree in Industrial Technology, Mechanical Technology Focus.



## **MEDICAL OFFICE MANAGEMENT**

### **MOM 1013 INTRO TO HEALTH CARE SYSTEMS**

**3-0-3**

Examines the administration and structure of health care delivery in the United States. The course also provides information regarding the health care system development and discusses organizational patterns, facilities, health care personnel, and the economic, political, and environmental influences that affect the health care system. Fall only.

### **MOM 2013 LEGAL CONCEPTS IN HEALTH CARE**

**3-0-3**

Provides an overview of the principles of law as applied to health care. The course gives consideration to the importance of medical records as legal documents, to the legal aspects of health care organizations, to the release of information, and to consents and authorizations. Spring only.

### **MOM 2023 MEDICAL DIAGNOSIS CODING AND BILLING**

**3-0-3**

Develops a working knowledge of general code matching and diagnosis assignments used in hospitals, clinics, and insurance offices for health-care industry. Emphasis is placed on purpose of coding, definitions of key terms, accurate application of coding principles and an overview of the impact of prospective reimbursement on the function of coding; principles of classification. Familiarization with standard coding references is provided (CPT, ICD-9, ICD-10). Spring only. **Recommended corequisite:** OFA 1053 (Medical Terminology).

### **MOM 2033 MEDICAL OUTPATIENT CODING AND BILLING**

**3-0-3**

This course is designed to develop a basic knowledge of how to apply the coding rules to bill for patient services. In addition, a variety of payment systems will be presented – DRG, APC, and RUGS. Fall only. **Prerequisite:** MOM 2023 (Medical Diagnosis Coding and Billing).

## **MATHEMATICS**

### **MTH 0003 BEGINNING ALGEBRA**

**3-0-3**

An introduction to algebra, problem solving, operations with real numbers, ratio, proportion, linear equations, and systems of linear equations. Enrollment is based on placement test scores. (Credit not applicable toward a degree or certificate.)

### **MTH 0013 INTERMEDIATE ALGEBRA**

**3-0-3**

This course covers proportion and rational expressions, techniques for solving various equations and inequalities, factoring techniques, synthetic division, methods for writing equations of lines and other functions, applications, radicals and rational exponents, quadratic functions, and the algebra of functions. **Prerequisite:** Grade of C or better in MTH 0003 (Beginning Algebra); or Enhanced ACT math score of 17-18; or an ASSET score of 34 or above in Intermediate Algebra; or a Compass score of 30 or above in Intermediate Algebra.

### **MTH 1003 TECHNICAL MATH**

**3-0-3**

This course is designed to be the terminal math course for AAS degree plans. It is non-transferable and is not the pre-requisite for any other math course offered at UACCB. Students planning to complete a bachelor's degree should not take this course. The topics covered will include fundamental arithmetic and algebra. Other topics will be appropriate for the various areas of concentration that offer AAS degrees. **Prerequisite:** Grade of C or better in MTH 0003 (Beginning Algebra); or an Enhanced ACT math score of 16 or higher; or equivalent score on another placement test.

### **MTH 1013 TRIGONOMETRY**

**3-0-3**

This course covers right triangle trigonometry applications, including the laws of sines and cosines, radian measure and applications, trigonometric functions of real numbers, graphs of trigonometric functions, trigonometric identities and equations, polar coordinates, complex numbers in polar (trigonometric) form. A calculator with trigonometric functions is required. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1203**)

### **MTH 1023 COLLEGE ALGEBRA**

**3-0-3**

This course presents quadratic, absolute value, polynomial, rational, exponential, and logarithmic functions and their graphs. It also includes a study of inequalities, system of equations, and matrices (graphing calculator required). **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1103**).

### **MTH 1043 QUANTITATIVE LITERACY**

**3-0-3**

MTH 1043 is designed to be the terminal math course for Non-STEM (Science, Technology, Engineering, and Math) majors. The goal of Quantitative Literacy is to provide students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. (**Students who plan to study any higher mathematics courses will need to take college algebra and not this course.**) **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1103**).

### **MTH 2003 SURVEY OF CALCULUS / BUSINESS CALCULUS**

**3-0-3**

Includes selected topics in elementary calculus and analytic geometry for students in business, agriculture, and social sciences. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra). Spring only. (**ACTS Equivalency Course ID - MATH 2203**)

**MTH 2005 CALCULUS I, CALCULUS AND ANALYTIC GEOMETRY****5-0-5**

Covers the first 5 hours of 13 hours (a three-course sequence) in calculus designed to teach the fundamentals of differential and integral calculus needed in applications, including multivariate calculus. Topics include limits of functions, the derivative, applications of the derivative, the fundamental theorem of calculus, the definite integral, applications of the definite integral, the trigonometric, exponential, and logarithmic functions. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra) and MTH 1013 (Trigonometry) or consent of instructor. Fall only. (**ACTS Equivalency Course ID - MATH 2405**)

**MTH 2015 CALCULUS II, CALCULUS AND ANALYTIC GEOMETRY****5-0-5**

The second 5 hours of 13 (a three-course sequence) in calculus designed to teach the fundamentals of differential and integral calculus, including multivariable functions. Topics include exponential and logarithmic functions, natural growth and decay, trigonometric and hyperbolic functions, polar coordinates, conic sections, infinite series. **Prerequisite:** Grade of C or better in MTH 2005 (Calculus I). Spring only. (**ACTS Equivalency Course ID - MATH 2505**)

**MTH 2023 CALCULUS III, CALCULUS AND ANALYTIC GEOMETRY****3-0-3**

The last 3 hours of 13 (a three-course sequence) in calculus. The topic is multivariable calculus. **Prerequisite:** Grade of C or better in MTH 2015 (Calculus II). (**ACTS Equivalency Course ID - MATH 2603**)

**MTH 2053 STATISTICS****3-0-3**

Covers descriptive and inferential statistical techniques and methods in life, physical, and social science. Topics include qualitative data analysis, frequency distributions, numerical methods, data dispersions, variance analysis, estimation theory, sampling distributions, discrete and continuous probability distributions, hypothesis testing, and confidence interval estimation. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra) or equivalent. (Cross listed as BUS 2053.) (**ACTS Equivalency Course ID - MATH 2103**)

**MTH 2103 MATH I****3-0-3**

Focuses on sets, logic, and numbers with emphasis on the axiomatic development of the real numbers. **Prerequisite:** A grade 'C' or better in MTH 1023 (College Algebra). Fall only.

**MTH 2113 MATH II****3-0-3**

Focuses on mathematical systems, elementary algebra, probability and statistics, and geometry with applications. **Prerequisite:** A grade 'C' or better in MTH 2103 (Math I). Spring only.

**SMA --- SPECIAL TOPICS MATHEMATICS****3-0-3**

Designation used for courses of current interest in mathematics that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

**RN PROGRAM****NRN 1506 NURSING THEORY I****6-0-6**

This course provides the student with knowledge of fundamental nursing care theory/concepts that are essential to meeting fundamental physiologic and psychologic nursing care needs of clients of all ages. Fall only. **Corequisite:** NRN 1513 (Nursing Practicum I)

**NRN 1513 NURSING PRACTICUM I****0-9-3**

This clinical laboratory course focuses on the application of knowledge and skills that are essential to meeting fundamental physiologic and psychologic nursing care needs of clients of all ages in the long-term and acute care settings. Fall only. **Corequisite:** NRN 1506 (Nursing Theory I)

**NRN 2208 NURSING THEORY II****8-0-8**

The attitudes, knowledge, skills and behaviors of the associate degree registered nurse are emphasized. Utilizing an integrated approach and building upon the foundation of fundamental nursing knowledge and skills, the core values are interwoven throughout the course. Topics include, but are not limited to the following areas: developmental theories across the life span, care of the dying patient, communication process, fluid and electrolytes and acid-base imbalances, hematology, alterations in musculoskeletal (child & adult) immunology (disorders of protection), selected psychosocial nursing topics, Antepartum, Intrapartum, Postpartum, Newborn, and childhood infections. **Corequisite:** NRN 2214 (Nursing Practicum II). Spring only.

**NRN 2214 NURSING PRACTICUM II****0-12-4**

Clinical laboratory course focusing on the application of the knowledge, attitudes, skills and behaviors of the associate degree registered nurse that are identified in NRN 2208 (Nursing Theory II). The student will demonstrate the role of the associate degree registered nurse in caring for patients with uncomplicated health care problems in various health care settings. Nursing process/critical thinking, IV therapy principles, physical assessment, community nursing topics, critical thinking activities and modules, APA guidelines, and leadership and management are included. **Corequisite:** NRN 2208 (Nursing Theory II). Spring only. **The student must successfully pass the clinical component of Nursing Practicum I to progress in the program.**

**NRN 2303 NURSING THEORY III****6-0-3**

The student utilizes knowledge of the nursing process in caring for patients with a variety of unmet needs. Utilizing an integrated approach and building upon nursing knowledge and skills, the core values are interwoven throughout the course. Areas covered include, but are not limited to: basic concepts of critical care, overview of emergency nursing, care of the adult and pediatric patient with gastrointestinal/hepatic disorders, OB complications, and patients with selected psychosocial nursing problems. **Prerequisite:** NRN 2208 (Nursing Theory II). **Corequisite:** NRN 2313 Nursing Practicum III). Summer only.

**NRN 2313 NURSING PRACTICUM III****0-18-3**

Clinical laboratory course focusing on the application of associate degree registered nurse knowledge, attitudes, skills, and behaviors that are identified in Nursing Theory III. The purpose of the clinical experience is to expand upon the role of Associate Degree Registered Nurse with emphasis on leadership and management. The student will care for patients with selected health care problems in various health care settings. Other topics covered include but are not limited to: genetics, cloning, cultural and community health nursing. **Prerequisite:** NRN 2214 (Nursing Practicum II). **Corequisite:** NRN 2303 (Nursing Theory III). Summer only. **The student must successfully pass the clinical component of Nursing Practicum II to progress in the program.**

**NRN 2408 NURSING THEORY IV****8-0-8**

This course continues to build upon the knowledge, attitudes, skills, and behaviors of the associate degree registered nurse. Utilizing an integrated approach and building upon nursing knowledge and skills, the core values are interwoven throughout the course. Areas covered include, but are not limited to the nursing care of patients of all ages experiencing progressively more complex disorders. Topics include but are not limited to nursing care of the patient experiencing: cardiovascular disorders, neurological disorders, oncology, endocrine disorders, GI hepatic disorders, pre and post-operative teaching, respiratory disorders, genitourinary disorders, skin integrity and wound management, burns, high risk obstetrical situations and reproductive health, and selective psychosocial nursing topics. **Corequisites:** NRN 2414 (Nursing Practicum II) and NRN 2501 (Nursing Seminars). **Prerequisite:** successful completion of NRN 2303 (Nursing Theory III). Fall only.

**NRN 2414 NURSING PRACTICUM IV****0-12-4**

This is a clinical laboratory course focusing upon the associate degree nurse's knowledge, attitudes, skills, and behaviors emphasized in Nursing Theory IV. The student will demonstrate the role of the associate degree registered nurse in caring for patients with complicated health care problems in various health care settings. The learner applies knowledge obtained in Nursing Theory I, II, III, and IV to patients in the clinical practice. Other topics include: leadership/management, and community service learning. **Corequisite:** NRN 2408 (Nursing Theory IV) and NRN 2501 (Nursing Seminars). **Prerequisite:** successful completion of NRN 2313 (Nursing Practicum III). Fall only. **The student must successfully pass the clinical component of Nursing Practicum IV to pass the overall course, including the preceptorship.**

**NRN 2501-095 NURSING SEMINARS****1-0-1**

Nursing Seminars is a one (1) credit hour online course that focuses on preparing students for the NCLEX RN. Content will include critical thinking and test-taking skills, study strategies, and analysis of NCLEX-RN type questions in each NCLEX-RN content area, including the newer alternate-format questions. **Corequisites:** NRN 2408 (Nursing Theory IV) and NRN 2414 (Nursing Practicum IV). **Prerequisites:** \*NRN 1506 (Nursing Theory I), \*NRN 1513 (Nursing Practicum I), NRN 2208 (Nursing Theory II), NRN 2214 (Nursing Practicum II), NRN 2303 (Nursing Theory III), NRN 2313 (Nursing Practicum III).

*\*LPN to RN student are not required to take NRN 1506 (Nursing Theory I) and NRN 1513 (Nursing Practicum I).*

**PRACTICAL NURSING****PNG 1110 NURSING THEORY I**

The knowledge, skills and behaviors of the practical nurse are introduced. The focus is on the theoretical basis of fundamental/basic nursing concepts for adult patients. Course content focuses on an introduction to medical/surgical, geriatric, and psychiatric health care problems. Fall only. Prerequisites: Successful completion of pre-requisite courses and acceptance into the PN program.

**PNG 1105 NURSING PRACTICUM I**

The student will provide direct patient care skills to adult patients. Emphasis is placed upon basic care, safety, and comfort of the patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Fall only. Prerequisites: Successful completion of pre-requisite courses and acceptance into the PN program.

**PNG 1210 NURSING THEORY II**

This course builds upon the concepts taught in Theory I. the focus is on the theoretical nursing concepts for patients of all ages. Course content focuses on introduction to pediatrics and obstetrics while continuing to build upon medical/surgical, geriatric, and psychiatric health care problems. Spring only. Prerequisites: Successful Completion of LPN 1110 & LPN 1105

**PNG 1205 NURSING PRACTICUM II**

The student will provide direct patient care skills to patients of all ages. Emphasis is placed upon basic care, safety, and comfort of patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Focus is on the leadership/management and clinical nursing. Spring only. Prerequisites: Successful Completion of LPN 1110 & LPN 1105

**PNG 1304 NURSING THEORY III**

This course builds upon the concepts taught in theory I and II. The focus is on the theoretical nursing concepts for patients of all ages. Course content continues to build upon the concepts taught in pediatric, obstetrics, medical/surgical, geriatric, and psychiatric health care problems. Summer only. Prerequisites: Successful Completion of LPN 1210 & 1205

### **PNG 1302 NURSING PRACTICUM III**

The student will provide direct patient care skills to patients of all ages. Emphasis continues to be placed upon basic care, safety, and comfort of patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Emphasis is placed upon the role of the practical nurse in monitoring and administering medications and coordinating care for small groups of patients. Students will also complete the required number of hours working with an approved preceptor. Summer only. Prerequisites: Successful Completion of LPN 1210 & 1205

## **NURSING**

### **NAH 1507 HEALTH SKILLS I**

**6-2-7**

A study of concepts that serve as the foundation for health professions courses. Topics include client handling and safety issues, health documentation and methods, and care of the client in a long term care facility. Principles of emergency care are presented. With successful completion of this course, the student will be eligible to apply for certification as a nursing assistant or first responder. CPR certification will also be obtained.

### **NAH 2003 NUTRITION**

**3-0-3**

Covers the fundamentals of normal and clinical nutrition. Information regarding clinical nutrition is organized according to an organ system/disease states approach. Topics such as fitness, consumer concerns, cancer and AIDS are included.

### **NAH 2013 HEALTH ASSESSMENT**

**3-0-3**

Provides learners with the opportunity to develop and practice health history taking and physical examination skills. History taking methodology, physical examination skills, health promotion techniques and clinical assessment tools are discussed. Age related assessment considerations and findings are reviewed. Upon successful completion of this course, students will be able to perform a comprehensive medical history and physical assessment. Spring only. **Prerequisite/Corequisite:** Current RN license, enrolled in the registered nursing program or instructor's permission.

### **NAH 2303 PHARMACOLOGY**

**3-0-3**

This three credit hour course will examine how the body handles drugs and the effects of various classes of drugs on the body, including sites and mechanisms of action, therapeutic and side effect, and toxicology. The pharmacologic knowledge will prepare the learner to function in the changing health care environment. Successful and safe clinical practice is built on understanding the concepts and principles of pharmacology. The concepts of pharmacology will guide drug use in clinical practice. The approach is to relate the physiologic and pathophysiologic factors of disease processes to drug mechanisms and subsequent care.

## **OFFICE ADMINISTRATION**

### **OFA 1003 BEGINNING KEYBOARDING**

**3-0-3**

Provides students who have no previous training in typing with Beginning Keyboarding. Content includes correct techniques of typing, drills to develop speed and accuracy, letter writing, manuscripts, and tabulation. Students may need to spend some time in lab outside of class. (**ACTS Equivalency Course ID - BUS 1103**)

### **OFA 1013 ADVANCED KEYBOARDING**

**3-0-3**

Emphasis is on creating, formatting and customizing business documents. Students also strengthen their skills in production problems and increase speed and accuracy through drills. Students may need to spend some time in lab outside of class. Offered spring semester, even numbered years only. **Prerequisite:** OFA 1003 (Beginning Keyboarding).

### **OFA 1043 RECORDS MANAGEMENT**

**3-0-3**

Emphasizes the importance of record management, storage, retention, transfer, and disposition. Application of standard rules of alphabetic, numeric and geographic filing. Fall only.

### **OFA 1053 MEDICAL TERMINOLOGY**

**3-0-3**

This course will provide the framework needed for advancing to other medical/allied health courses as it offers an introduction to medical terminology through the analysis of word construction including prefix, suffix, word roots, and combining forms. The student will acquire an understanding of medical meanings applicable to structure, function, and diseases of the human body. Abbreviations and their appropriate usage are also introduced. Upon completion of this course, students will gain the knowledge and abilities to confidently tackle the most complicated of medical terms and use this ability throughout their educational experiences and health-related careers.

### **OFA 1063 WORD PROCESSING**

**3-0-3**

This course provides an advanced understanding of word processing software and terminology. Proper procedures to create documents suitable for coursework, professional purposes and personal use are demonstrated. Students may need to spend some time in lab outside of class. Spring only. Even numbered years only. **Prerequisite:** CIS 1053 Computer Software Applications

### **OFA 2033 ADMINISTRATIVE OFFICE PROCEDURES**

**3-0-3**

Emphasizes administrative practices and procedures used in today's business office by the professional administrative assistant. Topics include effective verbal and written communication, office technology, records and financial management, meetings and travel and the office environment. Spring only. **Prerequisite:** CIS 1053 Computer Software Applications

## **PHYSICAL EDUCATION**

### **PED 1003 CONCEPTS OF PHYSICAL ACTIVITY**

**1-2-3**

Students gain knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and quality life. Opportunities are provided for psychomotor development. *(ACTS Equivalency Course ID - HEAL 1003)*

### **PED 1013 PERSONAL AND COMMUNITY HEALTH**

**3-0-3**

This course is a consideration of the various conditions and factors affecting individual and community health. The course is designed to assist students in formulating their philosophies, attitudes, and understanding of behaviors that are necessary to establish healthy living practices.

### **SPE ---- SPECIAL TOPICS PHYSICAL EDUCATION**

**3-0-3**

Designation used for courses of current interest in physical education that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

## **PHILOSOPHY**

### **PHI 1003 INTRODUCTION TO PHILOSOPHY**

**3-0-3**

Students will explore the basic questions in philosophy to increase their ability to think for themselves and decide which answers to those questions they think are true and the most reasonable. *(ACTS Equivalency Course ID - PHIL 1103)*

## **PHYSICAL SCIENCE**

### **PHS 1001 PHYSICAL SCIENCE LAB**

**0-3-1**

A laboratory experience to support PHS 1003 (Physical Science). Laboratory meets three hours per week. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 43 or above in Intermediate Algebra; or a Compass score of 66 or above in Intermediate Algebra.

**Corequisite:** PHS 1003 (Physical Science). *(ACTS Equivalency Course ID - PHSC 1004)*

### **PHS 1003 PHYSICAL SCIENCE**

**3-0-3**

This course presents an overview of essential topics from astronomy, physics, electricity, chemistry, geology and meteorology. Features biographies of some of the important contributors to advances in the physical sciences. (The course does not satisfy science certification for secondary school teachers; it is not accepted as a major requirement in any natural science field.) Lecture meets three hours per week. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 43 or above in Intermediate Algebra; or a Compass score of 66 or above in Intermediate Algebra. *(ACTS Equivalency Course ID - PHSC 1004)*

### **SSS ---- SPECIAL TOPICS SOCIAL SCIENCE**

**3-0-3**

Designation used for courses of current interest in the social sciences that are not included as a permanent part of our official course offerings. The title of the course will reflect the specific subject matter.

## **PHYSICS FOR HEALTH SCIENCES**

### **PHS 2014 PHYSICS FOR HEALTH SCIENCES**

**3-3-4**

This course is an algebra and trigonometry-based physics course designed to meet the physics requirements for health science majors. It is not recommended for physics or engineering majors. Topics include mechanics in one and two dimensions, fluids, thermodynamics, and mechanical waves and sound. Lab Component: Laboratory exercises will explore the concepts covered in lecture. Spring only. **Prerequisite:** A grade of "C" or better in MTH 1023 (College Algebra).

*(ACTS Equivalency Course ID - PHYS 2014)*

## **POLITICAL SCIENCE**

### **POS 2103 UNITED STATES GOVERNMENT**

**3-0-3**

A basic study of United States Government will provide students with an essential understanding of the principles, structure, processes, functions, limitations, and other related political activities of federal, state, and local government. Within this framework students will trace the historical and theoretical trends that inspired American democracy. Particular attention will also focus on the correlation between social problems and public policy. English Composition I strongly recommended.

*(ACTS Equivalency Course ID - PLSC 2003)*

## **PSYCHOLOGY**

### **PSY 1003 GENERAL PSYCHOLOGY**

**3-0-3**

This course provides a critical analysis of the basic principles of psychology. Students will encounter theories and research relating to motivation, learning, personality, emotion, stress, abnormal behavior, methods of therapy, biology, developmental psychology, and social psychology. *(ACTS Equivalency Course ID - PSYC 1103)*

### **PSY 2013 HUMAN GROWTH AND DEVELOPMENT**

**3-0-3**

This course covers the physical, cognitive, and emotional growth and development of the individual from conception to death, including the examination of empirical findings and major psychological methods and theories.

*(ACTS Equivalency Course ID - PSYC 2103)*

**PSY 2023 ABNORMAL PSYCHOLOGY****3-0-3**

This course introduces the study of abnormal behavior, including historical and present-day perspectives regarding abnormality. Other topics include the causal factors, symptoms, and treatments of various disorders. **Prerequisite:** PSY 1003 (General Psychology).

**PSY 2033 PSYCHOLOGY OF ADJUSTMENT****3-0-3**

Psychology of Adjustment involves the study of how people cope with the demands and challenges of everyday life. Topics such as personality, the self, stress management, intimate relationships, communications, and careers will be discussed in this course.

**SOCIOLOGY****SOC 2003 PRINCIPLES OF SOCIOLOGY****3-0-3**

Students gain an awareness of the relationship between individual experience and the wider society. This course promotes Scientific examination of social institutions such as marriage, family, religion, education, health care, and political systems. Cultural assumptions regarding social stratification, gender, race, deviancy, and the environment are also discussed. **(ACTS Equivalency Course ID - SOCI 1013)**

**SOC 2013 SOCIAL PROBLEMS****3-0-3**

Students will apply sociological concepts and methods to the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. **(ACTS Equivalency Course ID - SOCI 2015)**

**SOC 2023 CULTURAL ANTHROPOLOGY****3-0-3**

This course introduces the concept of culture and cultural processes. It examines perceptions of race, gender, and ethnicity and compares human adaptation across cultures and through time in terms of subsistence methods, social and political organization, economics, stratification, marriage and family structure, religion, kinship, and language. **(ACTS Equivalency Course ID - ANTH 2013)**

**SPANISH****SPA 1003 SPANISH I****3-0-3**

Students will learn basic skills in listening to, speaking, reading, and writing beginning Spanish. **(ACTS Equivalency Course ID - SPAN 1013)**

**SPA 1013 SPANISH II****3-0-3**

This course is a further development of skills practiced in SPAN 1003. **Prerequisite:** SPA 1003 (Spanish I) or permission of the instructor. **(ACTS Equivalency Course ID - SPAN 1023)**

**SPA 1023 SPANISH FOR HEALTH CARE PROFESSIONALS****3-0-3**

This course is designed to introduce the basic language skills of conversation and comprehension but with a medical emphasis to enable the health care professional and patient to communicate. **Prerequisite:** College level placement in Reading or the completion of PRE 0303 (Reading Improvement) with a C or better.

**SPA 2003 SPANISH III****3-0-3**

This course focuses on an intermediate development of Spanish language skills. **Prerequisite:** SPA 1013 (Spanish II) or permission of the instructor. **(ACTS Equivalency Course ID - SPAN 2013)**

**SPA 2013 SPANISH IV****3-0-3**

This course is a continuation of intermediate language skill development begun in SPAN 2003. **Prerequisite:** SPA 2003 (Spanish III) or permission of the instructor. **(ACTS Equivalency Course ID - SPAN 2023)**

**SPEECH****SPC 1003 ORAL COMMUNICATION****3-0-3**

Students will improve their public speaking skills by expanding their awareness of the communication process and developing a better understanding of various contexts of communication. **(ACTS Equivalency Course ID - SPCH 1003)**

# Personnel

## University of Arkansas

### Board of Trustees

Mr. Ben Hyneman, Chairman, Jonesboro  
Sen. David Pryor, Secretary, Fayetteville  
Dr. Stephen Broughton, Pine Bluff  
Mr. John C. Goodson, Texarkana  
Mr. Jim von Grep, Rogers

Mr. Reynie Rutledge, Vice Chairman, Searcy  
Mr. Morril Harriman, Assistant Secretary, Little Rock  
Mr. C.C. "Cliff" Gibson, III, Monticello  
Ms. Jane Rogers, Little Rock  
Mr. Mark Waldrip, Moro

### President

Dr. Donald Bobbitt, B.S., Ph.D.

## University of Arkansas Community College at Batesville

### Chancellor

Deborah Frazier, A.A., B.S., M.S.Ed.

### Board of Visitors

Mr. Mark Skelton, Chairman, Batesville  
Dr. Maggie Williams, Secretary, Batesville  
Mr. Kenneth P. "Casey" Castleberry, Batesville  
Mr. Lennie Foree, Batesville  
Mr. Steven Green, Cave City  
Mr. Chris Robinson, Batesville

Ms. Stacy Gunderman, Vice Chairperson, Batesville  
Mr. Alan Bufford, Batesville  
Mr. Thomas (Mike) Cumnock, Batesville  
Ms. Jesse Freiart, Batesville  
Mr. Gary McDonald, Batesville  
Colonel Karen Ryan, Batesville

## UACCB Foundation Board

Mr. Gilbert Lopez, Chairperson, Batesville  
Rev. Doyle Berckefeldt, Batesville  
Mr. Gary Bridgman, Desha  
Mr. Ted Hall, Batesville  
Ms. Connie Lawrence, Batesville  
Ms. Karla Rush, Sidney  
Ms. Angela Wilcoxon, Batesville

Mr. Roger Ried, Vice Chairperson, Batesville  
Ms. Juanice Brewer, Batesville  
Ms. Andrea Bruner, Batesville  
Mr. Jim Johnson, Batesville  
Mr. Kevin S. Rose, Batesville  
Mr. Dave Timko, Batesville  
Ms. Kara Wilson, Batesville

### Administration

Deborah Frazier, Chancellor - A.A., Business Technology, Arkansas State University-Beebe; B.S., Accounting, Lyon College; M.S.Ed., Business, Arkansas State University

Anne Austin, Vice Chancellor for Research, Planning and Assessment - B.A., English, University of Delaware; J.D., Case Western Reserve University; Ph.D., Business Administration, University of South Carolina

Gayle Cooper, Vice Chancellor for Finance and Administration – B.A., Business Administration, Lyon College; M.S., Vocational Technical Administration, Arkansas State University; Ed.S., Community College Education, Arkansas State University

Brian Shonk, Vice Chancellor for Academic Affairs – A.A.S., Electronics Technology, Northwest Florida State College; A.A.S., Criminal Justice Technology, Northwest Florida State College; B.S., Criminal Justice/Psychology, Troy University; M.P.A., Public Administration, University of West Florida; Ed.D., Curriculum and Diversity Studies, University of West Florida

Greg Thornburg, Vice Chancellor for Student Affairs – B.A., Music/Bible, Johnson University; M.S., Counseling and Student Personnel Services, University of Memphis

### **Office of the Chancellor**

Deborah Frazier, Chancellor - A.A., Business Technology, Arkansas State University-Beebe; B.S., Accounting, Lyon College; M.S.Ed., Business, Arkansas State University

Tina Paul, Director of Development - B.S., Journalism, Arkansas State University

Tammy Smith, Receptionist – College Studies, University of Arkansas Community College at Batesville

### **Academics**

Brian Shonk, Vice Chancellor for Academic Affairs – A.A.S., Electronics Technology, Northwest Florida State College (NWFSC); A.A.S., Criminal Justice Technology, NWFSC; B.S., Criminal Justice/Psychology, Troy University; M.P.A., Public Administration, University of West Florida(UWF); Ed.D., Curriculum and Diversity Studies, UWF

Renee Bell, Faculty Secretary - College Studies, Office Administration, Mississippi County Community College

Vicky Bowren, Administrative Assistant – C.P., Medical Billing and Coding, University of Arkansas Community College at Batesville; A.A.S., Business Services-Medical Office Management, University of Arkansas Community College at Batesville

Jennifer Emery, Academic Advisor/Retention Specialist – B.A., Education, Hendrix College; M.S., Counseling, University of Central Arkansas

Katrina Farris, Academic Advisor/Coordinator of Orientation – B.S., Business Administration, University of Central Arkansas; M.B.A., Arkansas State University

Tina Goodman, Administrative Assistant – A.A.S., Business Services - Administrative Services Focus, A.A., General Education – Business Focus, University of Arkansas Community College at Batesville; B.A.S., Business Administration, University of Arkansas Fort Smith

Jo Stephens, Director of Educational Technology - Computer Information Systems - B.A., Accounting and Computer Information Systems, Lyon College; M.B.A., Arkansas State University; Master Certified Internet Webmaster Designer; Certified Internet Webmaster Certified Instructor; Access Data Certified Examiner, CompTia Security+, Certified Ethical Hacker (CEH)

Van Taylor, Transfer Coordinator – B.S., Organizational Management, John Brown University; M.S., Higher Education, Walden University

Polly Wood, Title III Strengthening Institution Grant Coordinator/Advising Specialist – B.S., Education, Arkansas State University; M.S., Education, Arkansas State University

### **Division of Arts and Humanities**

Susan Tripp, Chair of the Arts and Humanities Division – B.A., Journalism, Arkansas State University; Teaching Certification in English, Arkansas State University; M.A., English, Arkansas State University

Ted Alder, English - B.A., English and Art, University of Arkansas, Little Rock; M.A., English, University of Central Arkansas; Ph.D., English, Southern Illinois University

Glenda Bell, Reading - A.A., General Studies, Three Rivers Community College; B.A., Behavioral Science, Lyon College; M.S.Ed., Early Childhood Education, Arkansas State University; Certified Specialist, Developmental Education, Appalachian State University

Marla Bennett, English – B.A., English, Lyon College; M.A., English, Arkansas State University; Specialist, Community College Teaching, Arkansas State University

Angela Strickland, English – B.A., English, East Texas State University; M.S., Library Science, University of North Texas; ABD, English, Texas A & M / Commerce

Bethany Wallace, English – B.A., English, Lyon College; M.A., English Language and Literature, Arkansas Tech University

William Wood, History – B.S.E., Social Science, Arkansas State University; M.A., History, Arkansas State University; Specialist in Community College Teaching, History, Arkansas State University

Shelly J. Wooldridge, Psychology - B.A., Psychology, Pittsburg State University; M.S., Psychology, Pittsburg State University; M.A., Forensic Psychology, University of North Dakota



### **Division of Business, Technology and Public Service**

Tamara Griffin, Chair of the Business, Technology and Public Service Division - B.S., Data Processing, Arkansas State University; M.B.A., Arkansas State University; CISCO Certified Network Associate; D.M., Management in Organizational Development and Change, Colorado Tech University

Tracy Broadwater, Accounting - B.B.A., Accounting, University of Central Arkansas; M.B.A., University of Arkansas at Little Rock

Matt Critcher, Business - B.A., Economics, Lyon College; International Summer M.B.A. Program, CIMBA, Asolo Italy; M.B.A., University of Arkansas, Fayetteville; Sun Certified System Administrator, Solaris 7 and Solaris 8

James C. Johnson, Business - B.S., Biology, University of Arkansas at Little Rock; B.S., Psychology, Arkansas State University; M.S.W., University of Arkansas at Little Rock; M.B.A., Webster University; LCSW (Arkansas)

Mindy Shaw, Early Childhood Education - B.S.E., Special Education/Elementary Education, Arkansas State University; M.S.E., Early Childhood Education, Arkansas State University

### **Division of Community and Technical Education**

Gene Tulberg, Director of Workforce Development – B.A., Natural Science, University of Arkansas; M.A., Defense Studies, University of London; M.A., Strategic Studies, Air War College; Ed. D., Educational Leadership, University of Phoenix

Lynn Bray, Administrative Assistant – Office Technology, Manhattan Area Vocational Technical School, Microsoft Office Specialist

Lyle Lane, Aviation Instructor - FAA Airframe/Powerplant Certificate; A.A.S., Aircraft Maintenance, Southern Arkansas University Tech

Stephen Paull, Coordinator of Aviation Maintenance Program - A.A., Administration of Justice, Chabot College; A.A., Machine Tool Technology, Chabot College; B.S., University of the State of New York

Katrina Stevens, Coordinator of Community Education - B.S., Vocational Education, University of Arkansas, Fayetteville

### **Division of Math and Science**

Douglas Muse, Chair of the Division of Math and Science - B.S.E., Mathematics, University of Central Arkansas; M.A., Mathematics, University of Central Arkansas

Larry Brown, Mathematics and Chemistry - Larry Brown, Mathematics and Science - B.S., Chemistry, Arkansas State University; Ph.D., Organic Chemistry, Vanderbilt University

Yuee Chen, Mathematics – B.S. Math Education, Indiana Wesleyan University; M.S. Mathematics, University of Central Arkansas

Elizabeth Crandall, Biological Science - A.A., Biology, Palm Beach Community College; B.S., Biology, University of West Florida; M.S., Zoology, University of Connecticut; M.T., St. Vincent's Medical Center, Bridgeport, Conn.; A.B.D., Arkansas State University

Vernon Hoffman, Biological Science - B.S., Wildlife Ecology and Management, Arkansas State University; M.S., Biology, Arkansas State University

Beverly Meinzer, Chemistry - B.S., Biology and Chemistry, Lyon College; M.S., Chemistry, University of Arkansas at Fayetteville

Rachel Ratcliff, Biological Science - B.S., Biology and Range Management, Texas A & M –Kingsville; M.S., Biology, Texas A & M – Kingsville

### **Division of Nursing and Allied Health**

Marietta Candler, Interim Chair of Nursing and Allied Health - B.S., Nursing, University of Central Arkansas; M.S., Nursing, University of Central Arkansas

Ashley Ball, PN Program - A.A.S., Registered Nursing, University of Arkansas Community College at Batesville; B.S. Nursing, Arkansas Tech University

Susan Ball, Online LPN to RN Program – B.S., Education, B. A., Geography, A.D., Registered Nursing, University of Manitoba; M.S., Nursing, University of Arkansas for Medical Sciences; Ph.D., Nursing, University of Arkansas Medical Sciences

Brenda Bishop, PN Program, PN Technical Certificate; A.A.S., Registered Nursing, University of Arkansas Community College at Batesville

Caroline Crumley, NAH Program – B.S.Ed., University of Central Arkansas; B.S. Nursing, University of Arkansas Medical Sciences; M.S.Ed., University of Central Arkansas; M.P.H. Public Health, University of Arkansas Medical Sciences

Wesley Gay, EMS Programs – Basic EMT, Lyon College; EMT-I, University of Arkansas for Medical Sciences, EMT-P, University of Arkansas Community College at Batesville; A.A.S., Paramedic, University of Arkansas Community College at Batesville, B.S. Emergency Management, Arkansas Tech University

Jerri Hooper, NAH Secretary – A.A., General Studies, University of Arkansas Community College at Batesville

Janice Inloes, RN Program /Clinical Coordinator– A.A.S., Registered Nursing, North Arkansas Community College; B.A., Accounting, Lyon College; M.S., Accounting, Arkansas State University; M.S., Nursing, University of Phoenix; M.S., Adult Education Distance Learning, University of Phoenix

Kari Lindsey, RN Program – A.A., Education, Crowley's Ridge Technical College; A.A.S., Registered Nursing, Arkansas State University; B.S., Nursing, Chamberlin College of Nursing; M.S., Nursing, University of Alabama

Teresa Smedley, NAH Program – B. S. Nursing, Arkansas State University; M.S. Nursing, Liberty University

Kelly Stone, PN Program Coordinator - B.S. Nursing, William Paterson University

### **Adult Education Department**

Nancy Whitmire, Director, Adult Education - A.A., Crowley's Ridge College; B.A., Psychology, Harding University; Graduate Studies, Education, Arkansas State University

Andrea Dito, Adult Education Instructor – B.S., Education, Arkansas State University; M. Ed., Adult Education, University of Arkansas at Fayetteville

Becky Saffell, Adult Education Instructor - B.S., Management, Lyon College; M.S.Ed., Business Education, Arkansas State University

### **Library**

Jay Strickland Library Director A.A, South Plains College; B.A., English, University of Texas at Arlington; M.L.S., Library Science, University of North Texas

Sharon Gage, Library Coordinator – A.A., University of Arkansas Community College at Batesville; B.S.Ed., Vocational Education, University of Arkansas, Fayetteville

### **Student Affairs**

Greg Thornburg, Vice Chancellor for Student Affairs – B.A., Music/Bible, Johnson University; M.S., Counseling and Student Personnel Services, University of Memphis

Sharon Bratcher, Financial Aid Specialist - Computerized Accounting Certificate, Black River Technical College; College Studies, University of Arkansas Community College at Batesville

Jane Brewer, Marketing and Communications Coordinator – B.A., Journalism, Wichita State University

Dennis Broadwater, Director of Student Success Center – B.S., Sociology, University of Central Arkansas; M. Ed., University of Arkansas at Little Rock

Casey Bromley, Career Services Facilitator, Career Pathways – Microsoft Excel Certification, New Horizons, Broomfield, Colorado; A.A.S., Business Services, University of Arkansas Community College at Batesville

Kristen Cross, Director of Financial Aid – B.S., Marketing, Arkansas State University

Dorianne Dias, Project Advisor, TRiO/Student Support Services – A.A., Humanities and Social Science, SUNY Rockland Community College; B.S., English Education, New York University; M.A., Applied Linguistics, Columbia University

Amy Foree, Director of Admissions – B.S., Marketing, Arkansas State University; M.S., College Student Personnel, Arkansas Tech University

Mickey Freeze, Advisor/Student Activities Coordinator, TRiO/Student Support Services – A.A., General Education, Ozarka College; B.S.E., Social Science, Arkansas State University; M.A., History, Arkansas State University

Phyllis Gardner, Financial Aid Administrative Specialist - Business Certification, Sawyer's Business College, Memphis

Kyle Hudson, Enrollment Specialist – B.S., Political Science/History, Troy University

Louise Hughes, Director of Student Development and Title III – B.S., Botany, Arkansas State University; M.S., Vocational Education, University of Kentucky

Phillip Landers, Career Coach – B.S., Business Administration, Arkansas State University;

Connie Lawrence – Employment and Training Coordinator – A.A., University of Arkansas Community College at Batesville; B.S., Education, University of Arkansas at Fayetteville

Lisa Lewis, Administrative Assistant, TRiO/Student Support Services – A.A.S., Business Services – Accounting Focus, University of Arkansas Community College at Batesville

Ronda McLelland, Director, TRiO/Student Support Services – A.A., Ozarka College; B.A., Psychology & Early Childhood Education, Lyon College; M.S., Educational Psychology, Walden University

Beverly Moss, Assistant to the Vice Chancellor of Student Affairs - B.A., Business Communications, Capitol City Business College at Little Rock

Jennifer Sinele, Assistant Director of Financial Aid - A.A.S., Accounting, University of Arkansas Community College at Batesville; College Studies, Arkansas State University; B.A.S., Accounting, University of Arkansas Fort Smith

Amanda Mathews, Administrative Specialist II – A.A.S.A., Business Services – Administrative Services Focus, University of Arkansas Community College at Batesville

Andrew Powell, Enrollment Specialist – B.A., Communication, University of Arkansas

Jennifer Shaw, Career Coach – B.S., Education, Arkansas State University

Becky Warren, Career and Disability Services Coordinator – B.S., Agricultural Business, Arkansas Tech University; M.S., Student Affairs, Missouri State University

Debbie Wyatt, Director, Career Pathways – B.A., Political Science, University of Arkansas at Little Rock; M.P.A., Public Administration, University of Arkansas at Little Rock

### **Research, Planning and Assessment**

Anne Austin, Vice Chancellor for Research, Planning and Assessment - B.A., English, University of Delaware; J.D., Case Western Reserve University; Ph.D., Business Administration, University of South Carolina

Beth Bruce, Director of Institutional Research – B.S. Ed., Social Studies, Arkansas State University; M. Ed., Workforce Development Education, University of Arkansas

Shelly Moser, Director of Student Information/Registrar - B.A., English, Lyon College; Graduate Studies, Southeast Missouri State University

Tracey Thomas, Assistant Registrar – A.A.S., Medical Office Management, University of Arkansas Community College at Batesville

Candace Victory, Administrative Assistant - Data Processing Certificate, Arkansas State University - Newport

### **Information Services**

Steve Collins, Director of Information Services - B.S., Computer Information Systems, University of Arkansas at Monticello

Crystal Blue, Computer Lab Manager – A.A.S., CIS/Networking, University of Arkansas Community College at Batesville

Cheston Cooper, Network Administrator - A.A.S., Industrial Technology – PC Hardware Repair, University of Arkansas Community College at Batesville

Lea Ramsey, Database Administrator - B.S., Mathematics, Lyon College; Microsoft Office Specialist Master Instructor

Carol Sellars, Special Projects Coordinator – B.A., English, Lyon College; M.S., College Student Personnel, Arkansas Tech University

### **Finance and Administration**

Gayle Cooper, Vice Chancellor for Finance and Administration – B.A., Business Administration, Lyon College; M.S., Vocational Technical Administration, Arkansas State University; Ed.S., Community College Education, Arkansas State University

Luanne Barber, Bookstore Manager – College Studies, Arkansas State University – Beebe

Linda Garrett, Bookstore Cashier – Secretarial and Clerical Technical Certificate, Gateway Technical College

Roxann Lamons, Administrative Specialist III - Business Education Certificate, Gateway Technical College

Peggy Jackson, Purchasing Agent – CPPB; A.A.S, Business Information Management, Ozarka College; A.A., Ozarka College; B.S. Education, University of Arkansas, Fayetteville

Jenneal Runsick, Administrative Assistant – A.A., General Education, University of Arkansas Community College at Batesville; B.S.E. Human Resource Development, University of Arkansas, Fayetteville

Brenda Silvy, Food Services – CDM and CFPP, White River Medical Center  
Alexa Smith, Personnel Assistant - B.A., Sociology, Arkansas State University

### **Business Office**

Waynna Dockins, Controller – B.S., Business Administration, University of Central Arkansas; M.B.A., Arkansas State University

Sherrie Gunther, Fiscal Support Specialist – Business Education Certificate, Gateway Technical College

Julie Johnson, Payroll Officer – A.A.S., Accounting, University of Arkansas Community College at Batesville; A.A.S., Business Administration, University of Arkansas Community College at Batesville; B.A.S., Accounting, University of Arkansas Fort Smith

Kim McLendon, Fiscal Support Specialist

Candace Scribner, Student Accounts Officer – A.A.S., Business Services – Accounting Focus, University of Arkansas Community College at Batesville; College Studies, Colorado Christian University; College Studies, University of Arkansas Community College at Batesville; B.A.S., Accounting, University of Arkansas Community College Fort Smith

### **Physical Plant**

Heath Wooldridge, Physical Plant Director - B.S., Agriculture Business, University of Arkansas, Monticello

Lori Bell, Maintenance – College Studies, University of Arkansas Community College at Batesville

Jason Briley, Shipping and Receiving Clerk

Mary Ann Briley, Maintenance

Mark Cartwright, Events Coordinator – A.S., Business Administration, University of Arkansas Community College at Batesville; B.S., Business Administration, Lyon College

Payton Crider, Maintenance

Joshua Foss, Maintenance

Diana Gann; Maintenance – College Studies, University of Arkansas Community College at Batesville

Roy Gonyer, Maintenance - A.A.S., Industrial Maintenance Technology, University of Arkansas Community College at Batesville; Diploma, Industrial-Equipment Maintenance Technology, Newport Vocational-Technical School

Agness Ingram, Maintenance

Bill Jackson, Maintenance Night Supervisor

Chuck Martin, Maintenance

Chris Middleton; Maintenance - A.A.S. Industrial Mechanical Technology, University of Arkansas Community College at Batesville

### **Board of Visitors Emeriti**

Laura Brissey, 2005 – 2014

Wanette Baker, 2005 - 2014

Woody Castleberry, 1994 – 2004, 2005 - 2011

Dale Cole, 1995-2003

George Collins, 1991-1999

Gwenda Dobbs, 2001 – 2011

Boris Dover, 2003 – 2012

Don Floyd, 1994-2001

Ronnie Hampton, 2001-2010

Ray LaCroix, 1999-2005

Dianne H. Lamberth, 1999-2005

Mickey Powell, 2008 - 2014

Roger Ried, 2001-2010

Kathleen Reynolds, 1991-2005

Steve Thomas, 2003 – 2012

Royce Wilson, 2000 - 2009

Stanley Wood, 2000-2006

Lynne Wyatt, 1991-2003

#### **Faculty/Staff Emeriti**

Nona Floyd, Instructor Emeritus - B.A., History, Lyon College; M.S.Ed., Elementary Education, Arkansas State University; Graduate Studies, Liberal Arts, Chapman College

H. Jane Parker, Anthropology - B.A., Medical Technology, San Jose State University; M.A., Social Anthropology, University of Texas at Austin; Ph.D., Social Anthropology, University of Texas at Austin; Graduate Studies, Psychology, Arkansas State University

Ann Westmoreland Runsick, Instructor Emeritus - B.A., English and History, Lyon College; M.A., English, Arkansas State University

Wyatt Washburn, Instructor Emeritus, B.S., Mathematics, University of Central Arkansas; M.S., Mathematics, University of Arkansas, Fayetteville; Graduate Studies, Mathematics, University of Missouri – Rolla

Linda Hoyt, Staff Emeritus - College Studies, University of Arkansas, Fayetteville; College Studies, Accounting, Lyon College

Linda Bennett, Staff Emeritus - B.S.Ed., Art, Southeast Missouri State College; ALA, M.L.S., University of Missouri-Columbia

Kathleen McNamee, Staff Emeritus - B.S., Secondary Education, Manchester College; M.B.A., Old Dominion University

Marcia Wallace, Staff Emeritus - B.A., Art, Connecticut College; M.F.A., Mixed Media Art, Arizona State University; M.A., Speech Communications and Theater Arts, Arkansas State University

# Index

|   |    |
|---|----|
| Academic Advising .....                     | 18 |
| Academic Appeals .....                      | 37 |
| Academic Calendar .....                     | 4  |
| Academic Dishonesty .....                   | 36 |
| Academic Clemency .....                     | 32 |
| Academic Intervention Procedures .....      | 33 |
| Academic Probation.....                     | 33 |
| Academic Standards of Progress.....         | 32 |
| Academic Suspension .....                   | 33 |
| Acceptance of Transfer Credits.....         | 14 |
| Accreditation and Program Approvals .....   | 9  |
| Adding Classes.....                         | 32 |
| Admission Policy .....                      | 10 |
| Admission Requirements and Procedures ..... | 10 |
| Adult Education .....                       | 63 |
| Advanced Placement.....                     | 38 |
| Application for Graduation .....            | 40 |
| Arkansas Course Transfer System .....       | 14 |
| Articulation Agreements.....                | 42 |
| Associate of Applied Science Degrees        |    |
| Business Services .....                     | 50 |
| Computer Information Systems.....           | 52 |
| Crime Scene Investigation .....             | 56 |
| Criminal Justice .....                      | 56 |
| Early Childhood Education.....              | 55 |
| EMT-Paramedic.....                          | 59 |
| General Technology .....                    | 57 |
| Law Enforcement Administration.....         | 56 |
| Medical Office Management .....             | 53 |
| Registered Nursing .....                    | 60 |
| Associate of Arts Degree .....              | 45 |
| General Education .....                     | 45 |
| Associate of Science Degree .....           | 46 |
| Business.....                               | 47 |
| General Education .....                     | 48 |

|   |    |
|---|----|
| Pre-Engineering.....  | 48 |
| Elementary Education.....   | 49 |
| Attendance .....  | 33 |
| Auditing Classes.....   | 34 |
| Basic Skills Requirements .....                                       | 15 |
| CAAP Testing.....   | 34 |
| Calendar.....   | 4  |
| Certificates of Proficiency   |    |
| CIS/Networking.....   | 52 |
| Crime Scene Investigation .....                                       | 56 |
| Early Childhood Education.....  | 55 |
| Emergency Medical Technician – Basic.....                             | 59 |
| HVAC.....   | 58 |
| Law Enforcement Administration.....                                   | 56 |
| Medical Billing and Coding.....                                       | 53 |
| Nursing Assistant.....  | 62 |
| Welding .....   | 58 |
| Chancellor's List .....   | 39 |
| Changes in Student Information.....                                   | 34 |
| Classification of Students.....                                       | 34 |
| Commencement .....  | 41 |
| Community and Technical Education.....                                | 63 |
| Concurrent Enrollment.....  | 11 |
| Course Descriptions .....   | 64 |
| Course Load.....  | 34 |
| Credit by Examination or Experience .....                             | 37 |
| Credit for Courses .....  | 35 |
| Criminal Justice Institute Training for Current Police Officers ..... | 56 |
| Dean's List.....  | 39 |
| Degree Programs .....   | 43 |
| Dropping a Class .....  | 40 |
| Dual Enrollment.....  | 12 |
| Enrollment Categories .....   | 17 |
| Enrollment Limitations .....  | 17 |
| FAX Transmission of Admission Document .....                          | 14 |
| Financial Aid.....  | 22 |
| Arkansas Scholar Book Award.....                                      | 28 |
| Bank of America Non-Traditional Endowed Award .....                   | 31 |

|   |    |
|---|----|
| Batesville Rotary Club Endowed Award .....                      | 30 |
| Dale W. Runsick Memorial Endowed Award .....                    | 31 |
| Deadlines for Scholarship Applications .....                    | 27 |
| Desha VFW Post 10472 Scholarship .....                          | 29 |
| Dr. Martin Luther King, Jr. Memorial Endowed Scholarship.....   | 30 |
| Eligibility for Federal Student Aid .....                       | 22 |
| Federal Financial Aid Programs .....                            | 22 |
| F.Q. Wyatt Nursing Scholarship .....                            | 31 |
| GDX Automotive Non-Traditional Endowed Scholarship .....        | 29 |
| Geraldine Thomas Non-Traditional Scholarship .....              | 30 |
| GED Scholarships .....  | 28 |
| Golf Tournament Non-Traditional Endowed Scholarship.....        | 29 |
| Halide Dusay Endowed Scholarship .....                          | 29 |
| Herby and Billie Jo Branscum Non-Traditional Endowed Award..... | 29 |
| High School Academic Scholarships.....                          | 28 |
| How to Apply for Financial Aid .....                            | 23 |
| Jack and Judy Lassiter Endowed Scholarship .....                | 30 |
| Jeffery David Taylor Memorial Scholarship .....                 | 30 |
| John 3:16 Unity House Scholarship .....                         | 30 |
| LaCroix Optical Endowed Award.....                              | 30 |
| Lynne Davis Wyatt Endowed Award .....                           | 31 |
| Paul and Virginia Henry Endowed Scholarship .....               | 30 |
| Peggy Moore Beller Single Parent Endowed Scholarship .....      | 29 |
| Private Scholarships .....                                      | 31 |
| Return of Title IV Funds .....                                  | 25 |
| Revisions in Financial Aid .....                                | 24 |
| Robert and Kathleen Glines Endowed Scholarship .....            | 29 |
| Royce and Rita Kay Wilson Endowed Scholarship.....              | 30 |
| Sara Elizabeth Low Memorial Endowed Scholarship.....            | 30 |
| Satisfactory Academic Progress Policy .....                     | 25 |
| State Funded Assistance .....                                   | 24 |
| Terrell Jameson Memorial Endowed Award .....                    | 31 |
| UACCB Foundation Scholarships / Awards.....                     | 29 |
| UACCB Institutional Scholarships .....                          | 28 |
| Veterans' Affairs .....   | 24 |
| General Education Core .....                                    | 45 |
| General Education Philosophy .....                              | 9  |
| Grade Reports .....   | 35 |



|  |    |
|--|----|
| Grade Status Codes .....   | 36 |
| Grades and Grade Points .....  | 35 |
| Graduation Requirements .....  | 41 |
| Graduation with Honors .....   | 39 |
| High School Core Curriculum: Conditional and Unconditional Admission .....     | 17 |
| History of UACCB .....   | 8  |
| ID Cards .....   | 18 |
| Immunization Records .....   | 14 |
| Inclement Weather Policy .....   | 34 |
| Lyon/UACCB Collaborative Agreement .....                                       | 12 |
| Minimum Standards .....  | 33 |
| Mission Statement .....  | 8  |
| Non-Credit Programs .....  | 63 |
| Parking .....  | 18 |
| Personnel .....  | 87 |
| Placement Policy .....   | 15 |
| Refunds – Bookstore .....  | 21 |
| Refunds – Tuition and Fees .....   | 20 |
| Registration .....   | 32 |
| Repeating Courses .....  | 35 |
| Selective Service Registration .....   | 18 |
| Student Appeals Procedure for Grades and Other Academic Matters .....          | 37 |
| Student Appeal Process for College Enrollment Decisions .....                  | 17 |
| Student Appeal Process for College Selective Admission Program Decisions ..... | 17 |
| Student Readmission .....  | 11 |
| Submission of Documents .....  | 13 |
| Technical Certificates   |    |
| Accounting Support .....   | 50 |
| Clerical Services .....  | 50 |
| Web Design .....   | 52 |
| Cosmetology .....  | 54 |
| Early Childhood Education .....  | 55 |
| EMT- Paramedic .....   | 59 |
| Entrepreneurship .....   | 73 |
| Law Enforcement Administration .....   | 56 |
| Practical Nursing .....  | 62 |
| Software Applications .....  | 52 |
| Industrial Technology .....  | 58 |

|                                  |    |
|----------------------------------|----|
| Transcripts.....                 | 39 |
| Transfer Student Admission.....  | 12 |
| Tuition and Fees.....            | 19 |
| Tuition Waiver Policy .....      | 21 |
| Withdrawal from the College..... | 40 |