



U of PHILLIPS

2018-2019 CATALOG

become a....
RIDGE RUNNER



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2018-2019 Academic Calendar

Fall Semester 2018

August 15 (W)	Reporting day for Faculty-Awards Breakfast (offices closed)
August 16 (TH)	Registration (8:00 am - 6:00 pm)
August 20 (M)	Orientation for all new and returning students (Helena-W. Helena) Nursing Orientation in Helena (All students admitted to the ADN Program.) Nursing Orientation in DeWitt (All students admitted to the PN Program.)
August 21 (T)	Orientation for all new and returning students (DeWitt, Helena-W. Helena, Stuttgart)
August 21 (T)	Last Day for ONLINE Registration
*August 22 (W)	Day & evening classes begin-ONLINE CLASSES BEGIN
August 29 (W)	Last day for 100% refund
September 3 (M)	Labor Day holiday (no classes, offices closed)
September 10 (M)	Last date to complete application file for current semester
October 18 (TH)	Mid-term advisory grades due (4:00 pm)
October 18, 19, 22 (TH-F-M)	ONLINE MID-TERM PROCTORED EXAMS
October 23 (T)	ONLINE MID-TERM ADVISORY GRADES DUE
October 26 (F)	Faculty/Staff In-Service (No day classes but evening and weekend classes meet; offices closed)
November 1 (TH)	Last day to drop and receive a "W"
November 5 (M)	Spring registration begins
November 21 (W)	Faculty and students do not report (no classes, offices open)
November 22-23 (TH & F)	Thanksgiving holiday (no classes, offices closed)
November 26 (M)	Offices open, classes resume (8:00 am)
November 29 (TH)	Last day to receive an "EW"
December 6, 10, 11 (TH-M-T)	ONLINE FINAL PROCTORED EXAMS
December 7 (F)	Study Day (faculty will be available in their offices from 8:30 am to noon)
December 14 (F)	ONLINE GRADES DUE
December 12, 13, 17, 18 (W-TH-M-T)	Day, evening, and night exams begin Wednesday, Dec.12
December 19 (W)	Final grades due (12:00 noon)
December 20 (TH)	December Graduation (no commencement)
December 21 (F)	Offices closed from 4:30 pm until 8:00 am on 1/3/19 (TH)

Spring Semester 2019

January 3 (TH)	Offices open
January 7 (M)	Reporting day for Faculty (8:00 am); Faculty/Staff In-Service
January 8 (T)	Registration (8:00 am - 6:00 pm) (Last Day for Online Registration)
*January 9 (W)	Day & evening classes begin ONLINE CLASSES BEGIN
January 16 (W)	Last day for 100% refund
January 21 (M)	Martin Luther King holiday (no classes, offices closed)
January 28 (M)	Last day to complete application file for current semester
February 15 (F)	Faculty/Staff In-Service (No day classes but extended day and evening classes meet; offices closed)
March 13-14 (W-TH)	ONLINE MID-TERM PROCTORED EXAMS
March 15 (F)	Mid-term advisory grades due (4:00 pm); ONLINE MID-TERM GRADES DUE
March 18-22 (M-F)	Spring Break
March 22 (F)	Spring Break Friday (no classes, offices closed)
March 25 (M)	Classes resume (8:00 am)
April 2 (T)	Last day to drop and receive a "W"
April 1 (M)	Summer & Fall registration begins
April 25 (TH)	Last day to receive an "EW"
April 29-May 1 (M-W)	ONLINE FINAL PROCTORED EXAMS
May 3 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon.) ONLINE GRADES DUE
May 6, 7, 8, 9 (M-TH)	Day and evening exams begin Monday, May 6
May 13 (M)	Final grades due (12:00 noon)
May 16 (TH)	Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 17 (F)	Graduation Phillips County at PCCUA Fine Arts Center Lily Peter Auditorium (7:00 pm)
May 27 (M)	Memorial Day holiday (offices closed)

See page 165 for Summer 2019 calendar.

*Students must register prior to the second class meeting of any course to be admitted to that course. Once the second class has begun, a student may not register for that class. (See above calendar for online dates.)



2018-2019 College Catalog

Mission Statement

Phillips Community College of the University of Arkansas is a multi-campus, two-year college serving the communities of Eastern Arkansas. The College is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote life-long learning, and we engage in the lives of our students and our communities.

DEWITT CAMPUS
1210 Rice Belt Ave.
DeWitt, AR 72042
870-946-3506

HELENA-WEST HELENA CAMPUS
1000 Campus Drive
P.O. Box 785
Helena, AR 72342
870-338-6474

STUTTGART CAMPUS
2807 Hwy. 165 South
Box A
Stuttgart, AR 72160
870-673-4201

www.pccua.edu



One College, Three Campuses

Helena-West Helena Campus

Phone: (870) 338-6474

Fax: (870) 338-7542



DeWitt Campus

Phone: (870) 946-3506

Fax: (870) 946-2644



Stuttgart Campus

Phone: (870) 673-4201

Fax: (870) 673-8166





A Message from the Chancellor

I am very excited to welcome you to Phillips Community College of the University of Arkansas and let you know that we are eager to help you begin and complete your educational journey.

As PCCUA students, you are our reason to get up and come to work in the morning and our motivation to keep changing and evolving with new opportunities for academic and personal growth.

We were the very first community college established in Arkansas, and our institution has undergone tremendous growth since inception in 1965 from an original enrollment of fewer than 250 students in 14 program areas to over 2,300 students in academic, occupational/technical and continuing education programs and 25 associate degree programs. PCCUA has now grown to three campuses in DeWitt, Helena-W. Helena and Stuttgart.

We are known for excellence in our educational programs, the contributions we have made to our home communities and our promise of continuing to offer you affordable rates, so that when you graduate, you will not only be earning more money with a degree, but you will also have saved thousands of dollars!

Please know that your hard work matters. As you start a new academic year, be sure to take advantage of the many services available to help keep you on the road to graduation and personal success.

Our mission is to transform minds and lives, giving you the skills you need to make a real difference in the world, and I encourage you to invest your time in your education as you prepare for a bright future!

A handwritten signature in cursive script, reading 'G. Keith Pinchback'.

G. Keith Pinchback
Chancellor



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NOTICE

The provisions of this publication are not to be construed as a contract between the student and Phillips Community College. The College reserves the right to change any provision or requirement, when such action becomes necessary. Students are encouraged to work closely with an Advisor to verify the appropriateness of the courses for which the students register.

Students are expected to familiarize themselves with all rules and regulations of the College, including any official announcements. Students will be held responsible for the observance of all rules and regulations.

History of Phillips Community College

In 1964, leaders from all parts of Arkansas became enthusiastic about the public community college concept and undertook the difficult task of amending the state's constitution to permit the development of a system of community colleges in Arkansas.

The official history of Phillips County Community College dates from two events in 1965: (1) Act 560 of the Arkansas State Legislature, which paved the way for establishing community colleges; and (2) an affirmative vote by the people of Phillips County on October 23, 1965, which provided the local financial support for the College.

The Board of Trustees was appointed by the Governor of the State and met for the first time on November 1, 1965, officially creating Phillips County Community College. An early order of business for the Board was the election of Dr. John Easley as the first president of the College. The Board of Trustees decided that since construction of a new plant would take approximately two years, classes would begin in the Naval Reserve Building in Helena. The building served as home for Phillips County Community College for two years. In May, 1968, the first class was graduated. Construction of the permanent College facilities was also completed in 1968.

In 1972, the Fine Arts Center and Lily Peter Auditorium were completed with the help of generous support from the community. In 1976, the Nursing Education Complex was completed. In 1982, the Technical & Industrial Education Complex was opened. In 1986, the Administration Building was completed, and a year later, the college library was renovated and named the Lewis Library, thanks to the generosity of the A. B. Lewis family.

In 1988, Dr. Easley retired, and the administration building was renamed in his honor. Dr. Steven W. Jones was elected by the Board of Trustees to be the College's second president.

Since that time, the College has experienced dramatic growth with the expansion of curriculum and facilities. Enrollment increased steadily in the early 1990's, and the Asa W. Bonner Student Center was dedicated in 1991. The Mitchell Science Annex was added to the Nursing Education Complex in 1992. In 1993, the College was given the historic Pillow-Thompson House in Helena by Josephine Thompson. The house was renovated and reopened in May of 1997.

In March 1996, the people of Arkansas County passed a referendum to annex that county into the PCCC taxing district. The Board of Trustees changed the name of the College to Phillips Community College to reflect the multi-county support and began plans to expand the off-campus programs in Stuttgart. In June 1996, the State transferred the former Rice Belt Technical Institute in DeWitt to Phillips Community College, and on July 1, 1996, Phillips became a member of the University of Arkansas System.

Facilities in Arkansas County have grown to include day and evening classes in Stuttgart and general education programs in DeWitt. The over 45,000-square-foot Stuttgart facility is equipped with classrooms, labs, a library, bookstore and offices. The DeWitt facility expansion and reconstruction included an addition of 14,000 square feet and renovations to 15,000 square feet.

In the fall of 2003, Dr. Steven Murray was named the third chancellor of Phillips Community College. Also in 2003, the Grand Prairie War Memorial Auditorium Board in Stuttgart voted to offer a long-term lease of the auditorium to the College as a technology training center. In 2007, the National Guard Armory in DeWitt was leased to the College as a headquarters for the agriculture program. With the generous support of the community, the Grand Prairie Center, a 60,000-square-foot multi-purpose facility, opened in 2011.

Upon the retirement of Dr. Steven Murray in June of 2015, the University of Arkansas System named Dr. Keith Pinchback as PCCUA's fourth chancellor, effective July 1, 2015.

Phillips Community College has always been a leader and innovator in higher education in Arkansas. The College has grown from an original enrollment of fewer than 250 students in 14 program areas to just under 2,000 students in academic, occupational/technical, and continuing education programs. New programs are continually being researched and planned so that PCCUA will remain responsive to the needs and interests of the people of Eastern Arkansas and the Grand Prairie.

Equal Educational Opportunity Policy

Phillips Community College of the University of Arkansas (PCCUA) is an equal opportunity, affirmative action institution. PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

Programs of Study

ASSOCIATE OF ARTS

Business Administration
Early Childhood Education
Education
English, Speech & Drama
General Education
Law & Social Science
Music Education
Physical Education
Political Science/Public Admin.

CERTIFICATE IN GENERAL STUDIES

ASSOCIATE OF SCIENCE

Biology
Business
Chemistry, Pre-Med & Pre-Pharmacy
General Science
Mathematics
Physics
Pre-Engineering

APPRENTICESHIP PROGRAMS

Electrical Apprenticeship Certificate
*Arkansas Department of
Workforce Services*

Plumbing Apprenticeship Certificate
*Arkansas Department of
Workforce Services*

ASSOCIATE OF APPLIED SCIENCE DEGREES, TECHNICAL CERTIFICATES & CERTIFICATES OF PROFICIENCY

Allied Health

Associate Degree Nursing-AAS
Emergency Medical Technician-CP
Health Sciences-AAS
Medical Laboratory Technology-AAS
Medical Prof. Education Program-CP
Nursing Assistant (NA)-CP
Phlebotomy-TC
Practical Nursing-TC

Business

Business Management-AAS
Business-CP
Cyber Security-CP
Information Systems Technology-AAS
*Cyber Security-CP
Programming/Coding-CP*
Medical Coding-CP
Office Technology-AAS
Administrative Support, Medical Office

Behavioral Health

Behavioral Health Technology-AAS
Behavioral Health Technology-TC

Early Childhood

Early Childhood Education-AAS
Early Childhood Education-TC
Childhood Development Associate
Preparation (CDA)-CP

Law Enforcement

Criminal Justice-AAS
Law Enforcement Administration-CP

Technical Programs

Computer Art & Design-CP
Cosmetology
*Cosmetology-TC
Manicuring-CP*
Graphic Communications-AAS
Graphic Communications-TC
Graphic Communications-CP
Maintaining and Managing Personal
Computers-CP
Microsoft Operating Systems Desktop
Support-CP

Industrial Programs

Advanced Manufacturing-TC
Advanced Manufacturing-CP
Agri Mechanics and Equipment/
Machine Technology-CP
CDL/Truck Driving-CP
General Technology-AAS
Renewable Energy Technology-TC
Renewable Energy Technology-CP
Welding Technology-TC
Welding Inert Gas-CP
Welding Mild Steel-CP
General Welding Techniques-CP

ARTICULATED BACCAULAUREATE PROGRAMS

BS-Medical Technology
UA-Medical Sciences

AR Progression Model
*RN to BSN
UCA RN to BSN*

PCCUA Assoc. of Arts in Bus. Admin.
to UALR Bachelor of Bus. Administration

*-Accounting
-Business
-Business Information Systems
-Economics
-Finance
-Management
-Marketing*

PCCUA has formal articulation agreements with the following colleges and universities:

*Arkansas State University
Arkansas Tech University
Ouachita Baptist University
University of Arkansas at Pine Bluff
University of Arkansas at Fort Smith
University of Arkansas at Little Rock
University of Central Arkansas*

*See the link below for more information.
<https://www.pccua.edu/academics/transfer-agreements/>*

Although formal transfer agreements are not in place with all colleges at this time, students taking ACTS courses have had seamless transfer of courses to Arkansas public colleges and universities.

BACCAULAUREATE ON-LINE DEGREES

RN TO BSN

*AR Tech, ASU, SAU, UA Fayetteville,
UAFS, UALR, UAMS, UCA*

BACHELOR/MASTER DEGREES OFFERED AT PCCUA CAMPUSES

Bachelor of Applied Science
UA Fort Smith

Table

AAS=Associate of Applied Science
TC=Technical Certificate
CP=Certificate of Proficiency

Rev. 6/18

College Mission

PCCUA is a multi-campus, two-year college serving the communities of Eastern Arkansas. The College is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote life-long learning, and we engage in the lives of our students and our communities.

Core Values

Phillips Community College respects the diversity of its student body and community. The College also recognizes the worth and potential of each student. Therefore, the College affirms the following beliefs and values:

Student Success

We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity

We respect the inherent worth and dignity of every person.

PCCUA Vision

Imagine a college...

- at which every student is intentionally connected to an individual person who feels responsible for that student's success.
- at which every student is clear about the College's high expectations for performance--and every student has high aspirations for his or her success.
- at which every student defines his or her educational goals and develops a plan for attaining them. Imagine further that these plans are updated regularly, with guidance, as students progress.
- at which all academically underprepared students have an effective, efficient path to completing developmental education and beginning college-level work.
- at which engaged learning is intentional, inescapable, and the norm for all students.
- at which every student is met with a personalized network of financial, academic, and social support.

- at which all students graduate with a certificate or degree that prepares them to succeed in the workplace or to transfer to a four-year college or university.
- fully engaged in the communities it serves, listening to their voices, responding to their needs.

You have imagined the college we seek to be.

Adapted from Center for Community College Student Engagement. (2008). *Imagine Success: Engaging Entering Students* (2008 SENSE Field Test Findings). Austin, Texas; The University of Texas at Austin, Community College Leadership Program.

Role and Scope Statement

The College implements its mission, vision, and values through a clearly defined set of programs and services that include:

College-level Credit Programs

The College offers credit courses leading to associate degrees, diplomas, and certificates in technical, occupational fields and designed-to-transfer majors.

Continuing Education Programs

The College provides professional and occupational development for individuals, businesses, industries, and governmental and health agencies. A variety of self-supporting non-credit activities for personal enhancement are also available.

Student Development Programs and Services

The College offers developmental programs and services to enrolled and prospective students to increase their chances for success and enhance their potential for personal, educational, and professional growth.

Economic Development Programs

The College promotes the economic development of the region by providing work force training for new and expanding businesses and industries. The College also supports economic development agencies by assisting in the recruitment of businesses and industry to the area.

Access Programs and Services

The College provides special recruitment, counseling and evaluation services that increase access for students not traditionally served by higher education.



"PCCUA is proud to have been designated an Achieving the Dream Leader College—a recognition of accomplishment in the national effort to improve student success."

Accreditation

Phillips Community College is accredited by the Higher Learning Commission; 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, (800) 621-7440.

The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) formerly known as NLNAC, National League for Nursing Accrediting Commission; 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326; (404) 975-5000; Fax (404) 975-5020.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880. The Phlebotomy program is approved by NAACLS.

The business programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP); 7007 College Boulevard, Suite 420, Overland Park, KS 66211, (913) 339-9356.

Phillips Community College is a member of the American Association of Community Colleges, the Arkansas Community Colleges, the National Association of College and University Business Officers, and the American Association of Collegiate Registrars and Admissions Officers. PCCUA is also approved by the Arkansas State Approving Agency for Veterans Training.

The Curricula

Phillips Community College is strongly committed to an educational program that will provide a foundation for intellectual, cultural and social growth beyond that imposed by narrow highly specialized training. To broaden a student's educational base, it is required that courses be taken that make up a core of General Education. These courses include English, Social Science, Fine Arts, Natural Science, Literature, Mathematics and Physical Education. Variations and options within the General Education requirements are available in most curricula.

College Transfer Curricula

Many students have plans for completing four years of college education in a senior college or university. At Phillips Community College, these students have an opportunity to begin work which will apply toward the completion of requirements for a major field of study in a four-year institution. Advisors assist students in the selection of courses leading to the proper sequences. Students planning to attend a particular college should consult the catalog of that college for information concerning required and elective courses. Graduates of Phillips Community College who achieve good academic records are admitted readily to the junior year of most four-year colleges and universities.

Occupational/Vocational Curricula

Technological advances during recent years have greatly influenced modern society at work and in the home. Technical

knowledge and skills are changing at a rapid rate as business and industry become even more complex.

Along with this rapid expansion of technical knowledge comes a multitude of new opportunities not imagined in earlier years. This explosion of technology is demanding a supply of many more technically competent people to fill the newly created positions. Those who will enter the work force must be educated and trained. Those who are already on the job must be continuously upgraded and updated in their knowledge and skills.

The career pathway of the two-year occupational programs are designed to provide the technical knowledge and skills necessary for successful employment at a semi-professional level within various fields of business and industry. The broad technical experience provided, along with the required mathematics and science, should give individuals the necessary technical foundation and flexibility to adapt to the ever-changing world of technology.

In an effort to serve the total community and its wide range of educational needs, Phillips Community College also developed a selected number of certificate programs. These selected programs are to be preparatory in nature and designed for those students wishing to further their education within a specific occupational area for future employment.

A number of short-term courses are offered for those wishing to update themselves in their present field of work. These courses are offered on the basis of community need, interest, availability of qualified instructors, equipment and budget limitation.

Distance Learning

PCCUA offers a wide variety of distance learning courses, as well as a number of programs which are available totally in a distance learning format. The majority of the distance learning courses are web-based; however, the college delivers a few courses via interactive video technologies. The interactive video courses are delivered to the College's off campus sites. Web courses allow students to access the course using the Internet. Distance learning courses maintain the same integrity as traditional courses, but provide the course instruction in an alternate format. Students are encouraged to complete an orientation to distance learning prior to beginning any of the College's web-based courses.

Online Course Login:

- If you are registered in a UA AA Online course you will access your course by clicking on the Online Course tab at the top of the Phillips' homepage, www.pccua.edu Choose the current semester term and click submit.
- To access your course, click LOGIN beside the name of the course. In the Username box, enter your username which is your first initial+lastname+last four digits of Student ID number.
- In the Password box, enter your password which is your full date of birth (mmddyyyy).
- Click on "Login".

- If you are registered in an on-campus course using Blackboard or a PCCUA online course, you will access your course by logging into your My RidgeNet account.
- To access your My RidgeNet account, click on My RidgeNet from the Phillips' homepage, enter your username which is your PCCUA student email address
- In the Password box, enter your password which is your full date of birth (mmddyyyy)
- Click on "Login"

For additional information visit <https://www.pccua.edu/students/online-classes/>.

Academic Skills Curricula

For students who come to Phillips Community College with a lack of the basic academic skills necessary to do satisfactory college level studies, the College offers an academic skills curriculum. Students who correct academic deficiencies through such courses will be encouraged to continue their studies in other college programs.

The academic skills to develop reading, writing and math are designed to improve student performance before taking college courses.

PCCUA High School Enrollment Programs

Concurrent enrollment allows high school students the opportunity to enroll in college level courses while continuing their high school courses and activities. Many options are open to high school students.

1. **Concurrent Enrollment:** PCCUA's concurrent enrollment program is accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP) and is available for high school students eligible to enroll in college courses. Students take classes for college credit. These classes are typically taught on the high school campus, by a high school instructor, for college credit.



2. **PCCUA Career & Technical Center:** Offers programs to local high school students under the auspices of the Arkansas Department of Career Education. Often referred to as the Secondary Center courses offered through this program are taught on all three PCCUA Campuses. Programs on each campus are listed: DeWitt Campus--Agriculture, Criminal Justice, Medical Professions Education, Advanced Manufacturing and Welding. Helena-West Helena Campus-- Advanced Manufacturing, Computer Engineering, Criminal Justice and Medical Professions Education. Stuttgart Campus--Education, Criminal Justice, Medical Professions Education and Advanced Manufacturing.

3. **Dual Enrollment:** High school students enroll in college classes at PCCUA. They are registered in classes with other college students.
4. **Combinations:** Students may enroll in a combination of two or three programs as concurrent, Secondary Center, and dual enrolled status.

All high school enrollment classes are college level courses available to high school students. Students may receive high school and college credit simultaneously.

Community Service and Continuing Education

Community Service has become widely recognized as a major function of Phillips Community College. Through Community Service and Continuing Education Programs, individuals have opportunities to participate in educational, cultural, professional and recreational services. Community Service and related programs are designed to provide:

1. Continuing education opportunities for individuals wanting to upgrade their present skills or explore new occupational opportunities.
2. Cultural and community enrichment programs for individuals or groups seeking to enhance the quality of community life.
3. Resources for business, industry, and professional groups needing to supplement their own training and development programs.
4. Adult education opportunities for individuals wanting to continue their education on an elementary or high school level, or prepare for a High School Equivalency Diploma Examination.

Programs are offered throughout the year to meet community needs as they arise. These may be in the form of short seminars, semester-long classes or extended certificate or diploma curricula.

In addition to Community Service and Continuing Education classes, the College extends other services to the community. Through the College, personnel are available to serve as speakers for business, professional, civic, service, educational, social, and other groups. Additionally, College facilities are made available at no cost to community groups when the need arises.

Community Service and Continuing Education classes are open to all persons. There are no educational prerequisites which a person must satisfy.

Adult Education

The Adult Education program is designed to allow students over the age of 16 who have not completed high school studies the opportunity to acquire the skills necessary to pass the General Educational Development (GED) test or to meet other educational goals. The Adult Education/Learning Skills Department offers two components in this curricula:

1. Adult Basic Education (ABE) to teach basic literacy in reading, language skills, and math.
2. Adult Secondary Education (ASE) to teach the reading, English, and math skills necessary to pass the GED test.

Both ABE & ASE program components incorporate life skills and counseling services necessary for growth and development of the adult learner.

Student Services

The admissions policy used by Phillips Community College can be successful with a sound program of student development.

The majority of the students entering will need assistance, and the support services will become a major factor in inspiring them to achieve their goals. Interviews with an advisor are of extreme importance because this may be the first introduction to college and/or the most extensive self-assessment the student has ever made.

Every student has the right to be an individual. This means that Phillips Community College will provide not only fundamental needs, but also opportunities for self-exploration, experimentation and examination. Our major categories of service include: (1) admissions, (2) testing and placement, (3) academic advising, (4) orientation, (5) disability services, (6) registration and records, (7) student activities and organizations and (8) other support services. Through these services, we hope to reach as many people as possible and make the experience at PCCUA one of growth and fulfillment.

Objectives of Student Services

- (a) To provide information, exploration and admissions counseling by which students may move into an appropriate curriculum.
- (b) Implement the advisor system and refer individuals when needed.
- (c) To coordinate a comprehensive program of student activities and services.
- (d) To provide tests and other data regarding student characteristics.
- (e) To offer placement services to occupational/vocational students.

Admission Requirements

PCCUA has three admission categories: conditional admissions, unconditional admissions, and noncredit admissions. The enrollment status of each student is established on the basis of information available during the initial registration and re-evaluated during each registration period based upon the student's goals, test scores, past performance, and academic progress. A complete denial of enrollment will occur only in those rare instances when a student clearly cannot benefit from courses offered at the college.

Unconditional and Conditional Admissions

Phillips Community College developed the following policy for implementing the conditional admissions of high school graduates as required by Act 1290 of 1997 and as amended by ACT 1184 of 2011. All students graduating after May 1, 1999, from Arkansas public high schools, out-of-state high schools, home schools, private high schools or receiving the GED after May 1, 1999, and intending to enroll (effective 2013 spring semester) at Phillips Community College to seek an associate's degree will be evaluated to determine conditional or unconditional admission status. Part-time students and students enrolling in technical certificate programs, certificate of proficiency programs or non-credit courses are exempt from the policy. Students admitted conditionally are assigned into two groups based upon placement scores: Group I consists of students with ACT composite scores between 19 and 15.

Students admitted conditionally must, prior to achieving sophomore status, complete a core curriculum with a cumulative Grade Point Average (GPA) of at least 2.0. Students seeking an A.A. or A.S. degree must complete twelve hours of core academic courses and any required remedial courses. Students seeking a technical certificate or an A.A.S. degree must complete six hours of core academic courses and six hours of technical courses required for the certificate or degree. Students who fail to complete the required courses by the time they achieve sophomore status will be faced with academic probation and possible suspension.

Noncredit Admissions

Students enrolling in only noncredit continuing education and community service classes will be placed in this enrollment category.

Admission Procedures

Curricular Admission

Application. Before final action may be taken on an application, a student seeking admission to any curriculum of the catalog must:

- Complete an application for admission which may be obtained from the Admissions/Student Services offices or via online at www.pccua.edu.
- Provide official high school transcript with graduation date, or official GED scores. Degree-seeking students must provide official transcripts from all colleges and universities attended.

- Provide proof of two MMR vaccines. This requirement is mandatory for those students born after 1957.
- Take placement tests. Students enrolling must submit ACT scores (19 or above in English/Math) or take the ACCUPLACER Placement Exam administered at PC-CUA. Appointments may be made with Ronda Golden (DeWitt), (870) 946-3506 ext. 1602; Vickie Gregory (Helena-West Helena), (870) 338-6474, ext. 1134; Sonya Allen (Stuttgart) (870) 673-4201, ext. 1828.
- Students applying for financial aid may contact April Herring (DeWitt), (870) 946-3506 ext. 1607; Barbra Stevenson (Helena-West Helena), (870) 338-6474, ext. 1160; Kena Henderson (Stuttgart) (870) 673-4201, ext. 1822. Students may also apply online at www.fafsa.ed.gov/.
- Students parking on campus are required to display an annual permit.
- After registering, a student's e-mail will be set up within 24 hours.

Any questions should be directed to the Admissions staff at one of the numbers listed below or via e-mail which is located at our Website www.pccua.edu.

DeWitt Campus (870) 946-3506
 Helena-West Helena Campus (870) 338-6474
 Stuttgart Campus (870) 673-4201

Transfer Students

Phillips Community College accepts the transfer-in of college credits when all of the following conditions are satisfied.

1. The credits were earned at a postsecondary institution having regional accreditation authorized to award the associate degree.
2. The course credits being transferred are applicable for satisfying a requirement in the PCCUA program of study being pursued by the student.
3. The grade earned is a "C" or higher. PCCUA will accept one "D" grade for transfer toward graduation requirements.

In some cases, credits may be accepted from institutions having special professional accreditation. Such special accreditation must be at a level commonly recognized as setting the professional standards for certification or licensing in the profession.

In those cases where there is a question about the acceptability of credits earned at any other institution, PCCUA shall follow the policy of the major state university in the home state of that institution. If that university accepts the credits in question, as a general rule, so will PCCUA.

Auditing Courses

Any course offered for which a student is eligible may be taken by the student. A student on credit status or a student entering and eligible for credit status may elect at the time of registration to enroll on an audit basis. Students enrolled on an audit basis will receive a grade of AU and cannot receive college credit.

The fees for credit courses taken on an audit basis are the same as on a credit basis.

Placement Testing

Testing requirements at Phillips Community College are designed to provide information about students so advisors and instructors can better assist them in their decision-making while at the College. In accordance with Arkansas state law, all students enrolling in college-level mathematics and English courses will be tested for placement purposes.

Students must score 19 or above on the mathematics portion of the ACT, 460 or above on the quantitative portion of the SAT, 39 or above on the ASSET Intermediate Algebra test, 41 or above on the COMPASS Algebra test, or 78 or above on the ACCUPLACER Elementary Algebra test to enroll in college-level mathematics courses. Students scoring below the standard are required to enroll in appropriate developmental courses during their first or second semester and remain continuously enrolled in such courses until they have successfully completed their mathematics requirement.

Students must score 19 or above on the English portion of the ACT, 470 or above on the verbal portion of the SAT, 45 or above on the ASSET Language Usage test, 80 or above on the COMPASS Writing test, or 83 or above on the ACCUPLACER Sentence Skills test to enroll in college-level English courses. Students scoring below the standard are required to enroll in appropriate developmental courses, as determined by their test scores, and remain continuously enrolled in such courses until they have successfully completed their English requirement.

Students who score 19 or above on the reading portion of the ACT, 470 or above on the verbal portion of the SAT, 43 or above on the ASSET Reading Skills test, 83 or above on the COMPASS Reading test, or 78 or above on the ACCUPLACER Reading test, are considered to have met minimal reading skills requirements. Students scoring below the standard are required to enroll in appropriate developmental courses during their first or second semester and remain in such courses until they have successfully completed them.

Phillips Community College will administer the ACCUPLACER test, free of charge, to all degree-seeking students and to all students enrolling in college-level English and mathematics courses. PCCUA provides the ACCUPLACER ESL test to non-native English speaking students. The test measures a student's abilities in three areas – Listening, Reading, and Writing. Students may schedule the ACCUPLACER test by contacting the Testing Center and should do so prior to registration.

Before taking the ACCUPLACER test, students are required to pre-test to identify any subject areas that may need improvement. This free service will allow students to seek tutoring or other help before taking the actual ACCUPLACER test. Higher test scores can result in fewer classes required for degree completion, and will save both time and money for students.

Other types of testing are available at Phillips Community College as part of the general student development service. Through testing, students may gain information pertaining to their academic or vocational interests, personality characteristics, academic aptitudes, and other areas. There are no charges for these services. Contact a campus testing center for further information.

Advanced Placement Credit

Phillips Community College of the University of Arkansas will award college credit to entering freshmen based upon Advanced Placement Examination results. Credit will be awarded, but no grade will be assigned.

College-Level Examination Program (CLEP) Policy

The College-Level Examination Program (CLEP) is a standardized, national examination by which students may earn college credit. The minimum scores acceptable for the awarding of credit, however, are determined by the individual college. Students enrolling at Phillips Community College may earn up to 30 hours of credit through either the general or subject examinations with the following provisions:

1. No grade will be given for CLEP credit. CLEP credit will be entered on the transcript as "Credit by CLEP examination", and the CLEP score earned will be noted.
2. CLEP credit will not be posted on the transcript until a student has earned 9 hours in regular course work at PCCUA. At that point, the student should petition to the Registrar to have the CLEP credit placed on the transcript.
3. A student may not take the CLEP examination and receive CLEP credit after taking and completing with either a passing or failing grade a comparable course at PCCUA.
4. CLEP credit earned at other colleges will be accepted at PCCUA provided the following score requirements listed are met, and an official CLEP score report is submitted.
5. A fee of \$77 is charged for each CLEP examination taken.

Students interested in taking CLEP examinations should contact the Testing Center to register for a CLEP examination. The CLEP examinations, the minimum scores required for CLEP credit, and the PCCUA course equivalents are listed in the Approved General Examinations box.

Approved General Examinations			
General Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
Mathematics Skills Content	MS 123 (MATH 1103) when both subscores equal or exceed	52	3
English	EH 113 (ENGL 1013)	50	3
Composition*	EH 113 & 123 (ENGL 1013/1023)	50	6
*90 minute multiple choice college composition modular test for EH 113 (ENGL 1013) credit. 90 minute modular test and a writing assessment with a minimum score of 50 for EH 113 & EH 123 credit (ENGL 1013/1023).			
Approved Subject Examinations			
American Government	PLS 213 (PLSC 2003)	65	3
American History I	HY 213 (HIST 2113)	54	3
American History II	HY 223 (HIST 2123)	56	3
Calculus with Elementary Functions	MS 215 (MATH 2405)	65	5
College Algebra	MS 123 (MATH 1103)	53	3
General Biology	BY 114 (BIOL 1014)	50	4
	BY 114/124 (BIOL 1014/1024)	60	8
General Chemistry	CY 114/124 (CHEM 1414/1424)	65	8
General Psychology	PSY 213 (PSYC 1103)	58	3
Introductory Business Law	BAN 233 (BLAW 2003)	60	3
Introduction to Management	BMGT 233 (BUSI 2103)	56	3
Introductory Macroeconomics	ES 213 (ECON 2103)	54	3
Introductory Microeconomics	ES 223 (ECON 2203)	55	3
Introductory Sociology	SY 213 (SOCI 1013)	59	3
Western Civilization I	HY 113 (HIST 1213)	57	3
Western Civilization II	HY 123 (HIST 1223)	57	3
Information Systems and Computer Applications	CT 113 (CPSI 1003)	60	4
PCCUA also offers prior learning experience credit. See the Vice Chancellor for Student Services to discuss this option.			

Classification of Students

Students are classified according to their educational goals, the time devoted to their education, and the number of credits.

-Curricular Student

A student who has been officially admitted to one of the college associate degree, certificate, or career studies certificate programs is classified as a curricular student.

-Non-curricular Student

A student, who is not enrolled in a curriculum, either by individual choice or in accordance with college policy, is classified as a non-curricular student. Non-curricular students are not eligible for financial aid, and students must be admitted into an eligible curriculum prior to the beginning of the semester in order to receive financial aid.

-Full-Time Student

Students are considered full-time students if they are enrolled in 12 or more credits of course work. *However, full-time students are encouraged to enroll in 15 or more credit hours to increase the likelihood of completing on time.*

-Part-Time Student

Students are considered part-time students if they are enrolled in fewer than 12 credits of course work.

-Freshman

Students are classified as freshmen until they have completed 30 credits of study in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

-Sophomore

Students are classified as sophomores when they have completed 30 or more credits of course work in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

Advising

PCCUA provides the services of professionally trained advising to all students. The purpose of this service is to provide assistance with both academic and personal concerns involving the student's tenure at this College. Some concerns are immediate to the student and can be solved in one advising session while others are of a more serious nature and require the administration and interpretation of tests and counseling sessions over a longer period of time.

Some specific services rendered by advising are:

- **Advising**—An individual confidential conference for the purpose of discussing educational, vocational, and personal achievements.
- **Analysis**—Interpretation of test data concerning scholastic ability, vocational interest, vocational aptitude and personality characteristics.
- **Information**—Discussion of career choices, additional educational opportunities, orientation and study habits.
- **Other Services**—Placement for senior college transfer students, follow-up for college transfer students, individual inventory and coordination with other student personnel services.

PCCUA believes a student-instructor relationship is established to bring about a mutual understanding which is of benefit to the student in progressing toward normal and fruitful completion of a program. An academic advisor is assigned to the student prior to registration. The advisor is usually a faculty member in the academic area most closely related to the student's proposed major. The advisor assists the student in choosing the appropriate courses prior to registration each semester. In addition, the faculty advisor gives the student information of a general as well as specific nature concerning referrals, financial aid, testing, etc.

Disability Services

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability Coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services. Disability Coordinators are identified in the back of the PCCUA College Catalog and in the Student Handbook. It is the student's responsibility to self-disclose the disability to the Disability Coordinator.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services. <http://www.pccua.edu/students/student-assistance/students-with-disabilities>.

Orientation

PCCUA offers a mandatory orientation session the first two days before the fall semester to acquaint new and returning students with the purposes and programs of the College.

Student Activities & Organizations

Student activities are considered a vital part of institutional life. They are conducted under the supervision of the Vice Chancellor for Student Services.

Arkansas Licensed Practical Nurses Association (ALPNA)

For nursing students, this organization sponsors blood drives, blood pressure checks, and booths at the Nurses Association Convention. For more information, contact the PN Program Coordinator in the Nursing Department on the DeWitt campus.

Baptist Collegiate Ministry is a group of students that meets for religious growth. It meets weekly on the Helena-West Helena campus.

Book Club The PCCUA Book Club meets weekly on the Helena-West Helena campus to discuss the students' book of choice for that semester. Also, students engage in fund raising activities (Relay for Life), present programs for Black History Month and other occasions, attend plays in Memphis at the Orpheum Theater, and assist with campus events.

Career Closet Students can obtain lightly-worn, professional-looking clothing free of charge for interviews or other job-related meetings here. Both men's and women's attire is available. The Closet is located in the gymnasium, room G201 in Helena.

Food Pantry Canned goods and other non-perishable items are available for students at no charge on all three campuses. Students and faculty/staff may also leave items at the pantries for other students' use. In Helena, the pantry is located in the gymnasium, room G201. In Stuttgart, the pantry is located in the Administrative suite. In DeWitt, the pantry is located near the Student Center in room D107.

Intramural Activities The intramural activities program provides an opportunity for students to participate in supervised, competitive activities between groups within the campus community. Intercollegiate activities include: flag football, volleyball, basketball, softball and disc golf. Intramural activities include 4-on-4 flag football, 6-on-6 volleyball, 3-on-3 basketball, 5-on-5 basketball, pickleball, badminton, table tennis, dodgeball, ultimate frisbee, archery, 4-on-4 volleyball and wiffle ball.

Men Enrolling Toward Advancement (META) This is a peer support group for minority males on the Helena-West Helena campus. The group meets weekly during the fall and spring semesters. META members develop leadership skills, participate in fundraisers and service learning opportunities, and sponsor student activities on campus.

Phi Theta Kappa The purpose of Phi Theta Kappa is to recognize and encourage scholarships, as well as provide opportunities for leadership, fellowship, and service. To be eligible for membership, a student must have earned a 3.5 cumulative GPA on 12 hours or more of course work leading to an associate degree.

Student Ambassadors Students selected to represent the College at various activities at the College and in the community. This organization is currently available on the DeWitt and Stuttgart campuses.

Library

Library services at Lewis Library (Helena-West Helena), and the DeWitt and Stuttgart campuses offer the latest technology including an online catalog accessible via the Internet. Library holdings consist of traditional print materials such as books, journals and newspapers as well as a growing collection of electronic resources that include audio books and videos. Online databases are provided for research purposes. Librarian assistance is available for remote access to the library catalog and electronic databases. The Lewis Library also houses a microfilm archive of local newspapers.

A PCCUA student identification card is required for materials checkout and computer use. Items may be borrowed for two weeks and may be renewed if no holds are pending. Assistance with interlibrary loan services is provided so materials from other libraries may be delivered to and picked up from any campus location. Computer workstations, limited soft seating, study areas, Wi-Fi capability, and copy services are available on all campuses.

Student Support Services (SSS)

Student Support Services is a TRIO program designed to motivate and support students in their academic endeavors. Offices for the Student Support Services program are located on all three PCCUA campuses.

- **SSS Goal** The goal of the Student Support Services program is to raise the academic progress and performance levels of low income, disabled, and first generation college students. Specifically, this program seeks to increase the rates at which SSS participants are retained and successfully complete their educational programs. In addition, the program focuses on increasing transfer rates of SSS graduates to four-year institutions.
- **SSS Programs** Services provided to participants through the SSS program include:
 - Academic advising and course selection
 - Cultural enrichment
 - Financial aid counseling and assistance
 - Transfer information and assistance, including college trips
 - Career exploration
 - Peer and computer assisted tutoring
 - Financial literacy
 - Advocacy with staff and faculty

These services are provided free of charge to SSS participants.

- **SSS Application Process** Applications may be obtained in Room C302 of the Arts & Sciences building on the Helena-West Helena campus, in Room C103 on the DeWitt campus, and in Room B105 on the Stuttgart campus. All applicants who meet basic criteria will be interviewed by a staff member to determine interest in and need for the program.

If accepted into the Student Support Services program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions.

Arkansas Career Pathways

Arkansas Career Pathways provides support services and direct assistance to parents who want to increase their education and employability. It was developed through the efforts of Southern Good Faith Fund, Arkansas Community Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, assistance finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, access to computer labs for doing homework and improving computer skills. To be eligible, students must meet certain income requirements and have at least one child under the age of 21 who is living at home.

PHILLIPS COMMUNITY COLLEGE FOUNDATION

Our Mission

The Phillips Community College Foundation (PCCF) exists to enhance the quality of educational and training services offered by Phillips Community College of the University of Arkansas (PCCUA).

Our Needs

As the challenges facing the Phillips Community College District become more complex, private giving will be the margin of excellence in the future, directly affecting the college's ability to make a positive difference in relation to the needs of the people in Eastern Arkansas. PCCUA is uniquely positioned to make a significant contribution to the economic, cultural and educational development of Arkansas and Phillips Counties. While the state recognizes the importance of higher education and allocates funds for basic programs and services, PCCUA relies on private giving to maintain its academic excellence. While state support can only guarantee the college a basic level of service, planned giving to the PCCF can transform a good community college into a great one. The College's initiatives in funding academic scholarships, instructional equipment, carefully planned facilities, faculty development, and cultural arts depend on increasing the private support of those individuals in the private sector who share the college's vision for excellence. The determination and selfless support by loyal PCCUA friends have been instrumental in building a proud legacy that helps the college claim.

Foundation

Phillips Community College Foundation is a private, non-profit organization incorporated under a tax-exempt 501© (3) status. The PCCF was established to seek and secure non-traditional resources—beyond state and local appropriations for PCCUA, for the purposes of (a) supporting educational excellence within the institution, and (b) guaranteeing excellence in service to the community and all its residents.

While the state recognizes the importance of the college and allocates funds for basic programs and services, PCCUA relies on private giving to maintain its academic excellence. While state support can only guarantee the college a basic level of service, planned giving to the PCCF can transform a good community college into a great one. The College's initiatives in funding academic scholarships, instructional equipment, carefully planned facilities, faculty development, and cultural arts depend on increasing the private support of those individuals in the community's private sector who share the college's vision for excellence.

Contributions can be made through cash, securities, mutual funds, real estate and collections such as art, coins and stamps. Charitable trusts, life insurance, annuities, and bequests also provide excellent ways of giving a larger gift while preserving current income.

One of the easiest ways to provide support to PCCUA students is through establishing a scholarship, which provides tuition and, possibly, books for the students. Scholarships can be set up as an endowment, which means that the interest and dividends will be used to fund the scholarship. The original gift (the corpus) remains untouched in an investment account. Some donors are billed annually to replenish scholarships. These contributions can be made by individuals, corporations, families, friends and others.

PCCUA developed an Alumni/Friends Association dedicated to promoting the college and supporting membership activities and programs. The goal of the Association is to maintain the unique bond between the Association members and the College. One hundred percent of these funds will be used to supplement teaching programs at the College.

DeWitt Campus

Diana Graves
1210 Rice Belt Avenue
DeWitt, AR 72042
(870) 946-3506, ext. 1608
fax: (870) 946-2644
dgraves@pccua.edu

Helena-West Helena Campus

Rhonda St. Columbia
P.O. Box 785
Helena, AR 72342
(870) 338-6474, ext. 1130
fax: (870) 338-7542
rhonda@pccua.edu

Stuttgart Campus

LeeAnn Hoskyn
2807 Hwy. 165 South, Box A
Stuttgart, AR 72160
(870) 673-4201, ext. 1801
fax: (870) 673-8166
lhoskyn@pccua.edu

Tuition & Fees

TUITION

Full-time Students (15 credit hours or more)

Phillips/Arkansas County resident:.....\$1065.00
 Out-of-District resident:.....\$1260.00

(Coahoma, DeSoto, Tunica, Quitman and Bolivar County residents of MS and Shelby County, TN are classified as "out-of-district" rather than "non-Arkansas.")

Non-Arkansas resident:.....\$1980.00

NOTE: Credit hours are capped at 15 hrs.

Part-time Students (less than 15 credit hours)

Phillips/Arkansas County resident:
 (per semester hour).....\$71.00

Out-of-District resident:
 (per semester hour).....\$84.00

Non-Arkansas resident:
 (per semester hour).....\$132.00

Fees

Special Services Fee
 \$6 (per credit hour) (\$90.00 max)

Technology Fee
 \$8.50 (per credit hour).....(\$127.50 max)

Publication Fee
 (3 or more credit hours).....\$10.00

Safety Fee
 (\$8 per credit hour)(\$120.00 max)

Facility Fee
 (\$3.50 per credit hour)..... (\$52.50 max)

Online Courses.....\$109 per credit hour; \$5 Assessment fee

OTHER FEES

Allied Health Students

Nursing Testing Fee (per semester).....\$40.00
 EMT, Nursing, Medical Laboratory Technician, and
 Phlebotomy course.....\$20.00
 EMT Materials Fee.....\$115.00
 Registry Exam Fee (PLB 113).....\$135.00
 Registry Exam Fee (MLS 213).....\$215.00

Business Office Fees

Tuition payment plan fee.....\$35.00
 Late payment fee.....\$25.00
 Returned check/payment fee\$25.00
 Orientation fee (failure to attend)\$70.00

Certification & Materials Fee (PE 143).....\$30.00
 Developmental Math Software Fee\$115.00
 (MS 1013, 1023 & 1123)

Lab--Biology, Chemistry & Phy. Science courses.....\$10.00
 (Does not cover damage or breakage to non-expendable equipment)

Printing.....\$10.00

Technical Programs\$5.00

Commercial Truck Driving.....\$1000.00

Cosmetology Kit (COSM courses).....\$450.00

Early Childhood Education Field Study & CDA Testing

(ECD 1001).....\$350.00

(ECD 1101).....\$375.00

(EN 223-Praxis).....\$130.00

Facility Usage

Stuttgart (Bowling)\$30.00

Fitness Center

Non-Credit.....\$55.00 semester/\$125.00 annually

Credit.....\$25.00

Golf

Helena-West Helena campus\$35.00

AR County.....\$35.00

Graduation FREE

I.D. Card Replacement\$10.00

Independent Study\$90.00

Parking Fines.....\$10.00-\$60.00

(1st violation-\$10; 2nd violation-\$20; 3rd violation-\$40

4th violation-\$60; 5th violation-\$60; Failure to display

parking permit-\$30; Handicapped parking violation-\$50)

Physical Education (PEAC courses)\$2.50

Text Solution Book Rental

(Book Rental Program)\$38.00/credit hour

Transcript..... FREE

Vehicle Registration (per year)

1st decal..... FREE

2nd decal.....\$10.00

***PCCUA reserves the right to change tuition and fees at any time.**

INSURANCE

PCCUA does not provide insurance for its students. The College encourages each student to secure personal health insurance.

Tuition and Fees

The Arkansas Department of Higher Education authorizes the expenses incurred for tuition each year. Tuition for 2018-19 is \$71 per credit hour for in-state students and \$132 for out-of-state students. Tuition rates and all fees are subject to change as authorized by the Arkansas Department of Higher Education.

Payment of tuition also enables the student to use the library, bookstore, and other facilities at the College. Students are expected to pay charges for any college property that they damage or lose (i.e., laboratory or shop equipment, supplies, library books and other materials). Formal registration takes place on the dates listed in the calendar.

Refund Policy

Students are eligible for refunds during the add/drop period identified on the College calendar. (See Refund Policy under Academic Regulations section of this catalog.)

Special Services Fee

A Special Services fee per credit hour is charged to fund ongoing special services received by students such as tutoring, advising, graduation, and other services.

Technology Fee

A fee is charged to all students for each credit hour of enrollment. The technology fee is used to finance major improvements in information technology at the College. The funds are used along with revenue from additional sources to implement technology improvements designed to allow faculty to use technology to improve instruction and delivery of courses.

Publication Fee

A fee is charged for the publication of college documents. This includes but is not limited to copies of transcripts, catalogs, handbooks, and other materials.

Safety Fee

A per credit hour safety fee is charged to fund resources needed to maintain safe and secure campuses.

Facility Fee

A per credit hour facility fee is charged to maintain campus facilities.

Online Courses Fee

Students enrolled in online courses incur a per credit hour charge with an assessment fee to support distance learning.

Special Costs

Some classes require special materials such as uniforms and specialized equipment that will be the property of the student. These materials are purchased by the student and paid for at the time of purchase. Consult with an advisor or course instructor concerning these special costs.

Allied Health Liability Insurance

All allied health students are required to purchase and maintain professional liability insurance. The minimal amount of insurance acceptable per claim and for aggregate coverage must comply with individual allied health program requirements. The insurance must be purchased from a company that is acceptable to the College and in compliance with the laws of the State of Arkansas. The company should provide endorsement that the insurance may not be modified or cancelled, unless PCCUA receives 30 days prior written notice. Written proof of coverage must be submitted to the respective program director/coordinator before the student will be allowed to register for, or attend any clinical allied health course.

Other Expenses

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. Items purchased at the bookstore must be paid for at the time of purchase. Students may be able to reduce this cost by purchasing used or e-books.

Early Childhood CDA Fee

Students enrolling in the Early Childhood Development Associate Degree (CDA) program pay the cost of observation, testing, assessment, and credentialing. The fees are tied to ECD 1001 and ECD 1101.

Delinquent Accounts

Students will not be permitted to register or graduate, nor will grade reports or transcripts be issued, until all delinquent accounts have been paid in full.

Returned Check Fee

A fee will be assessed for handling all returned checks and dishonored credit/debit card payments. A student will not be allowed to register for classes or receive a transcript/grades until all returned payments have been cleared and their account has been paid in full.

Student Financial Assistance

To help offset the cost of a student's education, the Office of Financial Aid and its staff are dedicated to assisting PCCUA students and their families in navigating the financial aid process and educating them in making the best use of all available resources. A number of scholarships and federal and state grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need. Part-time employment opportunities are also available to students but are dependent upon the availability of jobs, available funds, and students' skills.

Financial Need

Both Federal, State and other financial aid is awarded to students showing financial need and maintaining satisfactory progress as defined by the institution.

How to Apply:

1. Visit www.fasfa.ed.gov to complete the Free Application for Federal Student Financial Aid (FAFSA).
2. Students will receive an Award Letter that outlines their financial aid status within two to three weeks of submitting the FAFSA.
3. First-time PCCUA students who are eligible to receive federal financial aid must submit the following:
 - a copy of your high school transcript/GED;
 - copies of any college transcripts
 - a completed Student Data Form (available on all three campuses)

To be considered a full-time student, federal financial aid requires enrollment in twelve (12) credit hours.

Federal Pell Grant

This is the basic grant available to undergraduate students who have demonstrated an exceptional financial need on the Free Application for Federal Student Aid (FAFSA) and have not earned a bachelor's or professional degree. The Department of Education determines a student's eligibility based on a student's answers to the FAFSA. Students must also meet other eligibility requirements to remain eligible for this award. The maximum award for the 2018-19 academic year is \$6,095, if students are enrolled full-time. The award amount is reduced for students enrolled less than full-time. A Federal Pell Grant, unlike a loan, does not have to be repaid; except under certain circumstance. Students must remember to complete and submit a FAFSA application every year as soon as possible, beginning October 1.

Federal Supplemental Education Opportunity Grants

FSEOG funds are limited and awarded on a first-come, first-served basis and are awarded with preference given to Pell Grant recipients who demonstrate exceptional need. Students must be enrolled at least half-time to be eligible to receive FSEOG funds.

Federal Work-Study Program

The Federal Work-Study program provides jobs for undergraduate students and enables them to earn money toward their college expenses by working on- or off-campus. Students are paid bi-weekly at the rate of pay that is based on the federal or state minimum wage; whichever is more. Eligible students must have a financial need as determined by their FAFSA results. A separate FWS request must be completed and submitted to the institution's Work-Study Coordinator.

Satisfactory Performance Standards for Financial Aid Eligibility

Federal regulations governing all Title IV federal and campus-based programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study) require the institution to measure a student's progress toward a degree or certificate program. Students must complete requirements for a degree or certificate program within a reasonable length of time and maintain a minimum cumulative 2.0 grade point average, as defined by the College.

Total Credit Hours

PCCUA students may attempt up to a maximum of 100 credit hours while pursuing their two-year degree. All courses attempted at PCCUA, including repeated courses (courses with a grade of F, W, EW and I) and all hours pursued at any other college, will be counted in the determination of hours attempted. Students required to enroll for remedial course work will be allowed to attempt up to 30 hours of remedial work, which will be counted toward the maximum 100 credit hour limit. Students must successfully (A, B, C or D) complete at least 67 percent of all credit hours attempted each semester, including remedial courses. An evaluation will be made each semester to determine an individual student's progress.

Cumulative Grade Point Average

Students, including those enrolled for remedial coursework, must maintain a minimum cumulative grade point average of 2.0. Evaluation will be made at the end of each semester to determine student progress for meeting cumulative grade point average requirements.

Probation

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation/warning for one semester. During the probationary semester students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Termination of Aid

Students whose financial aid has been terminated for failure to meet satisfactory academic progress standard, (SAP), may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to the individual's academic problem and be prepared to provide supporting documentation.

Other Financial Support

Part-Time Employment

Many students are employed by the College and a number of agencies in the surrounding community. Students should be careful not to overload their work schedule so that it interferes with their study and class time. The College receives many requests from local employers eager to employ students in a variety of part-time jobs. Contact the work-study coordinator for more information.

Veterans (GI) Benefits

The Arkansas State Approving Agency approves some programs at PCCUA for veteran training. Veterans of recent military service, service members, members of reserve units, and dependents of certain other veterans may be entitled to educational benefits under the following programs: Post 9/11 GI Bill Chapter 33; Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Veterans Education Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; and Title 10, Chapter 1606, 1607, Montgomery GI Bill for Selective Reserves. Students must be working toward a degree following the curriculum outlined for their objectives.

Application forms can be found online at www.benefits.va.gov/gibill or call 1-888-442-4551 for assistance with applying for benefits. Additional information concerning these benefits may be obtained by contacting the Registrar's Office. Veterans are urged to apply for educational benefits at least two months before beginning classes.

Veterans Vocational Rehabilitation

Public Law 815 makes veterans vocational rehabilitation training available to a veteran who incurred a disability as a result of service in the armed forces. Under Public Law 815, tuition, fees, and subsistence will be paid through the Veterans Administration.

Vocational Rehabilitation

Our local Vocational Rehabilitation agency assists students in paying for all or part of their tuition, books, activity fees, living expenses, and transportation. Students must be in good standing to continue receiving funds through this program. Students can qualify with either physical or mental health disabilities. Students who believe they could qualify for this program should contact:

Helena-West Helena Campus:

Arkansas Rehabilitation Services
507 Cherry Street
Helena-West Helena, AR 72342
(870) 338-2753

DeWitt & Stuttgart Campuses:

Arkansas Rehabilitation Services
2703 W. 26th Ave.
P.O. Box 2560
Pine Bluff, AR 71613
(870) 534-2404

FOR QUESTIONS REGARDING FINANCIAL AID, PLEASE CALL:

DEWITT CAMPUS(870) 946-3506, EXT. 1607
HELENA CAMPUS(870) 338-6474, EXT. 1358
STUTTGART CAMPUS.....(870) 673-4201, EXT. 1822

Scholarship Application Procedure

To apply for any of our scholarships, submit the following items to the Scholarship Coordinator at one of the following campuses: 1210 Rice Belt Avenue, DeWitt, AR 72042; P.O. Box 785, Helena-West Helena, AR 72342; or 2807 Hwy. 165 South, Box A, Stuttgart, AR 72160.

1. Students who reside in the State of Arkansas must apply for the Academic Challenge (Lottery) scholarship. Must provide copy of eligibility/non-eligibility.
2. Provide a summary of why you want to be considered for a scholarship (should include any financial need.)

***Note:** *All out of district scholarship recipients will receive in-district scholarship amounts. This includes online classes.*

Selection: The selection of scholarship recipients will be based upon an evaluation of the completed application, high school transcripts, or GED certificates, test scores, participation in extra-curricular activities, community service, and other awards and honors. Recipients will be notified of selection decisions as soon as they are made.

Scholarships Available

Phillips Community College is committed to academic excellence. The educational curriculum is regularly updated to ensure that quality programs are being provided which meet the needs of students and employers. Academic achievement is recognized by awarding three types of academic scholarships: Chancellor Scholarships, Academic Excellence Scholarships and Technical Achievement Awards.

In addition to the three college academic scholarships mentioned above, other types of scholarships are available at PCCUA. These include performing arts and foundation/community scholarships.

Academic Scholarships

Chancellor Steven Murray Legacy Scholarship

Minimum qualifications include an American College Test (ACT) composite score of 25. Applicants must be entering PCCUA for their first time as full-time students. Recipients of the Chancellor Scholarship will receive tuition and mandatory fees for the fall and spring semester and tuition and mandatory fees each summer term for a maximum of two years of consecutive enrollment, provided that they maintain a 3.0 cumulative GPA and enroll full-time each fall and spring semester and six or more hours each summer term, if desired.

Chancellor Scholarships

Minimum qualifications include an American College Test (ACT) composite score of 25. Applicants must be entering PCCUA for their first time as full-time students. Recipients of the Chancellor Scholarship will receive tuition and mandatory fees for the fall and spring semester and tuition and mandatory fees each summer term for a maximum of two years of consecutive enrollment, provided that they maintain a 3.0 cumulative GPA and enroll full-time each fall and spring semester and six or more hours each summer term, if desired.

Academic Excellence Scholarships

Minimum qualifications include an ACT composite score of 23 or 3.0 high school GPA. Applicants must be entering PCCUA for their first time as full-time students. Recipients of Academic Excellence Scholarships will receive tuition only for a maximum of two consecutive years provided that they maintain a 2.5 grade point average per semester and enroll

full-time each fall and spring semester and six or more credit hours each summer term, if desired.

Technical Achievement Awards

Minimum qualifications include a 3.0 GPA in the applicant's technical or occupational curriculum in high school. A score of 23 on the ACT may substitute for the grade point average requirement. Applicants must be entering PCCUA for their first time as full-time students. Recipients of Achievement Awards will receive tuition only each semester for a maximum of two consecutive years provided that they maintain a 2.5 GPA per semester and enroll full-time each fall and spring semester and six or more hours each summer term, if desired. These scholarships are for occupational/technical (AAS major) students only.



Arkansas or Phillips County high school graduates attending the Helena or DeWitt campuses are eligible for the Great River Promise. Students who meet the stated criteria will be able to attend PCCUA with college tuition and mandatory fees paid.

Criteria:

- Attend 4 years at an Arkansas or Phillips County high school
- Graduate with a high school diploma, beginning with 2010 graduates
- Achieve high school attendance requirements for 4 years of high school
- Have no drug or DUI offenses
- Exhaust all other scholarship and financial aid programs first
- Deadline for the State of Arkansas scholarships: June 1st
- Must enroll fall semester following high school graduation
- Be accepted as a PCCUA student and complete a PCCUA scholarship application

Other Scholarships

STATE AID-Arkansas Department of Higher Education (ADHE) Complete one application to determine eligibility for ALL ADHE scholarships listed below. Test scores, high school transcripts, and/or college transcripts are necessary and must be submitted to ADHE by the deadline date. Application deadline is June 1 unless noted otherwise. All eligibility requirements and updates to all scholarships can be found at the ADHE website. An application is available online at <http://scholarships.adhe.edu/>.

Academic Challenge (Lottery) Scholarship (Traditional) This scholarship is open to graduating high school seniors demonstrating academic achievement (ACT score of 19 required). It provides funds for full-time students and has specific enrollment requirements for full-time students. For additional information, visit the ADHE Website @ www.adhe.edu.

Academic Challenge Scholarship (Non-Traditional) This scholarship is open to non-traditional students who are Arkansas residents. Students must have a 2.5 GPA and/or certain test scores to be eligible. The scholarship provides funds to full-time and part-time students enrolled in at least six (6) hours.

Arkansas Future Grant This scholarship is a “Last Dollar” award that covers tuition and fees not already covered by a student’s other scholarships and grants. The purpose of this grant is to promote STEM and high demand degree obtainment and encourage community involvement and interaction. Students must have graduated from an Arkansas High School, Home School or have a GED; (or) must have a high school diploma and have lived in Arkansas for the last three years; must be enrolled in a STEM or Regional High Demand Credential Program; must complete the FAFSA; and must not already hold an Associate’s Degree. Students will apply through the YOUNiversal System at ADHE. The Grant will be awarded on a first-come, first-served basis.

Arkansas Geographical Critical Needs Minority Scholarship Provides financial assistance to minority students attending any public or private institution of higher education in Arkansas with an approved teacher education program. Recipients must teach in the Arkansas Delta region after completion of licensure program. For more information, contact Holly Humphrey at (870) 575-8058.

Career Pathways Career Pathways is sponsored by the Arkansas Department of Higher Education. Qualified applicants must be a parent with children under the age of 21 living in your home; must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past; be receiving food stamps or Medicaid. For more information, contact Kim Rawls at (870) 338-6474, ext. 1164 or e-mail Mrs. Rawls at krawls@pccua.edu.

Governor’s Distinguished Scholarship This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. The Governor’s Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 GPA, or those who are named National Merit Finalists or National Achievement Scholar with the ACT/SAT score. It pays tuition, mandatory fees, room and board up to \$10,000 per year. Applications must be submitted to ADHE by February 1.

Law Enforcement Officers’ Dependents Scholarship (LEO) – This scholarship is a waiver of tuition, fees, and room/board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty.

Military Dependents Scholarship (MDS) – This scholarship is a waiver of tuition, fees, and room/board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or were missing in action, were prisoners of war, or who are totally and permanently disabled.

Performing Arts Scholarships In addition to college academic scholarships, performing arts scholarships are awarded to talented students. Criteria for these scholarships and selection procedures are set by the specific departments making the awards. For additional information on these scholarships, contact the Director of Performing Arts.

Single Parent Scholarship (sponsored by Phillips County) This scholarship provides financial assistance to single parents who are pursuing a course of instruction which will improve their income-earning potential. Scholarships may be used for tuition, books, utility bills, car maintenance, child care, etc. For more information contact: Helena-West Helena campus: http://www.aspsf.org/county_phillips.html.

State Teacher Education Program (STEP) This scholarship provides assistance for eligible teachers with outstanding federal student loans. The program is available to Arkansas educators who graduated after April 1, 2004, have unpaid federal student loan balances, and teach in a geographic and/or subject shortage area or are minorities. Assistance may be granted for up to three years.

Teacher Opportunity Program (TOP) This award offers tuition reimbursement grants to Arkansas teachers and administrators. Teachers and administrators may apply for reimbursement of out-of-pocket expenses paid for up to six (6) college credit hours completed for each academic year, not to exceed \$3,000.

Foundation Scholarships

Foundation/Community Scholarships, including memorial scholarships, are made available to students by community-based organizations or groups. Criteria for these awards may differ from those required for college scholarships. Contact the scholarship offices for additional information unless indicated otherwise.

Alan Fortune Sponsored by the Duff Nolan Family, this award gives preference to a graduate of Grand Prairie Christian School or Stuttgart High School. The applicant must maintain a 2.5 GPA. The award pays \$250 each fall and spring.

Alter Family This scholarship provides \$300 each fall and spring for a student on the DeWitt campus. Student must be a DeWitt High School graduate and must have a 2.5 GPA in order to receive and maintain the scholarship.

Ann Bulmer Hestir Memorial This scholarship provides \$250 each fall and spring for a student on the DeWitt campus who is a preferred dental or pre-med student. Student must have a 3.0 GPA to qualify and maintain scholarship.

Arkansas County Bank of DeWitt This scholarship is for students on the DeWitt campus and will pay \$300 each fall and spring semester. To be eligible for selection, students must have a 3.0 GPA or a minimum 21 ACT composite score and maintain a 2.5 GPA.

Arthur D. Holt Memorial This scholarship pays \$250 per semester. Must be a Stuttgart High School graduate or resident of Arkansas County and must also be a student on the Stuttgart campus. Must be majoring in business, education, medical or a vocational field. Applicant must maintain a 2.5 GPA. Student can be part-time or full-time. Award may be used for books or tuition.

BancorpSouth This scholarship provides \$250 each fall and spring to a graduating senior from Stuttgart, Carlisle, Hazen or Brinkley. Applicant must maintain a 3.0 GPA. Stuttgart Campus student.

Barney Lewis Business Established in 2010 in loving memory of devoted husband and father, the late Barney Lewis. This scholarship is for a student majoring in business with a 2.5 GPA. The award is \$1,250 per semester, and students must maintain a cumulative 2.5 GPA to renew the scholarship for two consecutive years. Awarded to a Helena Campus student.

Bauer Family Applicant must be a Gillett High School graduate or resident of the former Gillett School District with at least a 2.0 GPA. The applicant must maintain a 2.0 GPA. Award pays \$250 each fall & spring, renewable for two (2) years. Must be a DeWitt Campus student.

Bayer Foundation This scholarship provides \$500 each fall and spring semester to a full-time student on the DeWitt campus demonstrating financial need.

Bennette & Walter Morris This scholarship pays \$1,750 to a resident of Phillips County, Arkansas, who is enrolled in the Associate Degree of Nursing program on the Helena campus and must maintain a 2.5 GPA.

Betty Howe This scholarship provides \$250 each fall and spring to a student enrolled in the Practical Nursing program. It was established in 2004 in memory of Mrs. Betty Howe.

Bill Coolidge This scholarship provides two sophomore students (a Fine Arts and a Humanities major) with a full-tuition scholarship each fall and spring. Applicants must have at least a 3.0 GPA to receive and maintain this scholarship.

Bookstore This scholarship pays \$500 each fall & spring; recipient must maintain a 2.75 GPA. Award is for 2 semesters only.

C. J. & John Ella Jackson Foundation This scholarship fund was founded by Mrs. Hiawatha Jackson Woolford, Mrs. Thelma Jackson Kelley, and Mrs. Blanche Jackson Ingram in memory of their parents. A scholarship is awarded to a freshman nursing student with a 3.0 cumulative GPA. The scholarship pays \$150, each fall and spring.

Carl E. "Bo" Owens Memorial This scholarship is for a student pursuing a CDL on the Stuttgart Campus. The award is \$250, and any student entering the CDL program on the Stuttgart Campus is eligible to apply if they meet all other college entrance requirements. One award will be given annually.

Cathy Jean Ruffin Fox Memorial This scholarship is for a student on the DeWitt campus enrolled in at least 6 hours. Student must be entering the medical field. Preference will be given to DeWitt High School students. The award provides \$250 each fall and spring. Established by her daughter and son.

Charleen Hickey Memorial This scholarship provides \$500 for the fall and spring semesters to a deserving student who has a 2.5 cumulative GPA. The recipient must be a Central High School graduate, an education major and full-time student.

Charles Harlen and Sandra Miller Memorial This scholarship provides \$300 each fall and spring. Must be a DeWitt High School graduate attending PCCUA as a full-time DeWitt campus student. Must maintain a 2.75 GPA.

Cormier Rice Mill This scholarship pays two students \$300 each fall and spring on the DeWitt Campus. Must maintain a 2.5 cumulative GPA.

DeWitt Campus Single Parent This scholarship pays \$250 per semester to a single parent with a child under the age of 18 living in the home and attending the DeWitt campus. Must maintain a 2.5 GPA.

DeWitt Community Service This scholarship pays up to four qualifying students \$250 per semester on the DeWitt Campus. Students must have 30 hours of documented and approved community service hours in one semester (please see Diana Graves for the form); must have and maintain a 2.5 cumulative GPA or higher. Renewable each fall and spring semester.

Dr. John M. Hestir Memorial This scholarship provides \$250 each fall and spring for a student on the DeWitt campus majoring in nursing field. Student must have a 3.0 GPA to qualify and maintain.

Dr. & Mrs. Pat Bell, Sr. This scholarship provides \$500 each fall and spring to a student enrolled in the Associate Degree Nursing program. It was established in 2004 in honor of Dr. & Mrs. Pat Bell, Sr.

Ed Denman Memorial This scholarship pays \$250 each fall and spring to a DeWitt High School graduate attending the DeWitt Campus. Applicants must have a 2.75 GPA to qualify and maintain this scholarship.

Elmer & Gladys Ferguson Nursing This scholarship was established by Elmer & Gladys Ferguson of DeWitt. It will provide one \$250 nursing scholarship for a full-time student on the DeWitt campus in the fall and spring semester. Student must have a 2.5 cumulative GPA to receive the scholarship.

Evelyn Hurst This scholarship was established in 1996 in memory of Evelyn Hurst. It is given to students who have completed the GED, wish to continue their college education, and cannot qualify for other federal aid to do so. Recipients must be entering PCCUA for the first time as a full-time (15 hours) student. The scholarship recipient must maintain a 2.75 cumulative GPA. A full scholarship is equal to full tuition each fall and spring. A partial Hurst scholarship is equal to half tuition each fall and spring.

Farm Bureau This scholarship provides a \$500 book scholarship per semester for a Phillips County resident. To qualify, students must have a 2.5 GPA and the student must maintain a 2.5 cumulative GPA in order to keep the award for two years.

Farmers & Merchants Bank of DeWitt & Stuttgart This scholarship provides \$500 per semester for students on the DeWitt and Stuttgart campus. To qualify, students must have a 3.0 GPA or a minimum ACT score of 21. To keep the award for two consecutive years, recipients must maintain a 2.50 GPA. Recipients must be a Prairie, Desha or Arkansas County resident.

Hackney Memorial This scholarship is given to a DeWitt Campus student and pays \$250 each fall and spring. Must maintain a 2.0 GPA.

Helen G. Bonner The Helen G. Bonner Sophomore Scholarship Fund, established by Mr. Ben Bonner in memory of Mrs. Helen G. Bonner, provides 2 full-time & 4 partial scholarships to sophomore students who have completed 21 or more hours at Phillips Community College with a cumulative GPA of at least 2.50. Preference will be given to working, adult students who are not eligible for sufficient levels of other financial assistance to meet educational needs. Full scholarships pay \$550 fall and spring and \$250 for summer. Partial scholarships pay \$275 fall and spring.

Helena Industries Applicants for this award must have a cumulative high school GPA of 2.50 and enroll in at least 15 credit hours each semester. Recipients must be entering PCCUA for their first time majoring in agriculture, biology,

business, math or science. The award pays \$500 each fall and spring and is renewable, providing the recipient maintains a 2.50 cum. GPA.

Helena National Bank This Helena campus scholarship provides \$500 for the fall and spring semesters to a deserving student who has a 3.0 cumulative GPA or a 21 composite on the ACT. Preference is given to a full-time (15 hours) student. The recipient must be a Phillips County resident.

Helena Regional Medical Center This Helena campus scholarship, established in 2003, is awarded to a nursing student on the basis of academic potential and financial need. Applicants must have a 2.5 cumulative GPA to receive the scholarship. The scholarship pays full tuition each fall and spring and is renewable, providing the recipient maintains a 2.5 cumulative GPA.

Helena Regional Medical Center Auxiliary This scholarship is awarded to a nursing student who is a Phillips County resident. Student must maintain a 2.75 cumulative GPA.

Hendrix Business This scholarship, made possible by Dick D. and Bettye W. Hendrix, was established in 2001. It is awarded to a Phillips County resident majoring in business. Applicants must have a 3.0 cumulative GPA and a 21 ACT composite to receive the scholarship. The scholarship pays \$500 each fall and spring. This scholarship is renewable, providing the recipient maintains a 3.0 cumulative GPA.

H-N-A This scholarship pays \$100 book stipend for fall and spring for a student on the DeWitt Campus. A 2.5 GPA is required. Anonymous donor.

Jake Hartz, Jr. Memorial Non-Traditional This scholarship is awarded to a non-traditional student on the Stuttgart Campus with first consideration being given to a resident of Arkansas County, but not required. Student must have a 2.0 GPA and maintain a 2.0 GPA to continue scholarship. It is awarded each fall and spring semester for four consecutive semesters, if recipient meets and maintains criteria. This scholarship pays up to \$200 per semester, if funds are available.

Jimmy & Karen Owens Memorial Scholarship for Caregivers This scholarship provides \$250 each fall and spring semester for 2 years. It will be awarded to a nursing student entering the ADN program on the Stuttgart Campus. Student must complete all required developmental education courses prior to making application for the nursing program. Student must maintain criteria required by the nursing program.

Julie Simpson This scholarship provides \$300 each fall and spring to a student on the DeWitt Campus. The student must maintain a 2.5 cumulative GPA.

Kiwanis Non-Traditional Student This scholarship is awarded to a single parent and/or non-traditional student. It pays \$250 fall and spring; student must maintain a 2.75 cum. GPA. One scholarship awarded each year.

Lee Ann Jones Memorial This scholarship pays \$200 each fall and spring semester. It is awarded to a DeWitt High School

graduate who is attending the DeWitt campus. Must have a 2.5 GPA to qualify and maintain.

Lennox This is a full-tuition scholarship for the fall and spring semesters serving traditional and non-traditional students on the Stuttgart campus. Applicants must be an AR county resident with a 3.0 cumulative GPA. This scholarship is renewable providing the recipient maintains a 3.0 cumulative GPA.

Lizzy West Memorial Scholarship This scholarship pays \$200 and is awarded each fall and spring semester to a part-time student taking at least 6 hours or more. It was established by family and friends.

Louis Chandler, Jr. Memorial This scholarship pays \$500 to a student who has a 2.5 cumulative GPA or a 21 ACT composite. Applicants must be residents of Phillips County. The scholarship is for two years.

Matthew Russell Memorial This scholarship provides \$300 each fall and spring to a student on the DeWitt Campus. Must maintain a 2.5 cumulative GPA. The scholarship is sponsored by Julie Simpson.

Melisa Cupples Memorial This scholarship pays \$500 each fall and spring semester; must maintain a 2.5 GPA; DeWitt Campus; sponsored by Troy & Tami Hornbeck.

Michael Gilmore Memorial This scholarship pays \$250 per semester and is awarded to a graduate of Central High School who has a 2.5 GPA. Applicants must be residents of Phillips County. Scholarship is renewable, if funds are available and the student maintains a 2.5 GPA.

Non-traditional Student Student must be enrolled in a minimum of six (6) hours and must be of independent status. These scholarships are awarded on each of the DeWitt and Stuttgart campuses. Applicant must maintain a 2.75 cumulative GPA in order to maintain the scholarship. The scholarship awards are \$250 each semester.

Ora Belle Howard Memorial Student must be enrolled in 12 hours and majoring in the medical field. This scholarship pays \$250 each fall and spring. Applicant must maintain a 2.5 GPA in order to maintain the scholarship. Applicant must also be committed to stay and work in DeWitt.

Pat McKewen Memorial This scholarship pays \$400 each fall and spring; maintain a 2.5 GPA; DeWitt Campus student.

Paul and Marion Hahn This scholarship provides \$125 one time per year with preference to a nursing, law enforcement, veteran or history major. Student must have 12 college credit hours and maintain a 2.0 cumulative GPA.

Reach! Nursing Students must have a 2.5 GPA to qualify and must maintain a 2.5 cumulative GPA in order to maintain the scholarship. These scholarships include: Scott Frazier Memorial, Dottie Grauman Memorial, Helena Health Foundation, Hendrix, Bob Hornor Memorial, John King, Wright, and Campbell-Gordon.

Roller Citizens Funeral Home The recipient of this scholarship made possible by Roller Citizens Funeral Home must have a 3.0 cumulative GPA or a 21 ACT composite and be a Phillips County resident. The scholarship pays full tuition fall and spring.

Rotary Club of Stuttgart The Stuttgart Rotary Club provides a scholarship for one year which pays \$500 each fall and spring semester. A student who has received the scholarship is eligible to apply for a second year, but must reapply.

Sherry Criswell Memorial This scholarship will be awarded to a single parent enrolled in 6 or more hours. Pays \$250 per semester and recipient must maintain a 2.5 GPA.

SIDC in Memory of Harry Dupree This scholarship will be awarded to a student attending Stuttgart Campus. Must be a graduating senior majoring in a science-related field and enrolled in 6 hours minimum. It pays \$250 each fall and spring, and recipient must maintain a 2.5 GPA.

South Arkansas County Health Foundation This scholarship pays \$250 each fall and spring to a student pursuing a degree in healthcare on the DeWitt Campus. Student must have a 2.5 GPA and maintain a 2.0 GPA.

Southern Bancorp Sarah Beth Taylor This scholarship will be awarded to a freshman nursing student who is not eligible for other financial aid. Applicants must have a 2.5 cumulative grade point average to receive and maintain the scholarship. This full-tuition scholarship, plus books, is available each fall, spring and summer for two consecutive years. Recipient will be chosen by the Allied Health Division. Failure to graduate will result in reimbursement to Southern Bancorp. Helena Campus only.

Southern Bancorp Southern Bancorp provides a scholarship to a deserving student who has a 3.0 cumulative GPA or a 21 ACT composite. Applicants must be residents of Phillips County. The scholarship pays \$500 in the fall and spring.

Steiner This scholarship in memory of Rev. Traugott of Marvell is awarded to a deserving Marvell High School graduate on the basis of scholarship and academic potential. The award pays \$250 each fall and spring.

Stuttgart Hospital Auxiliary This scholarship is for a non-traditional nursing student in the nursing program on the Stuttgart Campus. It pays \$250 each fall and spring semester. Must meet or exceed requirements of the nursing program in order to maintain scholarship.

Stuttgart Memorial Hospital Foundation This scholarship is will pay \$500 each fall to all first-year nursing students on the Stuttgart Campus.

Tom Kinnebrew Memorial (sponsored by Rotary Club of Helena-West Helena) This scholarship is for a Phillips County resident majoring in nursing. The scholarship awards \$500 each fall and spring. Applicants must have a 3.0 cumulative GPA or a 21 ACT composite.

Warriors for Walt Nursing Scholarship This scholarship is for a resident of Phillips County (AR) or Coahoma County (MS) who is a nursing major on the Helena campus. The award pays \$1,750 per semester for two years. Recipient must maintain a 2.5 cumulative GPA. Special consideration will be given to students who have a handicap or disability, themselves, or in their family.

Wilbur Mein's Memorial Scholarship This scholarship pays \$250 each fall and spring semester to a DeWitt High School graduate who has a 3.0 GPA and entering the medical field.

W. T. Harris Memorial The W. T. Harris Memorial Fund will provide a qualified student with a scholarship on the basis of both academic potential and financial need. The scholarship is available to full-time sophomore nursing students with a 2.5 cumulative GPA. The scholarship pays \$250 fall and spring.

Yoder Ruritan This scholarship pays \$250 each fall and spring semester for 2 years and will be awarded to a Stuttgart campus student. Must maintain a 2.5 GPA per semester.

Academic Regulations

Student Course Load

The College will operate two semesters, two summer terms, and an extended summer term annually. The minimum course load for classification as a full-time student is 12 semester hours. A normal class load consists of 15-16 semester hours per semester (six to eight credit hours in the summer). A student who desires to take more than 19 semester hours must have the approval of the Vice Chancellor for Instruction.

Changes in Course Schedules

In order to change a course schedule, a student must have the approval of an advisor and a Chair/Dean. Changes in schedules are not permitted after the course has met twice. A class may be dropped until the published date in the Academic Calendar.

Grading System

Each student will receive at mid-term an evaluation of progress in each course. Mid-term grades are for student information only and are not placed on the permanent record. At the end of the semester, the student will receive final grades based upon the following system:

- A** - 4 quality points
- B** - 3 quality points
- C** - 2 quality points
- D** - 1 quality point
- F** - 0 quality point
- EW** - Administrative Withdrawal (withdrawal by faculty due to excessive absence)
- I** - Incomplete work to be made up within 60 days following close of current semester
- W** - Withdrew
- S** - Students working up to potential in individualized (self-pacing) courses may receive a grade of "S" for satisfactory progress
- AU** - Audit
- S/U** - Non-credit courses will be given a grade of "S" for satisfactory, or a grade of "U" for unsatisfactory

Checking Grades Online

Students may access their account information, including grades, using the following steps:

- Click on the My RidgeNet link located on the PCCUA homepage, www.pccua.edu.
- Enter your PCCUA student email address (first initial+last name+last four digits of your student ID+@students.pccua.edu). Your password will be your date of birth (MMDDYYYY).
- Click on the "WebAdvisor" Icon then "Log In".

My RidgeNet accounts are typically created within 24 hours after a student registers. If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on "Helpdesk". Please include a private email or phone number in your ticket for responses.

E-mail Account

Students may access their PCCUA email account, using the following steps:

- Click on the My RidgeNet link located on the PCCUA homepage, www.pccua.edu.
- Enter your PCCUA student email address (first initial+last name+last four digits of your student ID+@students.pccua.edu). Your password will be your date of birth (MMDDYYYY).
- Click on the "Student Email" Icon.

Class Attendance

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the specific attendance policy for the course. It is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the student's advisor, so the student can be contacted. If the student is absent more times than allowed by an instructor, the instructor may drop the student from the class roll with a grade of **EW** by notifying the Admissions/Student Services Office in writing.

Withdrawal

A student who withdraws from the College in the course of the regular semester or summer term must do so officially at the Admissions/Student Services Office. Official withdrawal must be made in person or by written statement from the student. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so may result in the recording of failing grades in the course(s) for which the student is registered.

Dropping a Class

A student may drop a class by getting a drop slip from his/her advisor or from the Admissions Office. Take the form to the course(s) instructor(s), ask the instructor(s) to complete the form, take the form to an Advisor or Division Chair/Dean for signatures, bring the completed form to the Admissions Office. A student is not officially dropped from a course until the Admissions Office receives the form.

Chancellor's List

A student who achieves exemplary academic success at PCCUA is named to the Chancellor's List. To be named to this list, a student must enroll in 12 or more semester hours of college level credit and maintain a 4.0 GPA for the semester enrolled. This extraordinary list of students is released at the end of each fall and spring semesters.

Dean's List

A student who demonstrates outstanding academic success at PCCUA is named to the Dean's List. To be named to this list, a student must enroll in 12 or more semester hours of college level credit and maintain a GPA of at least a 3.5 but below a 4.0. This distinguished list of students is released at the end of the fall and spring semesters.

Academic Probation and Suspension

The cumulative grade point average (GPA) will be used in all probation and suspension determinations. The GPA is computed each semester for full-time students and each block of 10 or more semester hours for part-time students. When the cumulative GPA falls below the level specified in the table below, the student will be placed on **ACADEMIC PROBATION**.

Credit Hours Completed.....	GPA
0-10.....	none
11-16.....	1.25
17-32.....	1.50
33-48.....	1.75
49-over	2.00

Students on Probation

Students placed on probation will be required to complete the following:

1. Accept enrollment in an advisor-directed studies program.
2. Meet with their advisor at least three times during the semester (during the 4th or 5th week of the semester, at midterm, and during the 11th or 12th week of the semester).
3. Enroll in appropriate developmental courses (when required) and meet with a tutor as recommended by their advisor.
4. Take no more than 12 hours a semester unless the advisor approves additional hours.

Suspension of Students

If the probationary status is not removed during the advisor-directed semester (or block of 10 semester hours for part-time students), the student will be suspended for one regular semester (excluding summer session). However, any student on probation who received a GPA of 2.5 or higher for 12 or more hours for that semester will be allowed to enroll for the following semester even though the cumulative GPA does not meet the minimum GPA requirements set forth.

After being suspended for one semester and upon readmission, the student must meet the GPA requirements set forth or be suspended from the College for one academic year.

Transfer Student Probation

Transfer students are subject to the same probationary requirements as currently enrolled students. A transfer student with less than the required GPA from the previously attended institution may be enrolled on probation.

Appeal of Suspension

Students may make a written appeal of their suspension to the Academic Standards Exception Committee if there are mitigating circumstances related to their academic performance. This appeal must be filed in the Admissions Office at least one week before classes begin. After having been suspended from the college for one year, a student may apply to the Academic Standards Exception Committee for readmission. Readmission is not automatic; each case will be judged on merit.

Repeating Courses

Any student may repeat a course to improve his/her grade point average. When the course is completed, the higher grade will be noted with an asterisk * and retained for credit hours and grade point calculations on the student's transcript. A student will receive credit for only that one course. However, both courses and grades will appear on the transcript. Parenthesis () will indicate credit hours not calculated in the student's GPA. Students must check with their advisor to verify repetitions allowed.

Academic Clemency

A student may be given academic clemency for up to 21 semester hours of unsuccessful academic work (D, F, or EW grades). The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student's cumulative grade point average (GPA). Clemency will cover all credits earned during the semesters for which it is granted. No credits earned during the semester for which clemency is granted will count toward graduation requirements.

In order to seek academic clemency, the student must not have been enrolled at any higher education institution for three consecutive academic years and must make application in writing to the Vice Chancellor for Instruction. A student may be granted academic clemency only once.

Academic Grievance Procedure/ Appealing a Grade

PCCUA has a student Grievance Procedure for students with questions related to grading or other matters of an academic nature. The academic appeal process is described and forms are available at the following link: <http://www.pccua.edu/faculty-staff/student-academic-appeal-process-policy-and-form/> and this information is also available in the Student Handbook.

Cancellation of Courses and/or Programs of Study

PCCUA reserves the right to cancel courses and/or programs of study which do not meet its established criteria relating to:

1. Availability of competent instructors,
2. Adequate facilities, and
3. Sufficient enrollment

Any program of study cancelled will have an action plan for completion of currently enrolled students.

Housing

No housing facilities are provided by PCCUA.

Rules, Regulations and/or Policy Changes

PCCUA reserves the right to change rules, regulations and/or policies at any time.

Residency Requirements

A legal resident of Phillips or Arkansas County is defined as a person who has lived within the boundary of said county for the past six consecutive months. An out-of-district resident is defined as a person who has lived within the state of Arkansas

for the past six consecutive months, but outside Phillips or Arkansas County. Coahoma, Tunica, Quitman, Bolivar and DeSoto counties in Mississippi and Shelby County residents in Tennessee are classified as “out-of-district”. A non-Arkansas resident is defined as a person who has not lived in the state of Arkansas for the past six months consecutively. Members of the Armed Services and their dependents may qualify for in-state residency if they meet certain conditions listed in University of Arkansas System Board Policy 520.7. That policy may be found at <https://www.uasys.edu/wp-content/uploads/sites/16/2017/07/UASP-520.7-Fees-for-Veterans-and-Military-Personnel.pdf>, or contact the Registrar’s Office for more information.

Refund Policy

Any student who drops a course or officially withdraws from PCCUA during a fall or spring semester shall be entitled to a refund of tuition and fees according to the schedule below:

Up to and including five class days.....	100%
From the sixth class day through the 10 th class day	50%
The 11 th class day and after	No Refund

Any student who drops a course or officially withdraws from PCCUA during a summer session shall be entitled to a refund of tuition and fees according to the schedule below:

Up to and including two class days	100%
The third through the fourth class days.....	50%
The fifth class day and after.....	No Refund

Students receiving disbursements of Title IV aid who later terminate their enrollment require institutional review to determine if there has been an overpayment of SFA funds, and if repayment of any financial aid by the student is required.

If repayment to any Title IV program is required, the following priority list will be used:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Federal Aid programs

The portion of a repayment allocated to a program may not exceed the amount a student received from that program.

When a student withdraws from the institution, a review will also be required to determine if a refund should be made to any financial aid programs and/or the student.

In allocating the Title IV and other components of a refund back to the various sources, the following priority list will be used:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Federal Aid programs
- Other state, private or institutional sources of aid
- The student

For examples of refund calculations, students may contact the accounts receivable clerk in the PCCUA Business Office.

Standard of Behavior

College students are considered to have reached the age of responsibility and discretion. Students must realize that the responsibility for success in college rests largely upon themselves. Their conduct, both in and out of college, is expected to be honorable and dignified. The College reserves the right to dismiss any student whose behavior, on or off the campus, is considered undesirable or harmful to the College.

Discipline Policy

PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the **PCCUA Student Handbook and posted on the PCCUA Student Menu online**. In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.

Discipline

Respect for other students’ right to learn and an instructor’s right to teach, is imperative. Further, if a student’s behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom may not return without meeting with the Vice Chancellor for Student Services or the campus Vice Chancellor in Stuttgart or DeWitt (or official designee). This contact must be within thirty-six (36) hours after the incident. In certain cases when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may have to request that the Vice Chancellor for Student Services or Campus Vice Chancellor in Stuttgart or DeWitt intervene. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

Computer, Internet, E-mail, and Other Electronic Communications Acceptable Use Policy

PCCUA has a Computer, Internet, E-mail, and Other Electronic Communications Acceptable Use Policy. PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the College’s computer resources are expected to use these resources appropriately. Details for this policy are available on-line at the following link: <https://www.pccua.edu/students/resources/computer-use-policy>.

Tobacco Policy

Smoking and the use of tobacco products (including cigarette, cigars, pipes, smokeless tobacco, electronic cigarettes, and other

tobacco products) by students, faculty, staff and visitors are prohibited on college property.

Sexual Harassment

PCCUA recognizes its obligation to protect students and employees from sexual harassment and to create an environment which discourages unacceptable behavior. A student who feels that he/she has been subjected to sexual harassment or discriminated against on the basis of gender should immediately report such incidents to the Vice Chancellor of Student Services. For students enrolled on the DeWitt and Stuttgart Campuses, report such incidents to the Campus Vice Chancellor.

Title IX

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs and activities. Discrimination based upon sex can include sexual harassment or sexual violence, such as dating violence, domestic violence, sexual assault, or stalking. Title IX also prohibits gender-based harassment, which may include certain acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to one of the individuals listed:

Scott Post, Title IX Coordinator

Vice Chancellor for Student Services/Registrar
PCCUA, Administration Building
1000 Campus Drive
Helena, AR 72342
(870) 338-6474, ext. 1235

Rhonda St. Columbia, Deputy Coordinator

Vice Chancellor for College Advancement &
Resource Development
PCCUA, Administration Building
1000 Campus Drive
Helena, AR 72342
(870) 338-6474, ext. 1130

Kim Kirby, Deputy Coordinator

Vice Chancellor, Stuttgart Campus/
Director PCC Career & Technical Center
PCCUA-Stuttgart
2807 Hwy. 165 S., Box A
Stuttgart, AR 72160
(870) 673-4201, ext. 1813

Carolyn Turner, Deputy Coordinator

Vice Chancellor, DeWitt Campus
PCCUA-DeWitt
1210 Rice Belt Avenue
DeWitt, AR 72042
(870) 946-3506, ext. 1605

The complete Title IX policy and procedures can be found at http://www.pccua.edu/images/uploads/content_files/Title_IX_Procedure.pdf.

Cheating and Academic Dishonesty

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the Chair/Dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure identified in the Student Handbook and posted at the following student menu link: <https://www.pccua.edu/faculty-staff/student-academic-appeal-process-policy-and-form>.

College Drug and Alcohol Policy for Students

In accordance with the Drug-Free Schools and Campus Regulations, PCCUA prohibits the possession, sale, distribution, **and/or** use of illicit drugs or alcohol on campus or at college-sponsored activities off campus.

Violation(s) of this policy will result in appropriate discipline including warning, probation, suspension, or expulsion. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol. A criminal conviction under such laws shall not preclude the imposition of appropriate sanctions under applicable college policies and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission.

The College will implement requirements of the Drug-Free Schools and Campus Regulations to inform students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services shall provide confidential referral to agencies in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

Weapons on Campus

Weapons and/or handguns are not allowed on the premises of PCCUA, except under regulations outlined in Acts 562 and 859 as passed by the Arkansas General Assembly in 2017. Those Acts can be found at <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act562.pdf> and <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act859.pdf>. There are criminal penalties for violating Acts 562 and 859. In addition, violations could result in disciplinary action, up to and including dismissal from the College. For more information, contact the Vice Chancellor of Student Services or campus Vice Chancellors in Arkansas County.

Graduation Requirements

“Student Right-to-Know” Graduation Rates

Graduation Rates for 100%, 150%, and 200% of normal time – Cohort Year 2013

Graduation Rate – 100% of normal time 17%

Graduation Rate – 150% of normal time 29%

Graduation Rate – 200% of normal time 37%

4-year average Student Right-to-Know Completion or Graduation Rate - 27%

4-year average Student Right-to-Know Transfer-out Rate - 15%

For more info: <http://www.pccua.edu/about/institutional-reports/students-right-to-know/>

General Graduation Requirements

PCCUA will award an Associate Degree or a Technical Certificate to students who satisfy all specified requirements. Students completing requirements in a college or university parallel program may be awarded the Associate of Arts Degree. Students completing a two-year program in occupational education may be awarded the Associate of Applied Science Degree. Students completing a one-year occupational program may be awarded a Technical Certificate. Students graduate in December and May. An annual graduation commencement is held in May in Phillips and Arkansas Counties.

An Associate Degree or Technical Certificate will be awarded to students who satisfy the following requirements:

1. Complete a minimum of sixty (60) semester hours of approved credit toward the desired Associates Degree; complete a minimum of thirty-two (32) semester hours of approved credit toward the desired technical certificate. Associate of Arts degree candidates are required to participate in the general education outcomes assessment before graduation.

At least thirty (30) credit hours or the last fifteen (15) hours toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward a Technical Certificate must be earned from PCCUA.

2. Earn a grade point average of 2.0 or above on all college-level work completed. (Exceptions are Nursing and MLT programs.)
3. File an application for graduation with an advisor.
4. Fulfill financial obligations to the College.

Honor Graduates

A student completing all graduation course requirements whose cumulative grade-point average for all college course work is a 3.5 or higher is recognized as a PCCUA Honor Graduate. This recognition is documented on the student transcript.

Core Competencies of Graduates

All students receiving an Associate's Degree from PCCUA will possess the following STACC core competencies:

Social and Civic Responsibility Demonstrate adherence to legal/ethical standards established by society.

Technology Utilization Use tools of the trade to achieve a specific outcome.

Analytical & Critical Thinking Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.

Communication Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.

Cultural Awareness Acknowledge that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

Privacy of Information

PCCUA abides by the Family Educational Rights and Privacy Act of 1974 as amended, and the U.S. Department of Education's regulations implementing this act. Student records are treated as confidential information available only for the student's personal inspection and upon the student's personally authorized release, with very limited lawful exceptions. "Directory Information" such as the student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended, and course credit load may be released unless a student notifies the Registrar that this information is to remain confidential. Requests for information will be evaluated by the Vice Chancellor for Student Services or designee. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

Apply for Graduation

***By November 9
for December***

***By March 15
for May***

Contact Advisor for degree audits

- Inspect and review their educational records;
- Request an amendment to records that are believed to be inaccurate;
- Require the school to obtain written consent prior to disclosure of personally identifiable information, except those items noted herein;
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA;
- Educational information: refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified. What is **not** included in the Educational Information is: sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
- Law enforcement or campus security records which are solely for the law enforcement purposes;
- Records related to individuals who are employed by the institution;
- Records related to treatment provided by a physician, psychiatrist, psychologist, or other recognized professionals;
- Records of an institution which contain only information about an individual obtained after that person is no longer a student at the institution (i.e., alumni records).

is submitted at the end of the semester. Grades may be kept in a grade book filled out in ink or kept in an electronic grade book. Gradebooks are retained for a period of three (3) years.

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution, and deceased students do not come under FERPA. Information about college policy, rights of students under the Act, and procedure for handling alleged violations of the Act and/or regulations may be obtained from the Registrar at (870) 338-6474, ext. 1235.

Parents' Rights Under FERPA

Under 20 USC 1232g(d) Parents lose their FERPA rights when a child turns 18 or starts attending or taking classes in college (or any post secondary institution), whichever happens first. However, parents of a *financially dependent student* (defined by the IRS) may obtain their child's records, but must submit proof of the student's dependency (via most recent tax form) prior to receiving the requested information. As far as FERPA is concerned, a student's spouse is an "unrelated third party" and therefore, has no rights under FERPA. While there is an exception that allows a college to disclose educational information to parents of a financially dependent student in the absence of consent, there is no such exception for a spouse, even if the spouse is supporting the student.

Maintenance of Academic Records

Academic files contain records of attendance and all graded course materials. Faculty maintain an academic file for each student enrolled in a course. The file is housed in the appropriate faculty member's office, until the student's final grade

PROGRAMS OF STUDY

COLLEGE DIVISIONS

Allied Health

Applied Technology

Arts & Sciences

Business & Information Systems

OTHER EDUCATION DEPARTMENTS

Career & Technical Center

Adult Education

Developmental Education

The Developmental Education program helps students gain needed skills to pursue their college and career goals. The program serves those who are not ready for college level courses or need to improve basic academic skills. Students who are enrolled in any degree, diploma, or certificate program and score below established cut scores on the College's placement tests are generally required to enroll in the appropriate developmental course before enrolling in on-level English, math, or other college courses. It is extremely important that students meet with an advisor prior to registering. There are some on-level courses in which developmental students may enroll with advisor approval. Students whose placement test results indicate a need for developmental education should meet frequently with their advisor. PCCUA has an integrated developmental education program. All developmental reading and writing courses are offered within the English Department, and all developmental math courses are offered within the math department. Developmental Education administration resides within the Division of Arts & Sciences.

Placement Scores in English, Reading, and Mathematics

PLACEMENT	ACCUPLACER	ACT
EH 1013 (Basic Writing I) and EH 1011 (Basic Writing I Lab)	50 or below on Sentence Skills	13 or below on English
EH 1023 (Basic Writing II) and EH 1021 (Basic Writing II Lab)	51-82 on Sentence Skills	14-18 on English
EH 113 (Composition I)	83 or above on Sentence Skills	19 on English
MS 1013 (Pre-Algebra)	40 or below on Elementary Algebra	14 or below on Math
MS 1023 (Elementary Algebra)	41-59 on Elementary Algebra	15-16 on Math
MS 1123 (Intermediate Algebra)	60-77 on Elementary Algebra Two years of HS Algebra, recommended	17-18 on Math
MS 123 (College Algebra)	78 or above on Elementary Algebra	19 ACT 2 years of HS Algebra, recommended
MS 143 (Technical Math)	60 or above on Elementary Algebra	16 or above on Math
DS 103 (Introduction to College Reading Skills) and DS 1031 (Reading Lab I)	47 or below on Reading	13 or below on Reading
DS 123 (College Reading Strategies) and DS 1231 (Reading Lab II)	48-77 on Reading	14-18 on Reading
Exemption from Reading	78 or above on Reading	19 on Reading
RWS 1014 & RWS 1012 (Combo for Reading DS 103 & Writing EH 1013) Helena Only	47 or below on Reading and 50 or below on Sentence Skills	13 or below on Reading and Writing
EH-1023-H5 & EH-113-H5 COMBO Helena Only	51-82 on Sentence Skills AND Completion of DS 123 or exempt from Reading	14-18 on English AND completion of DS 123 or exempt from Reading
MS-1123-H8 & MS-123-H8 COMBO Helena Only	Grade of "B" or higher in MS 1023	ACT 17 or above

Academic Skills Placement

Students enrolling at PCCUA are required to provide placement scores before enrolling. PCCUA accepts ACT, ACCUPLACER, and COMPASS scores for English, Reading, and Mathematics placement. Students scoring less than 19 in any of those subtests of the ACT are required to take the ACCUPLACER test before they can register for courses. PCCUA administers the ACCUPLACER test at no charge to the student. Students not scoring 19 or above on the ACT (or other test score equivalent) must enroll in the appropriate sequential developmental math, reading, and English courses during their first semester in college and each subsequent semesters until the requirements are successfully completed. The Placement Score chart provides the scores needed for placement in academic skills courses and college gateway coursework.

PCCUA Career & Technical Center

Career & Technical Centers exist on all three campuses. These centers provide courses to high school students in vocational and technical programs. Each campus has specific vocational programs available.

DeWitt Campus	Helena-West Helena Campus	Stuttgart Campus
Ag Business Adv. Manufacturing Criminal Justice Medical Professions Ed. Welding	Adv. Manufacturing Computer Engineering Criminal Justice Medical Professions Ed.	Education & training in Criminal Justice Education Medical Professions Ed.

Adult Education

Adult Education is available to residents of Phillips and Lee County. Students may receive Adult Basic Education (ABE) or General Adult Education (GAE) which provides preparation for the GED test.

**Minimum Requirements
Associate of Arts Degree, Associate of Science Degree,
and Associate of Applied Science Degree**

	A.A.	A.S.	A.A.S.
GROUP I: English and Fine Arts			
EH 113, 123, (ENGL 1013/1023) Composition I & II	6	6	6-9
World Literature I or II	3		
Fine Arts, Literature, Music Appreciation, Philosophy	6	3	
Speech	3	3	
GROUP II: Social Science			
HY 113, or 123, (HIST 1213/1223) History of Western Civilization	3	3	
HY 213 or 223, (HIST 2113/2123) U.S. History	3	3	
Electives: Economics, Geography, History, Political Science, Psychology, Sociology	9	3	3
GROUP III: Natural Science and Mathematics			
Biological Science: General Biology Zoology, Botany	4	8	
Physical Science: Physics, Chemistry, Physical Science	4	8	
Mathematics: *College Algebra, **Technical Math Trigonometry, Geometry, and Calculus	*3	9	**3
GROUP IV: Physical Education			
Physical Education Courses	1	1	
GROUP V: Computer Technology			
Computer Technology Courses	3	3	3
Total Minimum Semester Hours Required by Course or Area	48	50	15-18 31-38
Approved Electives	12	10	6-10
Total Minimum Semester Hours for Graduation	60	60	***60

* College Algebra or a higher math course is required for the A.A. Degree.

** Technical Math or equivalent to College Algebra accepted for specific AAS.

***Note: AAS degree minimum requirements do not reflect a total of 60 credits in the Minimum Requirements Table. The type of AAS degree determines the general education course requirements within that degree plan. In keeping with Arkansas requirements, all AAS degrees are 60 credit hours except the ADN and MLT programs which are approved for more than 60 credit hours.

Arkansas Statewide Transfer

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed transfer of applicable credits and equitable treatment in application of credits for 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 Arkansas Course Transfer (http://www.adhe.edu/divisions/academicaffairs/Pages/aa_acts.aspx). ACTS courses are identified by the following symbol (ACTS number).

PCCUA	ACTS	COURSE NAME
BAN 113	BUSI 1013	Introduction to Business
BAN 213	ACCT 2003	Principles of Accounting I
BAN 223	ACCT 2013	Principles of Accounting II
BAN 233	BLAW 2003	Business Law
BAN 263	BUSI 2013	Business Communications
BH 123	SOCI 2013	Theories and Treatment of Social Problems
BMGT 283	BUSI 2103	Business Statistics
BY 114	BIOL 1014	General Biology I
BY 124	BIOL 1024	General Biology II
BY 134	BIOL 1054	General Zoology
BY 144	BIOL 1034	General Botany
BY 154	BIOL 2404	Anatomy and Physiology I
BY 164	BIOL 2414	Anatomy and Physiology II
BY 224	BIOL 2004	Microbiology and Lab
CJI 113	CRJU 1023	Introduction to Criminal Justice
CT 113	CPSI 1003	Computer Information Systems
CY 104	CHEM 1214	Introductory Chemistry
CY 114	CHEM 1414	General Chemistry I
CY 124	CHEM 1424	General Chemistry II
CY 204	CHEM 1224	Basic Organic Chemistry
EH 113	ENGL 1013	Composition I
EH 123	ENGL 1023	Composition II
EH 233	ENGL 2113	World Literature I
EH 243	ENGL 2123	World Literature II
EH 263	ENGL 2663	African-American Literature
EH 273	ENGL 2023	Technical Writing
EH 283	ENGL 2013	Introduction to Creative Writing
ES 213	ECON 2103	Principles of Macroeconomics
ES 223	ECON 2203	Principles of Microeconomics
FA 213	ARTA 1003	Fine Arts
FH 113	FREN 1013	Beginning French I
FH 123	FREN 1023	Beginning French
FH 213	FREN 2013	Intermediate French
FH 223	FREN 2023	Intermediate French
GEOG 213	GEOG 1103	Introductory Geography
HY 113	HIST 1213	Western Civilization I
HY 123	HIST 1223	Western Civilization II
HY 213	HIST 2113	United States History to 1877
HY 223	HIST 2123	United States History since 1877
MS 123	MATH 1103	College Algebra
MS 133	MATH 1203	Trigonometry
MS 135	MATH 1305	Pre-Calculus
MS 183	MATH 1003	College Mathematics
MS 215	MATH 2405	Calculus I
MS 223	MATH 2203	Survey of Calculus
MS 225	MATH 2505	Calculus II
MS 233	MATH 2603	Calculus III
MS 253	MATH 2103	Math Statistics

CONTINUATION OF ACTS COURSE NUMBERS

MSC 223	MUSC 1003	Music Appreciation
OT 133	BUSI 1103	Keyboarding
PE 223	HEAL 1003	Health & Safety
PHIL 153	PHIL 1103	Introduction to Philosophy
PLS 213	PLSC 2003	American Federal Government
PLS 223	PLSC 2103	State and Local Government
PS 114	PHSC 1004	Physical Science
PS 144	PHSC 1204	Introduction to Astronomy
PS 215	PHYS 2014	General Physics I
PS 225	PHYS 2024	General Physics II
PS 235	PHYS 2034	Technical Physics I
PS 245	PHYS 2044	Technical Physics II
PSY 213	PSYC 1103	General Psychology
PSY 223	PSYC 2103	Human Growth & Development
SH 113	SPAN 1013	Beginning Spanish
SH 123	SPAN 1023	Beginning Spanish II
SH 213	SPAN 2013	Intermediate Spanish
SH 223	SPAN 2023	Intermediate Spanish II
SP 123	DRAM 1003	Introduction to Theatre
SP 243	SPCH 1003	Fundamentals of Speech
SY 213	SOCI 1013	Fundamentals of Sociology

ACTS course numbers are identified in the Catalog by (ACTS #).

Associate of Arts (AA) Degree

The transfer program offers one Associate of Arts degree. Although there is only one degree, there are multiple disciplines within this degree. The Program of Study course schedules have been developed so that students enroll in the appropriate courses within a discipline (called majors) fully prepared for transfer to a college or university.

ASSOCIATE OF ARTS PREPARATION FOR SPECIFIC MAJORS

General Education

Business Administration

Early Childhood Education

Education

English, Speech, Drama

Forestry/Wildlife Management-UAM

Law & Social Science

Music

Physical Education

Political Science/Public Administration

Certificate of General Studies

The PCCUA Certificate of General Studies (CGS) provides official documentation for completion of thirty-one (31) college credit hours in specific general education courses. It serves as an entry pathway for movement toward the Associate of Arts Degree.

Associate of Arts: General Education (GENED.AA D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade
	12 Hours from the following				4 Hours of the following		
EH 113 (ENGL 1013)	Composition I			BY 114 (BIOL 1014)	General Biology I		
EH 123 (ENGL 1023)	Composition II			BY 124 (BIOL 1024)	General Biology II		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			BY 134 (BIOL 1054)	General Zoology		
SP 243 (SPCH 1003)	Fund of Speech			BY 144 (BIOL 1034)	General Botany		
	6 Hours from the following:	Sem	Grade	BY 154 (BIOL 2404)	Anatomy/Physiology I		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			BY 164 (BIOL 2414)	Anatomy/Physiology II		
EH 263 (ENGL 2663)	African American Literature				4 Hours from the following	Sem	Grade
FA 213 (ARTA 1003)	Fine Arts I			CY 114 (CHEM 1414)	General Chemistry I		
MSC 153/163	Beg/Intermediate Piano			CY 124 (CHEM 1424)	General Chemistry II		
MSC 223 (MUSC 1003)	Music Appreciation			PS 114 (PHSC 1004)	Physical Science I		
PHIL 153 (PHIL 1103)	Intro to Philosophy			PS 144 (PHSC 1204)	Intro to Astronomy		
SP 123 (DRAM 1003)	Intro to Theatre			PS 215 (PHYS 2014)	General Physics I		
3 Hours	Foreign Language Elective			PS 225 (PHYS 2024)	General Physics II		
				PS 235 (PHYS 2034)	Gen. Tech. Physics I		
Group II PCCUA (ACTS)	Social Science – 15 Hours	Sem	Grade	PS 245 (PHYS 2044)	Gen. Tech. Physics II		
	6 Hours from the following				3 Hours from the following	Sem	Grade
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			MS 123 (MATH 1103)	College Algebra		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			MS 133 (MATH 1203)	Trigonometry		
	9 Hours from the following	Sem	Grade	MS 215 (MATH 2405)	Calculus I		
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			MS 225 (MATH 2505)	Calculus II		
GEOG 213 GEOG 1103)	Intro to Geography			MS 233 (MATH 2603)	Calculus III		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II						
HY 153	Arkansas History			Group IV PCCUA (ACTS)	Physical Education-1 Hour	Sem	Grade
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PEAC _____	Any Selected PEAC Course		
PLS 213 (PLSC 2003)	Am Federal Government			PE 223 (HEAL 1003)	Health & Safety		
PLS 223 (PLSC 2103)	State & Local Government						
PSY 213 (PSYC 1103)	General Psychology			Group V PCCUA (ACTS)	Computer Technology-3 Hours	Sem	Grade
PSY 223 (PSYC 2103)	Human Growth & Dev			CT 113 (CPSI 1003)	Computer Information Systems		
SY 213 (SOCI 1013)	Fund of Sociology			CT 213	Microcomputer Business Apps		
					APPROVED ELECTIVES - 12 Hours	Sem	Grade
					Electives from any of the above Groups to total 60 hours		

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		
Advisor (signature)		Vice Chancellor/Dean

(ACTS#)

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Arts: Business Administration (BUSAD.AA D-H-S)

Name					SS # or Datatel #			
Address					Phone			
Group I (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	Group III (ACTS)	Sciences and Math –11 Hours	Sem	Grade	
	12 hours from the following				4 hours from the following			
EH 113 (ENGL 1013)	Composition I			BY 114 (BIOL 1014)	General Biology I			
EH 123 (ENGL 1023)	Composition II			BY 124 (BIOL 1024)	General Biology II			
SP 243 (SPCH 1003)	Fund of Speech			BY 134 (BIOL 1054)	General Zoology			
EH 233/243 (ENGL 2113 or 2123)	World Literature I or II			BY 144 (BIOL 1034)	General Botany			
				BY 154 (BIOL 2404)	Anatomy/Physiology I			
	6 hours from the following:			BY 164 (BIOL 2414)	Anatomy/Physiology II			
EH 233/243 (ENGL 2113 or 2123)	World Literature I or II							
EH 263 (ENGL 2663)	African-American Lit				4 hours from the following			
FA 213/223 (ARTA1003)	Fine Arts I or II			CY 114 (CHEM 1414)	General Chemistry I			
MSC 223 (MUSC 1003)	Music Appreciation			CY 124 (CHEM 1424)	General Chemistry II			
SP 123 (DRAM 1003)	Intro to Theatre			PS 114 (PHSC 1004)	Physical Science I			
PHIL 153 (PHIL 1103)	Intro to Philosophy			PS 144 (PHSC 1204)	Astronomy			
	Foreign Language Elective			PS 215 (PHYS 2014)	General Physics I			
				PS 225 (PHYS 2024)	General Physics II			
Group II (ACTS)	Social Science – 9 Hours	Sem	Grade		3 hours from the following			
	6 hours from the following							
HY 113/123 (HIST 1213 or 1223)	Western Civilization I or II			MS 123 (MATH 1103)	College Algebra			
HY 213/223 (HIST 2113 or 2123)	U.S. History I or II			MS 133 (MATH 1203)	Trigonometry			
				MS 215 (MATH 2405)	Calculus I			
	3 Hours from the following			MS 225 (MATH 2505)	Calculus II			
PSY 213 (PSYC 1103)	General Psychology			MS 233 (MATH 2603)	Calculus III			
SY 213 (SOCI 1013)	Fund of Sociology			MS 223 (MATH 2203)	Survey of Calculus			
ES 223 (ECON 2203)	Microeconomics							
				PCCUA (ACTS)	Required Courses - 18 Hours	Sem	Grade	
Group IV (ACTS)	Physical Education – 1 Hour	Sem	Grade	BAN 213 (ACCT 2003)	Principles of Accounting I			
PEAC				BAN 223 (ACCT 2013)	Principles of Accounting II			
				BAN 233 (BLAW 2003)	Legal Environment of Business			
Group V (ACTS)	Computer Tech. – 3 Hours	Sem	Grade	BAN 263 (BUSI 2013)	Business Communication			
CT				BMGT 283 (BUSI 2103)	Business Statistics			
CT 113 (CPSI 1003)	Computer Information Systems			ES 213 (ECON 2103)	Macroeconomics			
Program/Graduation Requirements								
Total Program Hours		60 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point average (GPA)								
Advisor (signature)				Vice Chancellor/Dean				

(Acts #)



Associate of Arts: Early Childhood Education (ECED.AA D-H-S)

Revised 03/08/2016

Name		Phone		SS # or Datatel #	
Address				Major	

Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	4 Hours from the following	Sem	Grade
	12 Hours from the following			CY 114 (CHEM 1414)		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)		
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 215 (PHYS 2014)		
SP 243 (SPCH 1003)	Fund of Speech			PS 225 (PHYS 2024)		
	6 Hours from the following:	Sem	Grade	3 Hours from the following	Sem	Grade
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			MS 123 (MATH 1103)		
FA 213 (ARTA 1003)	Fine Arts I			MS 133 (MATH 1203)		
MSC 223 (MUSC 1003)	Music Appreciation			MS 215 (MATH 2405)		
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 225 (MATH 2505)		
	Foreign Language Elective			MS 233 (MATH 2603)		
Group II PCCUA (ACTS)	Social Science – 18 Hours	Sem	Grade			
	6 Hours from the following			Group IV PCCUA (ACTS)	Physical Education-1 Hours	
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			PEAC _____		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PE 223 (HEAL 1003)	Health & Safety	
	12 Hours from the following	Sem	Grade	Group V PCCUA (ACTS)	Computer Technology-3 Hours	
GEOG 213 GEOG 1103) OR SY 213 (SOCI 1013)	Intro to Geography OR Fund of Sociology			EN 213	Computers in Education	
HY 153	Arkansas History					
PLS 213 (PLSC 2003)	Am Federal Government			Group VI (ACTS)	Education Core Course – 9 Hours from the following	
PSY 213 (PSYC 1103)	General Psychology			EN 113	Intro to Education	
				ECD 1103	Child Development	
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade	MS 2213	Math Structures I	
	4 Hours of the following			MS 2223	Math Structures II	
BY 114 (BIOL 1014)	General Biology I					
BY 124 (BIOL 1024)	General Biology II					
BY 134 (BIOL 1054)	General Zoology					
BY 144 (BIOL 1034)	General Botany			MS 163	Finite Math	
BY 154 (BIOL 2404)	Anatomy/Physiology I					
BY 164 (BIOL 2414)	Anatomy/Physiology II					

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS#)

Associate of Arts: Education (EDU.AA D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	4 Hours from the following	Sem	Grade
	12 Hours from the following			CY 114 (CHEM 1414)		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)		
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 144 (PHSC1204)		
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)		
	6 Hours from the following	Sem	Grade	PS 225 (PHYS 2024)		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II				3 Hours from the following	Sem
EH 263 (ENGL 2663)	African American Literature			MS 123 (MATH 1103)		Grade
FA 213 (ARTA 1003)	Fine Arts I			MS 133 (MATH 1203)		
MSC 223 (MUSC 1003)	Music Appreciation			MS 215 (MATH 2405)		
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 225 (MATH 2505)		
SH 213 (SPAN 2013) OR SH 223 (SPAN 2023)	Interm Spanish I OR Interm Spanish II			MS 233 (MATH 2603)		
Group II PCCUA (ACTS)	Social Science – 18 Hours	Sem	Grade			
	6 Hours from the following			Group IV PCCUA (ACTS)	Physical Education – 1 Hour	Sem
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			PEAC _____	Any Selected PEAC Course	
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PE 223 (HEAL 1003)	Health & Safety	
	12 Hours from the following	Sem	Grade			
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			Group V PCCUA (ACTS)	Education Core Courses – 9 Hours	Sem
GEOG 213 (GEOG 1103)	Intro to Geography				6 Hours from the following	
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			EN 113	Intro to Education	
HY 153	Arkansas History			CT 113 (CPSI 1003) OR EN 213	Computer Information Systems OR Computers in Education	
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II				3 Hours from the following	Sem
PLS 213 (PLSC 2003)	Am Federal Government			ECD 1103	Child Development	
PSY 213 (PSYC 1103)	General Psychology			MS 2213	Math Structures I	
SY 213 (SOCI 1013)	Fund of Sociology			MS 2223	Math Structures II	
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade		APPROVED ELECTIVES – 3 Hours	Sem
	4 Hours of the following				Electives from any of the above Groups to total 60 hours	
BY 114 (BIOL 1014)	General Biology I					
BY 124 (BIOL 1024)	General Biology II				MAY ALSO INCLUDE	
BY 134 (BIOL 1054)	General Zoology			MS 163	Finite Math	
BY 144 (BIOL 1034)	General Botany					
BY 154 (BIOL 2404)	Anatomy/Physiology I					
BY 164 (BIOL 2414)	Anatomy/Physiology II					

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS#)

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Arts: English, Speech, Drama (ENGL.AA, SPEECH.AA, DRAMA.AA D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

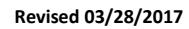
Group I (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	Group III (ACTS)	Sciences and Math – 11 Hours	Sem	Grade
	12 Hours from the following				4 Hours from the following		
EH 113 (ENGL 1013)	Composition I			BY 114 (BIOL 1014)	General Biology I		
EH 123 (ENGL 1023)	Composition II			BY 124 (BIOL 1024)	General Biology II		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			BY 134 (BIOL 1054)	General Zoology		
SP 243 (SPCH 1003)	Fund of Speech			BY 144 (BIOL 1034)	General Botany		
	6 Hours of Fine Arts Electives	Sem	Grade	BY 154 (BIOL 2404)	Anatomy/Physiology I		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			BY 164 (BIOL 2414)	Anatomy/Physiology II		
EH 263 (ENGL 2663)	African American Literature				4 Hours from the following	Sem	Grade
EH 273 (ENGL 2023)	Technical Writing			CY 114 (CHEM 1414)	General Chemistry I		
EH 283 (ENGL 2013)	Creative Writing			CY 124 (CHEM 1424)	General Chemistry II		
FA 213 (ARTA 1003)	Fine Arts I			PS 114 (PHSC 1004)	Physical Science I		
MSC 223 (MUSC 1003)	Music Appreciation			PS 144 (PHSC 1204)	Intro to Astronomy		
PHIL 153 (PHIL 1103)	Intro. To Philosophy			PS 215 (PHYS 2014)	General Physics I		
SH 213 (SPAN 2013) OR SH 223 (SPAN 2023)	Interm Spanish I OR Interm Spanish II			PS 225 (PHYS 2024)	General Physics II		
SP 123 (DRAM 1003)	Intro to Theatre			PS 235 (PHYS 2034)	Gen. Tech. Physics I		
				PS 245 (PHYS 2044)	Gen. Tech. Physics II		
Group II (ACTS)	Social Science – 18 Hours	Sem	Grade		3 Hours from the following	Sem	Grade
	6 Hours from the following			MS 123 (MATH 1103)	College Algebra		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			MS 133 (MATH 1203)	Trigonometry		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			MS 215 (MATH 2405)	Calculus I		
	12 Hours from the following	Sem	Grade	MS 225 (MATH 2505)	Calculus II		
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			MS 233 (MATH 2603)	Calculus III		
GEOG 213 (GEOG 1103)	Intro to Geography						
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group IV (ACTS)	Physical Education - 1 Hours	Sem	Grade
HY 153	Arkansas History			PEAC _____	Any Selected PEAC Course		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PE 223 (HEAL 1003)	Health & Safety		
PLS 213 (PLSC 2003)	Am Federal Government						
PLS 223 (PLSC 2103)	State & Local Government			Group V (ACTS)	Computer Technology - 3 Hours	Sem	Grade
PSY 213 (PSYC 1103)	General Psychology			CT 113 (CPSI 1003)	Computer Information Systems		
PSY 223 (PSYC 2103)	Human Growth & Dev			CT 213	Microcomputer Business Apps		
SY 213 (SOCI 1013)	Fund of Sociology						
					APPROVED ELECTIVES – 9 Hours	Sem	Grade
					Electives from any of the above Groups (Group I preferably) to total 60 hours		

Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)	Vice Chancellor/Dean
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(ACTS#)

*6 semester hours of Western Civilization recommended for UCA & UALR



Name		Phone		SS # or Datatel #			
Address				Major			
Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	3 Hours from the following	Sem	Grade	
	15 Hours from the following			MS 123 (MATH 1103)	College Algebra		
EH 113 (ENGL 1013)	Composition I			MS 133 (MATH 1203)	Trigonometry		
EH 123 (ENGL 1023)	Composition II			MS 215 (MATH 2405)	Calculus I		
EH 233(ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			MS 225 (MATH 2505)	Calculus II		
SP 243 (SPCH 1003)	Fund of Speech			MS 233 (MATH 2603)	Calculus III		
EH 273 (ENGL 2023)	Technical Writing						
	3 Hours from the following:	Sem	Grade	Group IV PCCUA (ACTS)	Physical Education – 1 Hour	Sem	Grade
FA 213 (ARTA 1003)	Fine Arts I			PEAC _____	Any Selected PEAC Course		
MSC 223 (MUSC 1003)	Music Appreciation			PE 223 (HEAL 1003)	Health & Safety		
Group II PCCUA (ACTS)	Social Science – 15 Hours	Sem	Grade	Group V PCCUA (ACTS)	Computer Technology – 3 Hours	Sem	Grade
	6 Hours from the following			CT 113 (CPSI 1003)	Computer Information Systems		
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			CT 213	Microcomputer Business Apps		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II						
	6 Hours from the following	Sem	Grade		APPROVED ELECTIVES – 12 Hours	Sem	Grade
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics				Approved Electives from the following		
PSY 213 (PSYC 1103) OR SY 213 (SOCI 1013)	General Psychology OR Fund. of Sociology			CY 124 (CHEM 1424)	General Chemistry II		
	3 Hours from the following	Sem	Grade	ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics		
GEOG 213 (GEOG 1103)	Intro to Geography			GEOG 213 (GEOG 1103)	Intro to Geography		
HY 153	Arkansas History			HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			HY 213 (HIST 2113) or HY 223 (HIST 2123)	U.S. History I OR U.S. History II		
PLS 213 (PLSC 2003)	Am Federal Government			MS 133 (MATH 1203)	Trigonometry		
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade	MS 213	Applied Math for Science		
	8 Hours of the following			PLS 213 (PLSC 2003)	Am Federal Government		
BY 144 (BIOL 1034)	General Botany			PSY 213 (PSYC 1103) OR SY 213 (SOCI 1013)	General Psychology OR Fund. Sociology		
CY 114 (CHEM 1414)	General Chemistry I			PS 114 (PHSC 1004)	Physical Science		
				PS 215 (PHYS 2014)	General Physics I		
				PS 225 (PHYS 2024)	General Physics II		
Program/Graduation Requirements							
Total Program Hours		60 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

Associate of Arts: Law & Social Science (LAW.AA, SOCSC.AA D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	4 Hours from the following	Sem	Grade
	12 Hours from the following			CY 114 (CHEM 1414)		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)		
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 144 (PHSC 1204)		
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)		
	6 Hours from the following:	Sem	Grade	PS 225 (PHYS 2024)		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 235 (PHYS 2034)		
EH 263 (ENGL 2663)	African American Literature			PS 245 (PHYS 2044)		
FA 213 (ARTA 1003)	Fine Arts I					
MSC 223 (MUSC 1003)	Music Appreciation				3 Hours from the following	Sem
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 123 (MATH 1103)		Grade
SH 213 (SPAN 2013) OR SH 223 (SPAN 2023)	Interm Spanish I OR Interm Spanish II			MS 133 (MATH 1203)		
				MS 215 (MATH 2405)		
				MS 225 (MATH 2505)		
Group II PCCUA (ACTS)	Social Science – 21 Hours	Sem	Grade	MS 233 (MATH 2603)		
	6 Hours from the following					
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group IV PCCUA (ACTS)	Physical Education-1 Hour	Sem
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PEAC _____	Any Selected PEAC Course	
	15 Hours from the following	Sem	Grade	PE 223 (HEAL 1003)	Health & Safety	
GEOG 213 (GEOG 1103)	Intro to Geography					
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group V PCCUA (ACTS)	Computer Technology-3 Hours	Sem
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			CT 113 (CPSI 1003)	Computer Information Systems	
PLS 213 (PLSC 2003)	Am Federal Government			CT 213	Microcomputer Business Apps	
PLS 223 (PLSC 2103)	State & Local Government					
PSY 213 (PSYC 1103)	General Psychology				APPROVED ELECTIVES – 6 Hours	Sem
PSY 223 (PSYC 2103)	Human Growth & Dev				Electives from any of the above Groups to total 60 hours	Grade
SY 213 (SOCI 1013)	Fund of Sociology					
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade			
	4 Hours of the following					
BY 114 (BIOL 1014)	General Biology I					
BY 124 (BIOL 1024)	General Biology II					
BY 134 (BIOL 1054)	General Zoology					
BY 144 (BIOL 1034)	General Botany					
BY 154 (BIOL 2404)	Anatomy/Physiology I					
BY 164 (BIOL 2414)	Anatomy/Physiology II					

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS #)

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Arts: Music

(Music.AA D-H-S)

Name				Phone				SS # or Datatel #			
Address								Major			
Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	4 Hours from the following		Sem	Grade				
	12 Hours from the following			CY 114 (CHEM 1414)	General Chemistry I						
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)	General Chemistry II						
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)	Physical Science I						
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 144(PHSC 1204)	Intro to Astronomy						
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)	General Physics I						
	6 Hours from the following	Sem	Grade	PS 225 (PHYS 2024)	General Physics II						
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			3 Hours from the following		Sem	Grade				
FA 213 (ARTA 1003)	Fine Arts I			MS 123 (MATH 1103)	College Algebra						
MSC 153/163	Beg/Intro Piano			MS 133 (MATH 1203)	Trigonometry						
MSC 223 (MUSC 1003)	Music Appreciation			MS 215 (MATH 2405)	Calculus I						
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 225 (MATH 2505)	Calculus II						
SP 123	Intro to Theatre			MS 233 (MATH 2603)	Calculus III						
3 Hours	Foreign Language Elective										
Group II PCCUA (ACTS)	Social Science – 15 Hours	Sem	Grade	Group IV PCCUA (ACTS)	Physical Education - 1 Hours	Sem	Grade				
	6 Hours from the following			PEAC _____							
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group V PCCUA (ACTS)		Computer Technology – 3 Hours	Sem	Grade			
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			CT 113 (CPSI 1003) or EN 213	Computer Information Systems OR Computers in Education						
	9 Hours from the following	Sem	Grade	CT 213	Microcomputer Business Apps						
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics										
GEOG 213 (GEOG 1103)	Intro to Geography										
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II										
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			MSC 1012	Applied Music Concentration						
PLS 213 (PLSC 2003)	Am Federal Government			MSC 1022	Applied Music Concentration						
PLS 223 (PLSC 2103)	State & Local Government			MSC 2012	Applied Music Concentration						
PSY 213 (PSYC 1103)	General Psychology			MSC 132	Sight-singing & Ear Training I						
PSY 223 (PSYC 2103)	Human Growth & Development			MSC 142	Sight-singing & Ear Training II						
PSY 243	Abnormal Psychology			MSC 2011	Secondary Applied Music						
SY 213 (SOCI 1013)	Fund of Sociology			MSC 2021	Secondary Applied Music						
				MSC 233	Intermediate Music Training						
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade	MSC 243	Intermediate Music Training						
	4 Hours of the following										
BY 114 (BIOL 1014)	General Biology I										
BY 124 (BIOL 1024)	General Biology II										
BY 134 (BIOL 1054)	General Zoology										
BY 144 (BIOL 1034)	General Botany										
BY 154 (BIOL 2404)	Anatomy/Physiology I										
BY 164 (BIOL 2414)	Anatomy/Physiology II										
Program/Graduation Requirements											
Total Program Hours		60 Hours		Deficiencies:							
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point average (GPA)											
Advisor (signature)				Vice Chancellor/Dean							

(ACTS #)

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Arts: Physical Education (PHYED.AA D-H-S)

Name				Phone				SS # or Datatel #			
Address							Major				

Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade		4 Hours from the following	Sem	Grade
	12 Hours from the following			CY 114 (CHEM 1414)	General Chemistry I		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)	General Chemistry II		
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)	Physical Science I		
EH 233 (ENGL 2113) OR EH 243 (ENGL 1213)	World Literature I OR World Literature II			PS 144 (PHSC 1204)	Intro to Astronomy		
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)	General Physics I		
	6 Hours from the following:	Sem	Grade	PS 225 (PHYS 2024)	General Physics II		
EH 233 (ENGL 2113) OR EH 243 (ENGL 1213)	World Literature I OR World Literature II				3 Hours from the following	Sem	Grade
EH 263	African American Literature			MS 123 (MATH 1103)	College Algebra		
FA 213 (ARTA 1003)	Fine Arts I			MS 133 (MATH 1203)	Trigonometry		
MSC 223 (MUSC 1003)	Music Appreciation			MS 215 (MATH 2405)	Calculus I		
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 225 (MATH 2505)	Calculus II		
3 Hours	Foreign Language Elective			MS 233 (MATH 2603)	Calculus III		

Group II PCCUA (ACTS)	Social Science – 15 Hours	Sem	Grade	Group IV PCCUA (ACTS)	Physical Education - 13 Hours	Sem	Grade
	6 Hours from the following			PEAC _____			
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			PEAC _____			
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PEAC 142 OR PEAC 143	Fitness Concepts OR Concepts of Fitness & Wellness		
	9 Hours from the following	Sem	Grade	PE 223 (HEAL 1003)	Health & Safety		
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			PE 233	Principles & Problems/Coaching		
GEOG 213 (GEOG 1103)	Intro to Geography			PE 243	First Aid		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II						
HY 153	Arkansas History			Group V PCCUA (ACTS)	Computer Technology - 3 Hours	Sem	Grade
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			EN 213 OR CT 113 (CPSI 1003)	Computers in Education OR Computer Information Systems		
PLS 213 (PLSC 2003)	Am Federal Government			CT 213	Microcomputer Business Apps		
PLS 223 (PLSC 2103)	State and Local Government						
PSY 213 (PSYC 1103)	General Psychology						
SY 213 (SOCI 1013)	Fund of Sociology						

Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade
	4 Hours of the following		
BY 114 (BIOL 1014)	General Biology I		
BY 124 (BIOL 1024)	General Biology II		
BY 134 (BIOL 1054)	General Zoology		
BY 144 (BIOL 1034)	General Botany		
BY 154 (BIOL 2404)	Anatomy/Physiology I		
BY 164 (BIOL 2414)	Anatomy/Physiology II		
BY 224 (BIOL 2004)	Microbiology		

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS#)

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Arts: Political Science/Public Administration (POLSC.AA D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

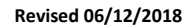
Group I PCCUA (ACTS)	English / Fine Arts – 18 Hours	Sem	Grade	4 Hours of the following	Sem	Grade	
	12 Hours from the following			CY 114 (CHEM 1414)			
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)			
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)			
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 144 (PHSC 1204)			
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)			
	6 Hours from the following	Sem	Grade	PS 225 (PHYS 2024)			
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II						
EH 263 (ENGL 2663)	African American Literature			MS 123 (MATH 1103)			
FA 213 (ARTA 1003)	Fine Arts I			MS 133 (MATH 1203)			
MSC 223 (MUSC 1003)	Music Appreciation			MS 215 (MATH 2405)			
PHIL 153 (PHIL 1103)	Intro to Philosophy			MS 225 (MATH 2505)			
SP 123 (DRAM 1003)	Intro to Theatre			MS 233 (MATH 2603)			
3 Hours	Foreign Language Elective						
Group II PCCUA (ACTS)	Social Science – 15 Hours	Sem	Grade	Group IV (ACTS)	Physical Education-1 Hours	Sem	Grade
	6 Hours from the following			PEAC _____	Any Selected PEAC Course		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			PE 223 (HEAL 1003)	Health & Safety		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II						
	9 Hours from the following:	Sem	Grade	Group V (ACTS)	Computer Technology – 3 Hours	Sem	Grade
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			CT 113 (CPSI 1003)	Computer Information Systems Highly Recommended		
GEOG 213 (GEOG 1103)	Intro to Geography			CT 213	Microcomputer Business Apps		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II						
HY 153	Arkansas History			Group VI (ACTS)	Political Science CORE COURSES	Sem	Grade
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PLS 113	12 Hours from the following		
PLS 213 (PLSC 2003)	American Federal Government			PLS 213 (PLSC 2003)	American Federal Government		
PSY 213 (PSYC 1103)	General Psychology			PLS 223 (PLSC 2103)	State & Local Government		
SY 213 (SOCI 1013)	Fund of Sociology			PLS 233	Intro to Comparative Politics		
				ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics		
Group III PCCUA (ACTS)	Sciences and Math – 11 Hours	Sem	Grade	*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II		
	4 Hours from the following			HY 153	Arkansas History		
BY 114 (BIOL 1014)	General Biology I			HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II		
BY 124 (BIOL 1024)	General Biology II			PSY 213 (PSYC 1103)	General Psychology		
BY 134 (BIOL 1054)	General Zoology			SY 213 (SOCI 1013)	Fund of Sociology		
BY 144 (BIOL 1034)	General Botany						
BY 154 (BIOL 2404)	Anatomy/Physiology I						
BY 164 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS #)

*6 semester hours of Western Civilization recommended for UCA & UALR.



Name		Phone		SS # or Datatel #			
Address				Major			
Group I PCCUA (ACTS)	English / Communication – 9Hours	Sem	Grade	Group IV PCCUA (ACTS)	Sciences Math Technology– 10 Hours	Sem	Grade
	9 Hours from the following				4 Hours of the following		
EH 113 (ENGL 1013)	Composition I			BY 114 (BIOL 1014)	General Biology I		
EH 123 (ENGL 1023)	Composition II			BY 124 (BIOL 1024)	General Biology II		
SP 243 (SPCH 1003)	Fund of Speech			BY 134 (BIOL 1054)	General Zoology		
				BY 144 (BIOL 1034)	General Botany		
Group II PCCUA (ACTS)	Fine Arts – 3 Hours	Sem	Grade	BY 154 (BIOL 2404)	Anatomy/Physiology I		
	3 Hours from the following:			BY 164 (BIOL 2414)	Anatomy/Physiology II		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			CY 114 (CHEM 1414)	General Chemistry I		
EH 263 (ENGL 2663)	African American Literature			CY 124 (CHEM 1424)	General Chemistry II		
FA 213 (ARTA 1003)	Fine Arts I			PS 114 (PHSC 1004)	Physical Science I		
MSC 223 (MUSC 1003)	Music Appreciation			PS 144 (PHSC 1204)	Intro to Astronomy		
PHIL 153 (PHIL 1103)	Intro to Philosophy			PS 215 (PHYS 2014)	General Physics I		
				PS 225 (PHYS 2024)	General Physics II		
Group III PCCUA (ACTS)	Social Science – 9 Hours	Sem	Grade	PS 235 (PHYS 2034)	Gen. Tech. Physics I		
	9 Hours from the following			PS 245 (PHYS 2044)	Gen. Tech. Physics II		
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics				3 Hours from the following		
GEOG 213 GEOG 1103)	Intro to Geography			MS 123 (MATH 1103)	College Algebra		
*HY 113 (HIST 1213) OR *HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			MS 133 (MATH 1203)	Trigonometry		
HY 153	Arkansas History			MS 215 (MATH 2405)	Calculus I		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			MS 225 (MATH 2505)	Calculus II		
PLS 213 (PLSC 2003)	Am Federal Government			MS 233 (MATH 2603)	Calculus III		
PLS 223 (PLSC 2103)	State & Local Government				3 Hours from the following		
PSY 213 (PSYC 1103)	General Psychology			CT 113 (CPSI 1003)	Computer Information Systems		
PSY 223 (PSYC 2103)	Human Growth & Dev						
SY 213 (SOCI 1013)	Fund of Sociology						
Program/Graduation Requirements							
Total Program Hours		31 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

*6 semester hours of Western Civilization recommended for UCA & UALR

Associate of Science (AS) Degree

The transfer program offers one Associate of Science degree. Although there is only one degree, there are multiple disciplines within this degree. The Program of Study course schedules have been developed so that students enroll in the appropriate courses within a discipline (called majors) fully prepared for transfer to a college or university.

ASSOCIATE OF SCIENCE PREPARATION FOR SPECIFIC MAJORS

Biology

Chemistry/Pre-Medicine

General Science

Mathematics

Physics

Pre-Engineering

Associate of Science: Biology (BIO.AS D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

Group I	English / Fine Arts – 12 Hours	Sem	Grade		8 Hours from the following	Sem	Grade
	9 Hours from the following			CY 114 (CHEM 1414)	General Chemistry I		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)	General Chemistry II		
EH 123 (ENGL 1023)	Composition II			PS 114 (PHSC 1004)	Physical Science I		
SP 243 (SPCH 1003)	Fund of Speech			PS 215 (PHYS 2014)	General Physics I		
				PS 225 (PHYS 2024)	General Physics II		
	3 Hours of Fine Arts Electives	Sem	Grade	PS 235 (PHYS 2034)	Gen. Tech Physics I		
EH 233 (ENGL 2113)	World Literature I			PS 245 (PHYS 2044)	Gen. Tech Physics II		
EH 243 (ENGL 2123)	World Literature II						
EH 263 (ENGL 2663)	African American Literature				6 Hours from the following	Sem	Grade
FA 213 (ARTA 1003)	Fine Arts			MS 123 (MATH 1103)	College Algebra		
MSC 223 (MUSC 1003)	Music Appreciation			MS 133 (MATH 1203)	Trigonometry		
PHIL 153 (PHIL 1103)	Intro. To Philosophy			MS 215 (MATH 2405)	Calculus I		
SP 113	Intro to Theatre			MS 225 (MATH 2505)	Calculus II		
				MS 233 (MATH 2603)	Calculus III		
Group II	Social Science – 9 Hours	Sem	Grade	Group IV	Physical Education-1 Hour	Sem	Grade
	6 Hours from the following			PEAC _____	Any Selected PEAC Course		
HY 113 (HIST 1213 OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			PE 223 (HEAL 1003)	Health & Safety		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II						
	3 Hours from the following	Sem	Grade	Group V	Computer Technology- 3 Hours	Sem	Grade
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			CT 113 (CPSI 1003)	Computer Information Systems		
GEOG 213 (GEOG 1103)	Intro to Geography						
HY 123 (HIST 1223)	Western Civilization II				APPROVED ELECTIVES – 5 hours	Sem	Grade
PLS 213 (PLSC 2003)	American Fed Government				Electives from any of the above Groups (Group III preferably)		
PLS 223 (PLSC 2103)	State & Local Government						
PSY 213 (PSYC 1103)	General Psychology				MAY ALSO INCLUDE		
SY 213 (SOCI 1013)	Fund of Sociology			MS 213	Applied Math for Science		
Group III	Sciences and Math – 30 Hours	Sem	Grade				
	16 hours from the following						
BY 114 (BIOL 1014)	General Biology I						
BY 124 (BIOL 1024)	General Biology II						
BY 134 (BIOL 1054)	General Zoology						
BY 144 (BIOL 1034)	General Botany						
BY 154 (BIOL 2404)	Anatomy/Physiology I						
BY 164 (BIOL 2414)	Anatomy/Physiology II						

Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS #)



Revised 03/28/2017

Associate of Science: Chemistry/Pre-Medicine (CHEM.AS, MED.AS D-H-S)

Name		Phone		SS # or Datatel #			
Address				Major			
Group I PCCUA (ACTS)	English & Fine Arts – 9 Hours	Sem	Grade	9 Hours from the following	Sem	Grade	
EH 113 (ENGL 1013)	Composition I			MS 123 (MATH 1103)	College Algebra		
EH 123 (ENGL 1023)	Composition II			MS 133 (MATH 1203)	Trigonometry		
SP 243 (SPCH 1003)	Fund of Speech			MS 215 (MATH 2405)	*Calculus I		
				MS 225 (MATH 2505)	*Calculus II		
Group II PCCUA (ACTS)	Social Science – 9 Hours	Sem	Grade	MS 233 (MATH 2603)	*Calculus III		
	6 Hours from the following						
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group IV PCCUA (ACTS)	Physical Education-1 Hours	Sem	Grade
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PEAC _____			
				PE 223 (HEAL 1003)	Health & Safety		
	3 Hours from the following	Sem	Grade				
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			Group V PCCUA (ACTS)	Computer Technology – 3 Hours	Sem	Grade
GEOG 213 (GEOG 1103)	Intro to Geography			CT 113 (CPSI 1003)	Computer Information Systems		
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II						
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II				APPROVED ELECTIVES – 5 Hours	Sem	Grade
PHIL 153 (PHIL 1103)	Intro to Philosophy			PS 215 (PHYS 2014)	General Physics I		
PLS 213 (PLSC 2003)	Am Federal Government			PS 225 (PHYS 2024)	General Physics II		
PLS 223 (PLSC 2103)	State & Local Government			PS 235 (PHYS 2034)	Gen. Tech Physics I		
PSY 213 (PSYC 1103)	General Psychology			PS 245 (PHYS 2044)	Gen. Tech Physics II		
SY 213 (SOCI 1013)	Fund. Of Sociology			MS 215 (MATH 2405)	*Calculus I		
				MS 225 (MATH 2505)	*Calculus II		
Group III PCCUA (ACTS)	Sciences & Math - 33 Hours	Sem	Grade	MS 233 (MATH 2603)	*Calculus III		
	8 Hours from the following			MS 213	Applied Math for Science		
BY 114 (BIOL 1014)	General Biology I						
BY 124 (BIOL 1024)	General Biology II						
BY 134 (BIOL 1054)	General Zoology						
BY 144 (BIOL 1034)	General Botany						
	16 Hours from the following	Sem	Grade				
CY 114 (CHEM 1414)	General Chemistry I						
CY 124 (CHEM 1424)	General Chemistry II						
CY 214	Organic Chemistry I						
CY 224	Organic Chemistry II						
Total Program Hours		60	Deficiencies:				
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

(ACTS#)

*Highly recommended courses

NOTE: Pre-Pharmacy Majors Use This Program of Study

Associate of Science: General Science (GENSCI.AS D-H-S)

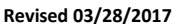
Name		Phone		SS # or Datatel #	
Address				Major	

Group I (ACTS)	English / Fine Arts – 12 Hours	Sem	Grade	12 Hours from the following	Sem	Grade
	9 Hours from the following			CY 114 (CHEM 1414)		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)		
EH 123 (ENGL 1023)	Composition II			CY 214		
SP 243 (SPCH 1003)	Fund of Speech			CY 224		
	3 Hours of Fine Arts Electives	Sem	Grade	PS 114 (PHSC 1004)		
EH 233 (ENGL 2113)	World Literature I			PS 144 (PHSC 1204)		
EH 243 (ENGL 2123)	World Literature II			PS 215 (PHYS 2014)		
EH 263 (ENGL 2663)	African American Literature			PS 225 (PHYS 2024)		
FA 213 (ARTA 1003)	Fine Arts			PS 235 (PHYS 2034)		
MSC 223 (MUSC 1003)	Music Appreciation			PS 245 (PHYS 2044)		
PHIL 153 (PHIL 1103)	Intro. To Philosophy					
SP 113	Intro to Theatre					
3 Hours	Foreign Language Elective			MS 123 (MATH 1103)		
				MS 133 (MATH 1203)		
				MS 215 (MATH 2405)		
Group II (ACTS)	Social Science – 9 Hours	Sem	Grade	MS 225 (MATH 2505)		
	6 Hours from the following			MS 233 (MATH 2603)		
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II					
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II					
	3 Hours from the following	Sem	Grade	Group IV (ACTS)	Physical Education - 1 Hours	Sem
ES 213 (ECON 2103) OR ES 223 (ECON 2203)	Macroeconomics OR Microeconomics			PEAC _____		
GEOG 213 (GEOG 1103)	Intro to Geography			PE 223 (HEAL 1003)		
HY 113 (HIST 1213) OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II					
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			Group (ACTS)	Computer Technology – 3 Hours	Sem
PLS 213 (PLSC 2003)	American Fed Government			CT 113 (CPSI 1003) OR EN 213	Computer Information Systems OR Computers in Education	
PLS 223 (PLSC 2103)	State & Local Government					
PSY 213 (PSYC 1103)	General Psychology				APPROVED ELECTIVES - 5 hours	Sem
SY 213 (SOCI 1013)	Fund of Sociology				Electives from Group III	
Group III (ACTS)	Sciences and Math – 30 Hours	Sem	Grade		MAY ALSO INCLUDE	
	12 hours from the following			MS 213	Applied Math for Science	
BY 114 (BIOL 1014)	General Biology I					
BY 124 (BIOL 1024)	General Biology II					
BY 134 (BIOL 1054)	General Zoology					
BY 144 (BIOL 1034)	General Botany					
BY 154 (BIOL 2404)	Anatomy/Physiology I					
BY 164 (BIOL 2414)	Anatomy/Physiology II					

Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS#)





Associate of Science: Physics (PHYSI.AS D-H-S)

(ACTS#)

*Highly recommended courses

Associate of Science: Pre-Engineering (ENGR.AS D-H-S)

Name		Phone		SS # or Datatel #	
Address				Major	

Group I PCCUA (ACTS)	English & Fine Arts – 12 Hours	Sem	Grade		8 Hours from the following	Sem	Grade
	9 Hours from the following			CY 114 (CHEM 1414)	General Chemistry I		
EH 113 (ENGL 1013)	Composition I			CY 124 (CHEM 1424)	General Chemistry II		
EH 123 (ENGL 1023)	Composition II			CY 214	Organic Chemistry I		
SP 243 (SPCH 1003)	Fund of Speech			CY 224	Organic Chemistry II		
	3 Hours of from the following	Sem	Grade	PS 235 (PHYS 2034)	Gen. Tech Physics I		
EH 233 (ENGL 2113) OR EH 243 (ENGL 2123)	World Literature I OR World Literature II			PS 245 (PHYS 2044)	Gen. Tech Physics II		
FA 213 (ARTA 1003)	Fine Arts				9 Hours from the following	Sem	Grade
MSC 223 (MUSC 1003)	Music Appreciation			MS 123 (MATH 1103)	College Algebra		
PHIL 153 (PHIL 1103)	Intro. To Philosophy			MS 133 (MATH 1203)	Trigonometry		
SP 113	Intro to Theatre			MS 215 (MATH 2405)	*Calculus I		
3 Hours	Foreign Language Elective			MS 225 (MATH 2505)	*Calculus II		
				MS 233 (MATH 2603)	*Calculus III		
Group II PCCUA (ACTS)	Social Science – 9 Hours	Sem	Grade				
	6 Hours from the following						
HY 113 (HIST 1213 OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			Group IV PCCUA (ACTS)	Physical Education-1 Hours	Sem	Grade
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			PEAC _____			
	3 Hours from the following	Sem	Grade	PE 223 (HEAL 1003)	Health & Safety		
ES 213 or 223 (ECON 2103 or 2203)	Macro/Microeconomics						
GEOG 213 (GEOG 1103)	Intro to Geography			Group V PCCUA (ACTS)	Tech & Pre-Engineering – 7 Hours	Sem	Grade
HY 113 (HIST 1213 OR HY 123 (HIST 1223)	Western Civilization I OR Western Civilization II			DR 104	Intro to CAD I		
HY 213 (HIST 2113) OR HY 223 (HIST 2123)	U.S. History I OR U.S. History II			DR 114	Intro to CAD II		
PLS 213 (PLSC 2003)	Am Federal Government			CT 113 (CPSI 1003)	Computer Information Systems		
PLS 223 (PLSC 2103)	State & Local Government						
PSY 213 (PSYC 1103)	General Psychology				APPROVED ELECTIVES – 10 Hours	Sem	Grade
SY 213 (SOCI 1013)	Fund of Sociology				Electives from Group III to total 60 hours		
Group III PCCUA (ACTS)	Sciences & Math - 21 Hours	Sem	Grade				
	4 Hours from the following						
BY 114 (BIOL 1014)	General Biology I						
BY 124 (BIOL 1024)	General Biology II						
BY 134 (BIOL 1054)	General Zoology						
BY 144 (BIOL 1034)	General Botany						

Total Program Hours	60	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (signature)		Vice Chancellor/Dean	
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(ACTS #)

*Highly recommended classes/electives

Associate of Applied Science (AAS) Degrees

AAS degrees are awarded in numerous disciplines. Associate of Applied Science degrees provide knowledge and skills leading to employment in specialized fields.

Allied Health

Associate Degree Nursing

Health Sciences

Medical Laboratory Technology

Applied Technology

General Technology

Graphic Communications

Behavioral Health

Business

Business Management

Information Systems Technology

Office Technology

Criminal Justice

Early Childhood Education

ALLIED HEALTH

NURSING (ADN) (NGR.AAS H-S)

The Associate Degree Nursing (ADN) Program is approved by the Arkansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as the National League for Nursing Accrediting Commission (NLNAC). Program graduates are eligible to submit an application to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Applicants should be aware violation of any federal, state, or local drug law or conviction of a crime may preclude licensure as a registered nurse. The Arkansas State Board of Nursing requires a state and federal criminal background check before processing an application for initial licensure. Thus, graduation from the Associate Degree Nursing Program at Phillips Community College of the University of Arkansas **does not guarantee approval from the Arkansas State Board of Nursing or from another respective state board of nursing to take the licensure examination.** For Arkansas residents, please read requirements in the Arkansas Nurse Practice Act, which can be accessed online at: <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>. Clinical facilities may also require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. If a clinical facility denies a student permission to participate in patient care in that facility and the student cannot be placed in another clinical agency, the student must withdraw from the nursing course.

For further program information, the Arkansas State Board of Nursing may be contacted at: University Tower Building, Suite 800, 1123 S. University Avenue, Little Rock, AR 72204-1619, Phone: 1-501-686-2700, Fax: 1-501-686-2714, Website: <http://www.arsbn.org>.

Accreditation Commission for Education in Nursing (ACEN) formerly known as NLNAC, National League for Nursing Accrediting Commission is also a resource for program information. ACEN may be contacted at: 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, Phone: 1-404-975-5000, Fax: 1-404-975-5020, Website: <http://www.acenursing.org>.

The curriculum focuses on six major concepts: (1) patient-centered care, (2) clinical judgment, (3) quality improvement processes, (4) collaboration and teamwork, (5) information management, as well as (6) leadership, management, legal, and ethical principles. Students are introduced to these concepts early in the curriculum and develop a more in-depth understanding of these concepts as they progress across the curriculum. Emphasis is placed on the provision of safe, quality, evidence-based, patient-centered nursing care across the lifespan. Students are taught to critically think when applying the nursing process to make correct clinical judgments when providing care and interacting with the interdisciplinary team. The importance of teamwork and collaboration to achieve patient-centered nursing care as well as identifying and developing methods for improving the safety and quality of patient care are stressed. Information principles, techniques, systems, and patient care technology are used to communicate, manage knowledge, mitigate error, and support decision-making when providing safe, quality, patient-centered nursing care. Leadership, management, legal, and ethical principles that guide nursing practice are addressed throughout the program.

Traditional Track Admission

Students are admitted to the Helena-West Helena and Stuttgart campuses every year. Students who wish to be considered for admission to the Associate Degree Nursing (ADN) program must meet the following criteria:

1. Fulfill all college admission requirements.
2. Complete all required developmental education courses before making application to the nursing program.
3. Submit ACT score, if taken, and official transcripts from **all** colleges previously attended to the Registrar's Office and the Department of Nursing on the Helena-West Helena campus. These documents must be received in the Nursing Department Office on the Helena-West Helena campus by **June 1st**.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Students who transfer required nursing curriculum support courses must have a "C" or better and equivalent credit hours per course to receive PCCUA credit.
6. Complete BY 154 (BIOL 2404), Anatomy and Physiology I, within the past 5 years with a grade of "C" or better. Applicants who repeat any required science course more than one time within the past 5 years to remove a grade of "W", "EW", "D" or "F" will not be considered for admission.
7. Complete MS 123 (MATH 1103), College Algebra, **and** EH 113 (ENGL 1013), Composition I, with a grade of "C" or better. Applicants who repeat a required math or English course more than one time within the past 5 years to remove a grade of "W", "EW", "D" or "F" will not be considered for admission.
8. Document a total 10th grade reading level on the Nelson-Denny Reading Test (NDRT) by **June 1st**. The NDRT must be taken at PCCUA within 3 months of: (1) the ADN program application deadline for regular applicants or (2) submission of a late application to the program. Students on the HWH campus should contact the Advising Center to schedule a time to take the NDRT. Students on the Stuttgart campus should contact the professional advisor on the Stuttgart campus to schedule a time to take the NDRT. The NDRT may only be taken once per application year.
9. Document a minimum score of 55 on the ATI Critical Thinking Exam by **June 1st**. This exam must be taken at PCCUA within 3 months of: (1) the ADN program application deadline for regular applicants or (2) submission of a late application to the program. Students on the Helena-West Helena campus should contact the Advising Center to schedule a time to take the ATI Critical Thinking Exam. Students on the Stuttgart campus should contact the professional advisor on the Stuttgart campus to schedule a time to take the ATI Critical Thinking Exam. The ATI Critical Thinking Exam may only be taken once per application year.
10. Students who speak English as a second language must also take the ESL ACCUPLACER Exam to prove proficiency in English. The following scores are required in each category.
 - Listening: A minimum score of 106
 - Reading: A minimum score of 116
 - WritePlacer ESL: A minimum score of 5
11. Submit a completed application to the ADN Program on the Helena-West Helena campus. The application must be received in the Nursing Department Office on the Helena-West Helena campus by **June 1st**. Incomplete applications will not be considered.
12. Rare exceptions for individuals seeking admission may be made by the Promotion and Graduation Committee.

All students who meet minimum admission criteria will be accepted unless the number of qualified applicants exceeds space available.

This means **MEETING THE MINIMUM CRITERIA FOR ADMISSION OR TAKING COURSES REQUIRED FOR THE NURSING DEGREE DOES NOT GUARANTEE ADMISSION TO THE ADN PROGRAM.**

When the number of qualified applicants exceeds space available, the selection process will be implemented, and admission will become competitive.

Selection Process

1. Qualified applicants will be ranked from highest to lowest by the score earned on the ATI Critical Thinking Exam.
2. When two or more traditional track applicants have an equal score on the ATI Critical Thinking Exam, applicants will be admitted according to the date and time the application was received in the Nursing Department Office on the Helena-West Helena campus.
3. Students initially not selected, will be placed on a waiting list from highest to lowest by the score earned on the ATI Critical Thinking Exam, and the date and time the application was received. Spaces that become available before the first day of fall classes will be filled from the waiting list.
4. **Applicants not selected for admission and/or applicants who elect not to enroll in the fall nursing class must repeat the entire admission process which includes, but is not limited to, submitting a new application to the ADN program as well as repeating the Nelson-Denny Reading and ATI Critical Thinking Exams within 3 months of the application deadline.**

Admission After Application Deadline

When space is available, qualified applicants who submit an application and transcripts from **all** colleges attended after the published deadline will be considered for admission on a first-come, first-served basis. A percentage of this available space is reserved for late applicants enrolled in one or more PCCUA summer semester prerequisite science, English, and/or math courses. Reserved space is **only** for PCCUA late applicants who **successfully** complete required prerequisite science, English, and/or math courses the summer semester **immediately before** the fall semester the applicant is seeking admission to the ADN program.

Enrollment Process

Before enrolling in ADN courses, the student must provide the following documents:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td or Tdap
 - Two Varicella or a positive titer
 - Two MMRs, if born after 1957 or positive titers
 - Initiation of Hepatitis B series or a positive titer
3. Proof of TB skin test (Must be valid for the entire fall and spring academic year.)
4. Signed Communicable Disease Statement
5. Current US federal or state issued photo ID, examples include:
 - US passport
 - US military ID
 - State driver's license
6. Proof of professional liability insurance (Must be valid for the entire fall and spring academic year.)
7. Attend a scheduled mandatory orientation session for nursing the week of fall registration.
8. Rare exceptions may be made by the Promotion and Graduation Committee for late applicants.

No late enrollment is allowed.

After Enrollment

Proof of Influenza (flu) immunization is required by November 1st of each academic year.

Students admitted to the ADN program on the distance Stuttgart campus are expected to come on occasion to the Helena-West Helena campus to participate in scheduled program activities.

Transfer Students

Transfer students are those students who left another nursing program and are seeking to enroll in Level II of the PCCUA traditional track ADN program. Students seeking admission to the traditional track by transfer must meet all program admission requirements as well as all Level I progression requirements.

Qualified transfer students will not receive an application for admission to the ADN program until the Dean of Allied Health receives a letter of good standing from the Director, Chair, or Dean of the program from which the student is transferring. Good Standing is defined as being eligible for enrollment in the program from which the student is transferring.

The completed application for admission to the traditional track must be received in the Nursing Department Office on the Helena-West Helena campus by **October 1st** to be considered for the spring semester. Applications received after **October 1st** will **not** be considered.

Students seeking admission to the traditional track by transfer will be ranked from highest to lowest by the score earned on the ATI Critical Thinking Exam. Transfer students will be admitted by ranking to the program after all students seeking readmission and/or advanced placement have been admitted and/or until space available is exhausted.

Advanced Placement Track

Students may also enter the ADN program by advanced placement. Students seeking advance placement must meet all program admission requirements as well as all Level I progression requirements.

Advanced placement students are **only** licensed practical nurses (LPNs) or licensed psychiatric technical nurses (LPTNs) who are granted advanced placement in the ADN program.

LPNs and LPTNs who seek admission to the ADN program within 12 months of graduation may apply to the program without having work experience.

LPNs and LPTNs who seek admission to the ADN program after 12 months of graduation may apply to the program provided that they have during the past 12 to 24 months at least 1,000 hours of nursing employment in an **acute- or long-term care** setting.

LPNs and LPTNs who seek admission to the ADN program after 12 months of graduation and during the past 24 months do not have at least 1,000 hours of nursing employment in an **acute- or long-term care** setting will be required to take the NLN Nursing Accelerated Challenge (NACE) I PN to RN exam and the NLN Normal Nutrition Achievement test. Applicants must achieve a minimum decision score of 75 on the NACE I PN to RN exam and the 70th percentile or above on the Normal Nutrition exam to be considered for advanced placement.

LPNs or LPTNs who receive advanced placement will enter Level II of the ADN program. Upon successful completion of Level IV of the ADN program, seven (7) semester credit hours will be awarded for NG 107, Concepts of Nursing Care for Patients with Chronic Stable Conditions.

A limited number of spaces may be available for students seeking advanced placement. Once a LPN or LPTN enrolls in Level I of the ADN program, advanced placement is no longer an option for progression.

Advanced Placement Admission

1. Students seeking advanced placement must contact the Dean of Allied Health to discuss placement in the program.
2. Applications may be obtained from the ADN administrative assistant on the Helena-West Helena campus.
3. Students seeking advanced placement must: (1) meet all traditional program admission requirements by **October 1st**, (2) meet all Level I progression requirements, (3) meet Drug Dosage Calculation Exam requirements, and (4) demonstrate competency of Level I skills.
4. The completed application must be received in the Nursing Department Office on the Helena-West Helena campus by **October 1st** to be considered for the spring semester. Applications received after **October 1st** will not be considered.
5. Students seeking admission by advanced placement will be ranked from highest to lowest by the score earned on the ATI Critical Thinking Exam and admitted on a 1:1 ratio with students seeking readmission until either group or space available is exhausted.
6. When two or more advanced placement applicants have an equal score on the Critical Thinking Exam, applicants will be admitted according to the date and time the application was received in the Nursing Department Office on the Helena-West Helena campus.
7. Applicants who are not selected or who elect not to enroll must complete the entire admission process which includes, but is not limited to: (1) submitting another application to the program, (2) repeating the Nelson-Denny Reading and ATI Critical Thinking Exams within 3 months of the application deadline, (3) meeting Drug Dosage Calculation Exam requirements, and (4) demonstrating Level I skill competency requirements to be considered again.
8. Rare exceptions to the Advanced Placement policy may be made by the Promotion and Graduation Committee.

Skill Competency Exam

Demonstration of skill competency is a prerequisite for all students seeking admission to Level II by transfer or advanced placement. Skill competency evaluation times will be posted on the program webpage. A maximum of two (2) opportunities will be offered to demonstrate competency. Any missed skill competency evaluation will be counted as a "fail". **Applicants who fail to demonstrate skill competency will not be eligible for enrollment.**

Drug Dosage Calculation Exam

The Drug Dosage Calculation Exam is a prerequisite for all students seeking admission to Level II by transfer or advanced placement. Exam times are posted on the program webpage. The applicant must pass the exam before enrollment. A maximum of three (3) opportunities are offered to score 90% or above on the exam. Only a basic calculator with the capacity to add, subtract, multiply, and divide can be used. No calculators with advanced functions are allowed. Any missed exam will be counted as a fail. **Applicants who fail to score a minimum of 90% on the Drug Dosage Calculation Exam will not be eligible for enrollment.**

Policies for Progression for Students Admitted in the ADN Program

1. Students in the nursing program must obtain permission from the Dean of Allied Health to take required courses for transfer credit at another college, before enrolling in the course the students expect to transfer to PCCUA.
2. Required nursing courses must be taken in the sequence specified in the Associate Degree Nursing curricular pattern. Failure in a nursing course makes the student ineligible to progress, until the student successfully completes the course.
3. Students admitted for the first time to the Associate Degree Nursing program are allowed a maximum of one readmission to the program. No required nursing course may be repeated more than one time.
4. Once admitted to the nursing program, students must complete the required curricular pattern within 150% of the time (6 semesters).
5. Students must complete prerequisite or co-requisite general education courses before or with the co-requisite nursing courses.
6. Nursing courses may not be audited.
7. A minimum grade of "C" is mandatory in all required general education and nursing courses in the ADN curricular pattern.
8. Science courses taken more than five (5) years before admission to the nursing program must be repeated.
9. Nursing courses older than (3) years will not count toward meeting curricular requirements for graduation from the Associate Degree Nursing program.
10. All Level I students are required to complete American Heart Association Basic Life Support CPR certification before attending clinical. Students who do not meet this requirement will be administratively withdrawn from the Level I nursing course. All Level II, III, and IV students are required to have a current American Heart Association Basic Life Support Level CPR card before enrolling in respective nursing courses. The certification must remain current throughout enrollment in Levels II, III, and IV. **Electronic recertification is not accepted.**
11. Students enrolled in the nursing program must be familiar with all policies in the current *College Catalog*, student handbooks, and posted on the PCCUA Web. The *Student Handbook* is available in the Registrar's Office. The ADN program supplies the *ADN Student Handbook* upon enrollment and at the beginning of each academic year.

12. Rare exceptions to the Progression Policy will be considered by the Promotion and Graduation Committee. The student must submit a written request within 24 hours of the faculty's deadline for posting final course grades as stated in the PCCUA Academic Calendar or notification of denied readmission.

Developmental Education Courses

Students who do not meet the minimum requirements for admission may take developmental education courses to increase their skill level. The developmental education courses have pre-established exit levels.

Associate of Applied Science: Nursing (NGR.AAS H-S)

Name					SS # or Datatel #			
Address					Phone			
Group I	English / Fine Arts – 6 hours	Semester	Grade	Group III	Sciences and Math – 8 Hours of the following	Semester	Grade	
EH 113 (ENGL 1013)	Comp I	Pre-requisite completed before program admission		BY 154 (BIOL 2404)	Anatomy and Physiology I	Pre-requisite completed before program admission		
EH 123 ENGL 1023)	Comp II	Spring, Level II		BY 164 (BIOL 2414)	Anatomy and Physiology II	Fall, Level I		
					3 Hours from the following	Semester	Grade	
				MS 123 (MATH 1103)	College Algebra	Pre-requisite completed before program admission		
Group II	Social Science – 3 hours	Semester	Grade					
PSY 213 (PSYC 1103)	General Psychology	Fall, Level I						
				Course #	Required Courses - 40 Hours	Semester	Grade	
				NG 107	Concepts of Nursing Care for Patients with Chronic, Stable Conditions	Fall, Level I		
				NG 209	Concepts of Nursing Care for Patients with Acute, Stable Conditions	Spring, Level II		
				NG 312	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions	Fall, Level III		
				NG 412	Concepts of Nursing Care for Patients with Complex Conditions	Spring, Level IV		
Group IV	Physical Education	Semester	Grade	<ul style="list-style-type: none"> Pre-requisites must be completed with a grade of “C” or better before making application to the ADN program. Science courses taken more than 5 years before admission to the ADN program must be repeated. General education courses may be taken earlier than prescribed or as prescribed co-requisites. Courses with a NG prefix must be taken in sequence prescribed. Nursing courses older than 3 years will not count toward meeting curricular requirements for graduation from the Associate Degree Nursing program. 				
Group V	Computer Technology-3 hours	Semester	Grade					
CT	Any approved 3 credit hour course	Fall, Level III						
Program/Graduation Requirements								
Total Program Hours		63 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point average (GPA)								
Advisor (signature)				Vice Chancellor/Dean				

(ACTS #)

HEALTH SCIENCES (HS.AAS H-S)

A student admitted to PCCUA's Associate Degree Nursing (ADN) program who **DOES NOT** earn a "C" or better in NG 412, Concepts of Nursing Care for Patients with Complex Conditions, may use the following general education and nursing courses to earn an Associate in Applied Science (AAS) in Health Sciences degree. A minimum grade of "C" is required in each general education and ADN course to meet degree requirements.

A graduate who earns an AAS in Health Sciences degree from PCCUA is not eligible to seek licensure as a registered nurse by taking the NCLEX-RN licensure exam. This graduate does not meet the mandatory 23 general education and 40 nursing credit hours required for an AAS in Nursing at PCCUA.



Associate of Applied Science: Health Sciences (HS.AAS H-S)

Name					SS # or Datatel #			
Address					Phone			
Group I	English / Fine Arts – 6 hours	Semester	Grade	Group III	Sciences and Math – 8 Hours of the following	Semester	Grade	
EH 113(ENGL 1013)	Comp I			BY 154 (BIOL 2404)	Anatomy and Physiology I			
EH 123 (ENGL 1023)	Comp II			BY 164 (BIOL 2414)	Anatomy and Physiology II			
					3 Hours from the following	Semester	Grade	
				MS 123 (MATH1103)	College Algebra			
Group II	Social Science – 3 hours	Semester	Grade					
PSY 213 (PSYC 1103)	General Psychology							
				Course #	Required Courses 28 hours	Semester	Grade	
				NG 107	Concepts of Nursing Care for Patients with Chronic, Stable Conditions	Fall, Level I		
				NG 209	Concepts of Nursing Care for Patients with Acute, Stable Conditions	Spring, Level II		
				NG 312	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions	Fall, Level III		
				Course #	Approved Electives 9 hours	Semester	Grade	
				NG 123	Normal Nutrition			
				NG 223	Pharmacology for Nurses			
				NG 133	Dosage Calculation for Nurses			
Group IV	Physical Education	Semester	Grade	SY 213 (SOCI 1013)	Fund of Sociology			
				BY 224 (BIOL 2004)	Microbiology			
				SP 243 (SPCH 1003)	Speech			
Group V	Computer Technology-3 hours	Semester	Grade	PSY 223(PSYC 2103)	Human Growth and Development			
CT	Any approved 3 credit hour course			PHIL 153 (PHIL 1103)	Philosophy			
				HY 213(HIST 2113)	US History to 1877			
				HY 223(HIST 2123)	US History since 1877			
				BMGT 283 (BUSI 2103)	Business Statistics			
Program/Graduation Requirements								
Total Program Hours		60 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point average (GPA)								
Advisor (signature)				Vice Chancellor/Dean				

(ACTS #)

MEDICAL LABORATORY TECHNOLOGY (MLT.AAS H)

The MLT curriculum, which leads to an Associate of Applied Science degree, is an integrated program of technical courses in medical laboratory science, fundamental courses in natural science, and complementary humanities and social sciences. A minimum grade of "C" is required in each medical laboratory science course. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Program graduates are eligible to apply to take the national certification examination for MLT. Applicants should be aware violation of any federal, state, or local drug law or conviction of a crime may prohibit the student from entering a clinical agency to care for clients. In addition, clinical facilities also may require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. Inability to complete the clinical course because of failure to meet these requirements will result in course failure.

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is also a resource for information regarding the program. Individuals may contact NAACLS at: 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, Phone: 1-847.939.3597, Fax: 1-773.714.8886, Email: info@naacls.org, Website: <http://www.naacls.org>.

Admission

Students are admitted to the Helena-West Helena campus every year. Application must be made to the MLT program. Students who wish to be considered for admission to the MLT program must meet the following criteria:

1. Fulfill all college admission requirements
2. Be at least 18 years of age.
3. Submit official high school transcript documenting graduation from high school or official Arkansas High School Diploma/GED certificate and official transcripts from all previously attended colleges to the Registrar's Office and MLT Program Director.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Provide SAT, ACT, or ACCUPLACER scores taken within the last 4 years that meet the minimum skill level in reading, math, and English or complete all required developmental courses prior to making application to the MLT program.
6. Submit completed application to the MLT Program on the Helena-West Helena campus. The application must be received by the MLT Program Director on the Helena-West Helena campus by June 1st.
7. Students who speak English as a second language must also take the ACCUPLACER Exam to prove proficiency in English. The following scores are required in each category.
 - Listening: minimum score of 106
 - Reading: minimum score of 116
 - WritePlacer ESL: minimum score of 5

All students who meet minimum criteria will be accepted unless the number of qualified applicants exceeds space available. This means **MEETING THE MINIMUM CRITERIA FOR ADMISSION OR TAKING COURSES REQUIRED FOR THE MLT DEGREE DOES NOT GUARANTEE ADMISSION TO THE MLT PROGRAM.**

When the number of qualified applicants exceeds space available, the selection process will be implemented, and admission will become competitive.

Applicants not selected for admission and/or applicants who elect not to enroll in the fall MLT class must repeat the application process that includes submitting a new application to the MLT program.

Selection Process

1. Qualified applicants will be ranked according to the following criteria:
 - For applicants with college credit, quality points earned on courses taken at all colleges previously attended or
 - For applicants with high school credits only, quality points earned in high school for all completed science and math courses
2. When two or more applicants have an equal number of total points, applicants will be admitted according to the date and time the application was received in the Medical Laboratory Technology office on the Helena-West Helena campus.
3. Quality points for repeated courses will be determined by the most recent grade with 3 quality points subtracted for each repetition.
4. Applicants initially not selected for admission will be placed on an alternate list in order of total quality points earned. Spaces that become available before the first day of fall classes will be filled from the alternate list.

Enrollment Process

Before enrolling in the MLT program, the student must provide the following documents:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td
 - Current Varicella or positive titer
 - Current MMR, if born after 1957
 - Initiation of Hepatitis B series
3. Proof of TB skin test within the last year
4. Signed Communicable Disease Statement
5. Current US Federal or State issued photo ID (driver's license, military ID, passport)
6. Proof of liability insurance

After Enrollment

Proof of Influenza (flu) immunization is required by November 1st of the fall semester.

Associate of Applied Science: Medical Laboratory Technology (MLT.AAS H)

Name					SS # or Datatel #			
Address					Phone			
Group I	English / Fine Arts – 6 hours	Semester	Grade	Group III	Sciences and Math – 11 Hours of the following	Semester	Grade	
EH 113 (ENGL 1013)	Comp I	Level I		BY 103	Intro to Anatomy and Physiology	Level I		
EH 123 (ENGL 1023)	Comp II	Level II		CY 104 (CHEM 1214)	Chemistry I for Health Sciences: An Introduction to Chemistry	Level I		
				CY 204 (CHEM 1224)	Chemistry II for Health Sciences: An Introduction to Organic and Biochemistry	Level II		
					3 Hours from the following	Semester	Grade	
				MS 123 (MATH 1103)	College Algebra	Level I		
Group II	Social Science – 3 hours	Semester	Grade					
PSY 213 (PSYC 1103)	General Psychology	Level I		Course #	Required Courses - 43 Hours	Semester	Grade	
SY 213 (SOCI 1013)	Fund of Sociology			MLS 114	MLS Fundamentals	Fall, Level I		
HY 113 (HIST 1213)/ HY 123 (HIST 1223)	Western Civilization I or II			MLS 125	Hematology and Coagulation	Sp., Level II		
HY 213 (HIST 2113) HY 223 (HIST 2123)	U.S. History I or II			MLS 135	Immunology and Immunohematology	Sp., Level II		
ES 213 (ECON 2103)	Macroeconomics			MLS 205	Clinical Chemistry	Fall, Level III		
ES 223 (ECON 2203)	Microeconomics			MLS 215	Pathogenic Microbiology	Fall, Level III		
PLS 213 (PLSC 2003)	American Federal Government			MLS 202	Phlebotomy	Fall, Level III		
Group IV	Physical Education	Semester	Grade	MLS 212	Instrumentation	Fall, Level III		
				MLS 223	Clinical Experience I	Sp., Level IV		
				MLS 243	Clinical Experience II	Sp., Level IV		
Group V	Computer Technology- 3 hours	Semester	Grade	MLS 263	Clinical Experience III	Sp., Level IV		
CT 113 (CPSI1003)	Computer Information Systems	Level III		MLS 283	Clinical Experience IV	Sp., Level IV		
				MLS 213	Selected Topics	Sp., Level IV		
				<ul style="list-style-type: none"> • Courses with a MLS prefix must be taken in the sequence prescribed. • General education courses may be taken earlier than prescribed or as a prescribed co-requisite. 				
Program/Graduation Requirements								
Total Program Hours		69 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point average (GPA)								
Advisor (signature)				Vice Chancellor/Dean				

(ACTS #)

APPLIED TECHNOLOGY



Reviewed/Revised 2017

Associate of Applied Science: General Technology (GENTEC.AAS D-H-S) (Manufacturing Emphasis)

Name			SS # or Datatel #		
Address			Phone		
English and Fine Arts – 9 Hours			Semester	Grade	
EH 113 (ENGL 1013)	Composition I				
EH 123 (ENGL 1023)	Composition II				
SP 243 (SPCH 1003)	Fundamentals of Speech				
Social Sciences – 3 Hours			Semester	Grade	
PSY 213 (PSYC 1103)	General Psychology				
SY 213 (SOCI 1013)	Fundamentals of Sociology				
Mathematics – 3 Hours			Semester	Grade	
MS 123 (MATH 1103)	College Algebra				
MS 143	Technical Mathematics				
MS 183 (MATH 1003)	College Mathematics				
Computer Technology – 3 Hours			Semester	Grade	
CT 113 (CPSI 1003)	Computer Information Systems				
Total Hours of English, Fine Arts, and Math			18 Hours		
Required Courses – 41 Hours		Sem	Grade		
RET 103	Intro to Renewable Energy			IT 1203	Intro to Manufacturing
RET 113	Biofuels			IT 1213	Design for Manufacturing
IT 113	Industrial Safety and Sanitation			IT 1223	Mfg. Production Processes
IT 133	Industrial Electricity			IT 1233	Mfg. Power and Equipment Systems
IT 214	Intro to PLC			IT 1273	Eng. Design and Problem Solving
IT 243	Industrial Fluid Mechanics			WG 115	Intro to Welding
IT 273	Principles of Industrial Machines				
Total Program Hours		60 Hours		Deficiencies	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)

Associate of Applied Science: Graphic Communications (GRCOM.AAS D-H-S)

Name					SS # or Datatel #		
Address					Phone		
Group I (ACTS)	English/Fine Arts – 9 Hours	Sem	Grade	Required Courses – 42 Hours		Sem	Grade
EH 113 (ENGL 1013)	Composition I			ART 133 PR 133	Freehand Drawing or Illustration I		
EH 123 (ENGL 1023)	Composition II			ART 143 PR 143	Drawing or Illustration II		
SP 243 (SPCH 1003)	Fundamentals of Speech			ART 263	Art Seminar		
Group II (ACTS)	Social Science – 3 Hours	Sem	Grade	CT 233	Programming/Coding for Web Design		
PSY 213 (PSYC 1103)	General Psychology			NT 253	Digital Imaging I		
SY 213 (SOCI 1013)	Fundamentals of Sociology			NT 273	Digital Imaging II		
Group III (ACTS)	Mathematics – 3 Hours	Sem	Grade	PR 103	Graphic Art & Design I		
MS 123 (MATH 1103)	College Algebra			PR 113	Graphic Art & Design II		
MS 143	Technical Mathematics			PR 114	Printmaking		
MS 183 (MATH 1003)	College Mathematics			PR 123	Typography		
Group V (ACTS)	Computer Tech. – 3 Hours	Sem	Grade	PR 164	Digital Photography		
CT 113 (CPSI 1003)	Computer Info. Systems			PR 224	Two Dimensional Design		
PR 274	Computer Graphics			PR 233	Printing Layout & Design		
Program/Graduation Requirements							
Total Program Hours		60 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean			

(ACTS#)

BEHAVIORAL HEALTH



Revised 03/28/2017

Associate of Applied Science: Behavioral Health Technology (BEHEA.AAS D-H-S)

[illegible]

(ACTS #)



Revised May 2018

Associate of Applied Science: Business Management (BUSMG.AAS D-H-S)

Name					SS # or Datatel #		
Address					Phone		
Group I PCCUA (ACTS)	English / Fine Arts – 6 Hours	Sem	Grade	PCCUA (ACTS)	Required Courses – 42 Hours	Sem	Grade
EH 113 (ENGL 1013)	Composition I			BAN 113 (BUSI 1013)	Introduction to Business		
EH 123 (ENGL 1023)	Composition II			BAN 213 (ACCT 2003)	Principles of Accounting I		
Group II PCCUA (ACTS)	Social Science – 6 Hours	Sem	Grade	BAN 223 (ACCT 2013)	Principles of Accounting II		
ES 213 (ECON 2103)	Macroeconomics			BAN 233 (BLAW 2003)	Legal Environ. of Business		
ES 223 (ECON 2203)	Microeconomics			BAN 263 (BUSI 2013)	Business Communication		
Group III PCCUA (ACTS)	Mathematics – 3 Hours	Sem	Grade	BAN 283	Computerized Accounting		
MS 123 (MATH 1103)	College Algebra			BMGT 233	Principles of Management		
MS 143	Technical Mathematics			BMGT 273	Business Mgmt. Internship		
MS 183 (MATH 1003)	College Mathematics			BMGT 283 (BUSI 2103)	Business Statistics		
Group V PCCUA (ACTS)	Computer Tech. – 3 Hours	Sem	Grade	CT 1233	Advanced MS Office Apps.		
CT 113 (CPSI 1003)	Computer Information Systems			CT 1283	Integrated Office Projects		
				CT 233	Programming/Coding for Web Design		
				CT 273	Relational Database		
				OT 133 (BUSI 1103)	Document Processing		
Program/Graduation Requirements							
Total Program Hours		60 Hours		Deficiencies			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean			

(ACTS#)

Associate of Applied Science: Information Systems Technology (IS.AAS D-H-S)

Name					SS # or Datatel #		
Address					Phone		
PCCUA (ACTS)	English / Fine Arts – 6 Hours				Sem	Grade	
EH 113 (ENGL 1013)	Composition I						
EH 123 (ENGL 1023)	Composition II						
PCCUA (ACTS)	Social Science – 3 Hours				Sem	Grade	
ES 213 (ECON 2103)	Macroeconomics						
PSY 213 (PSYC 1103)	General Psychology						
SY 213 (SOCI 1013)	Fundamentals of Sociology						
PCCUA (ACTS)	Mathematics – 3 Hours				Sem	Grade	
MS 123 (MATH 1103)	College Algebra						
MS 143	Technical Mathematics						
MS 183 (MATH 1003)	College Mathematics						
PCCUA (ACTS)	Computer Tech. – 3 Hours				Sem	Grade	
CT 113 (CPSI 1003)	Computer Information Systems						
PCCUA (ACTS)	Required Courses	Sem	Grade	PCCUA (ACTS)	Required Courses	Sem	Grade
BAN 113 (BUSI 1013)	Introduction to Business			NT 123	MS Networking Essentials		
BAN 263 (BUSI 2013)	Business Communication			NT 133	Help Desk Support		
CT 164	Introduction to Programming			NT 143	Linux Operating Systems		
CT 173	Network Administration			NT 163	MS Active Directory Services		
CT 211	Directed Field Experience			NT 173	Network Management		
CT 233	Web Design I			NT 193	Managing & Maintaining PC		
CT 264	Programming in C#			NT 213	Info. Security Essentials		
CT 273	Relational Database Apps						
Program/Graduation Requirements							
Total Program Hours		60 Hours		Deficiencies			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean			

(ACTS #)

Associate of Applied Science: Office Technology (OT.AAS D-H-S)

Name					SS # or Datatel #			
Address					Phone			
Group I (ACTS)	English/Fine Arts – 6 Hours	Sem	Grade	PCCUA (ACTS)	Required Courses – 21 Hours	Sem	Grade	
EH 113 (ENGL 1013)	Composition I			BAN 213 (ACCT 2003)	Principles of Accounting I			
EH 123 (ENGL 1023)	Composition II			BAN 263 (BUSI 2013)	Business Communication			
Group II (ACTS)	Social Science – 3 Hours	Sem	Grade	CT 1233	Advanced MS Office Apps			
ES 213 (ECON 2103)	Macroeconomics			CT 1283	Integrated Office Projects			
PSY 213 (PSYC 1103)	General Psychology			OT 133 (BUSI 1103)	Document Processing			
SY 213 (SOCI 1013)	Fundamentals of Sociology			OT 223	Admin. Support Procedures			
Group III (ACTS)	Mathematics – 3 Hours	Sem	Grade	BAN 283	Computerized Accounting			
MS 123 (MATH 1103)	College Algebra			Group V (ACTS)	Computer Tech. – 3 Hours	Sem	Grade	
MS 143	Technical Mathematics			CT 113 (CPSI 1003)	Computer Information Systems			
MS 183 (MATH 1003)	College Mathematics							
PCCUA (ACTS)	Admin. Option – 24 Hours	Sem	Grade	PCCUA	Medical Option – 24 Hours	Sem	Grade	
BAN 113 (BUSI 1013)	Intro to Business			BY 103	Intro to Anatomy			
NT 133	Help Desk Support			OT 113	Medical Terminology I			
BMGT 233	Principles of Mgmt.			OT 123	Medical Terminology II			
CT 233	Web Design I			OT 153	Intro to Medical Coding			
CT 273	Relational Database			OT 203	Computers in the Med. Office			
OT 273	Machine Transcription			OT 263	Intermediate Medical Coding			
OT 1203	Admin. Support Internship			OT 1273	Medical Transcription			
PR 233	Printing Layout and Design			OT 1213	Medical Office Internship			
Program/Graduation Requirements								
Total Program Hours		60 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)				Vice Chancellor/Dean				

(ACTS #)

CRIMINAL JUSTICE



Revised 06/13/2017

Associate of Applied Science: Criminal Justice (CJI.AAS D-H-S)

Name		Phone		SS # or Datatel #			
Address				Major			
Group I	English / Fine Arts – 9 Hours	Sem	Grade	Group IV	Mathematics-3 Hours	Sem	Grade
	9 Hours from the following			MS 143 Math 1003)	Technical Math		
EH 113 (ENGL 1013)	Freshman English I			MS 123 (Math 1103)	College Algebra		
EH 123 (ENGL 1023)	Freshman English II						
SP 243 (SPCH 1003)	Fund of Speech						
Group II	Social Science-12 Hours	Sem	Grade	Group V	Computer Technology-3-4 Hours		
BH 123 (SOCI 2013)	Theories and Treatments of Social Problems			CT 114 (CPSI 1003)	Intro to Computer information Systems		
PLS 213 (PLSC 2003)	American Federal Government			CT 153	Computer Operating Systems		
PSY 213 (PSYC 1103)	General Psychology						
SY 213 (SOCI 1013)	Fundamentals of Sociology						
Group III	Criminal Justice– 30 Hours	Sem	Grade				
CJI 103	Law Enforcement						
CJI 113	Introduction to Criminal Justice				Approved Electives-3 hours	Sem.	Grade
CJI 123	Advanced Law Enforcement			CJI 1113	Foundations Criminal Justice		
CJI 143	Juvenile Justice			CJI 1123	Special Topics in Advanced Law Enforcement		
CJI 163	Correction Systems and Practices				Other Approved Electives		
CJI 213	Legal Aspects of Law Enforcement						
CJI 233	Criminal Procedures and Evidence						
CJI 243	Investigation and Courtroom Protocols						
CJI 263	Criminology						
CJI 273	Criminal Justice Internship						
Total Program Hours		60 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

(Acts #)

EARLY CHILDHOOD EDUCATION



Revised 06/15/2015

Associate of Applied Science: Early Childhood Education (ECED.AAS D-H-S)

[illegible]

(ACTS#)

The AAS in Early Childhood Education is tied to the Certificate of Proficiency in ECE (CDA).

Technical Certificates

Technical Certificate programs are usually one year in length with a major in an occupational area; career studies certificates require less than a full year of study in an occupational area. Certificate programs differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees.

Allied Health

Phlebotomy

Practical Nursing

Applied Technology

Advanced Manufacturing

Graphic Communications

Renewable Energy Technology

Welding

Behavioral Health

Cosmetology

Early Childhood Education

ALLIED HEALTH

PHLEBOTOMY (PHLE.TC H)

The Phlebotomy Program is a two (2) semester technical certificate program. The Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Graduates of the program are eligible to take the national phlebotomy certification examination.

Applicants should be aware that violation of any federal, state, or local drug law or conviction of a crime may prohibit the student from entering a clinical agency to care for clients. In addition, clinical facilities may require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. Inability to complete the clinical course because of failure to meet these requirements will result in course failure.

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is also a resource for information regarding the program. One may contact NAACLS at: 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, Phone: 1-847-939-3597, Fax: 1-773-714-8886, Email: info@naacls.org, Website: <http://www.naacls.org>.

Admission

Phlebotomy students are admitted every fall and spring semester to the Helena-West Helena campuses. Application must be made to the Phlebotomy program. Students who wish to be considered for admission to the Phlebotomy program must meet the following criteria:

1. Fulfill all college admission requirements
2. Be at least 18 years of age.
3. Submit official high school transcript documenting graduation from high school or official Arkansas High School Diploma/GED certificate and official transcripts from all previously attended colleges to the Registrar's Office and Phlebotomy Program Director.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Provide SAT, ACT, or ACCUPLACER scores taken within the last 4 years that meet the minimum skill level in reading, math, and English or complete all required developmental courses prior to making application to the Phlebotomy program.
6. Submit completed application to the Phlebotomy Program on the Helena-West Helena campus. The application must be received by the Phlebotomy Program Director on the Helena-West Helena campus by June 1st for fall admission or December 1st for spring admission.
7. Students who speak English as a second language must also take the ACCUPLACER Exam to prove proficiency in English. The following scores are required in each category.
 - Listening: minimum score of 106
 - Reading: minimum score of 116
 - WritePlacer ESL: minimum score of 5

All students who meet minimum admission criteria will be accepted unless the number of qualified applicants exceeds space available. This means **MEETING THE MINIMUM CRITERIA FOR ADMISSION OR TAKING COURSES REQUIRED FOR THE PLB TECHNICAL CERTIFICATE DOES NOT GUARANTEE ADMISSION TO THE PLB PROGRAM.** When the number of qualified applicants exceeds space available, the selection process will be implemented, and admission will become competitive.

Applicants not selected for admission and/or applicants who elect not to enroll in the phlebotomy class must repeat the application process that includes submitting a new application to the phlebotomy program.

Enrollment Process

Before enrolling in the Phlebotomy program, the student must provide the following documents:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td
 - Current Varicella or positive titer
 - Current MMR, if born after 1957
 - Initiation of Hepatitis B series
3. Proof of TB skin test within the last year
4. Signed Communicable Disease Statement
5. Current US Federal or State issued photo ID (driver's license, military ID, passport)
6. Proof of liability insurance

After Enrollment

Proof of Influenza (flu) immunization is required by November 1st of the fall semester.

Selection Process

1. Qualified applicants will be ranked according to the following criteria:
 - For applicants with college credit, quality points earned on courses taken at all colleges previously attended or
 - For applicants with high school credits only, quality points earned in high school for all completed science and math courses
2. When two or more applicants have an equal number of total points, applicants will be admitted according to the date and time the application was received in the Medical Laboratory Technology office on the Helena-West Helena campus.
3. Quality points for repeated courses will be determined by the most recent grade with 3 quality points subtracted for each repetition.
4. Applicants initially not selected for admission will be placed on an alternate list in order of total quality points earned. Spaces that become available before the first day of fall classes will be filled from the alternate list.

Technical Certificate: Phlebotomy (PHLE.TC H)

Name					SS # or Datatel #		
Address					Phone		
Group I	English / Fine Arts – 3 hours	Semester	Grade	Group III	Sciences and Math – 3 Hours of the following	Semester	Grade
EH 113 (ENGL 1013)	English Comp I	Level I		BY 103	Intro to Anatomy and Physiology	Level I	
					3 Hours from the following	Semester	Grade
				MS 1023	Elementary Algebra or higher	Level I	
Group II	Social Science	Semester	Grade				
				Course #	Required Courses - 15 Hours	Semester	Grade
				OT 113	Medical Terminology I	Level I	
				PLB 114	Phlebotomy Procedures	Level II	
				PLB 134	Phlebotomy Skills	Level II	
				PLB 124	Special Techniques	Level II	
Group IV	Physical Education	Semester	Grade	<ul style="list-style-type: none"> Level I courses must be in progress or completed before making an application to the Phlebotomy Program. 			
Group V	Computer Technology – 3 hours	Semester	Grade				
CT 113 (CPSI 1003)	Computer Information Systems	Level I					
Program/Graduation Requirements							
Total Program Hours		27 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

(ACTS #)

NURSING (PN) (NGPN.TC D-H)

The Practical Nursing Program is designed to prepare qualified individuals to meet community nursing needs and perform those functions which are recognized as being within the scope of practical nursing and where the skill of registered nurses is not required.

The Arkansas State Board of Nursing approves the Practical Nursing Program. Graduates are eligible to submit an application to write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Applicants should be aware that violation of any federal, state, or local drug law or conviction of a crime might preclude licensure as a practical nurse. The Arkansas State Board of Nursing requires a state and federal criminal background check before processing an application for initial licensure. Graduation from the Practical Nursing Program at Phillips Community College of the University of Arkansas **does not guarantee approval from the Arkansas State Board of Nursing or from another respective state board of nursing to take the licensure examination.** For Arkansas residents, please read the Arkansas Nurse Practice Act, which can be accessed on line at: <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>. Clinical facilities may also require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. If a clinical facility denies a student permission to participate in patient care in that facility and the student cannot be placed in another clinical agency, the student must withdraw from the nursing course and required co-requisite nursing course. The Arkansas State Board of Nursing (ARSBN) can be contacted at: University Tower Building, Suite 800, 1123 S. University Avenue, Little Rock, AR 72204-1619, Phone: 1-501-686-2700, Fax: 1-501-686-2714, Website: <http://www.arsbn.org>.

Admission

Students are admitted to the Practical Nursing Program (PN) every third semester on the Helena-West Helena and DeWitt campuses. Students who wish to be considered for admission to the PN Program must meet the following criteria:

1. Fulfill all college admission requirements.
2. Be at least 18 years of age.
3. Submit official high school transcript documenting graduation from high school or official Arkansas High School Diploma/GED certificate and official transcripts from all previously attended colleges to the Registrar's Office and PN Program Coordinator. These documents must be received in the Nursing Department on the DeWitt campus by the application deadline date.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Provide, SAT, ACT, or ACCUPLACER scores taken within the last 4 years that meet the minimum skill level in reading, math, and English or complete required developmental course before making application to the nursing program.
6. Complete EH 113 (ENGL 1013), Composition I and MS 1123, Intermediate Algebra or higher, with a grade of "C" or better. Applicants who repeat EH 113 (ENGL 1013) or MS 1123 more than one time in the past 5 years to remove a grade of "D", "F", or "EW" **will NOT** be considered for admission.
7. Submit a completed PN Program application to the PN Program Coordinator on the DeWitt campus. The application must be received by mail in the Nursing Department Office on the DeWitt campus by **June 1st** to be considered for the fall semester and **October 1st** to be considered for the spring semester. Applications are accepted by mail only.
8. Students who speak English as a second language must also take the ACCUPLACER Exam to prove proficiency in English. The following scores are required in each category.
 - Listening: minimum score of 106
 - Reading: minimum score of 116
 - WritePlacer ESL: a minimum score of 5
9. Rare exceptions for individuals seeking admission may be made by the Faculty Committee.

All students who meet minimum admission criteria will be accepted unless the number of qualified applicants exceeds space available. **This means MEETING THE MINIMUM CRITERIA FOR ADMISSION OR TAKING COURSES REQUIRED FOR THE TECHNICAL CERTIFICATE DOES NOT GUARANTEE ADMISSION TO THE PN PROGRAM.**

When the number of qualified applicants exceeds space available, the selection process will be implemented, and admission will become competitive.

Selection Process

1. Qualified applicants will be ranked according to the total number of quality points earned in EH 113 (ENGL 1013) and MS 1123. When an applicant takes a higher level math as the first college level math course, that math course will be used in lieu of MS 1123 for ranking purposes. A maximum of 24 quality points is possible. Students who receive college credit through CLEP for a course required for the PN curricular pattern will be given quality points equivalent to a course grade of "A" for ranking purposes.
2. In addition, to earned quality points, points will be added for the highest level math course completed with a "C" or better as follows: MS 123 (MATH 1103), College Algebra 1 point; Trigonometry, 2 points; Finite Math, 3 points; Calculus I, 4 points; Calculus II, 5 points; and Calculus III, 6 points.
3. When two or more qualified applicants have an equal number of quality points, applicants will be admitted according to the date and time the application was received in the Nursing Department Office on the DeWitt campus.

Applicants not selected for admission and/or applicants who elect not to enroll in the Practical Nursing Program must repeat the application process that includes submitting a new application to the PN Program.

Admission After Application Deadline

When space is available, qualified applicants who apply after the deadline will be considered for admission on a first-come, first-served basis.

Enrollment Process

Before enrolling in first semester PN courses, the student must provide the following documents:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td or Tdap
 - Two Varicella or a positive titer
 - Two MMRs, if born after 1957 or positive titers
 - Initiation of Hepatitis B series or a positive titer
3. Proof of TB skin test (Must be valid for the entire fall and spring academic year.)
4. Signed Communicable Disease Statement
5. Current US federal or state issued photo ID, examples include:
 - US passport
 - US military ID
 - State driver's license
6. Proof of professional liability insurance (Must be valid for the entire fall and spring academic year.)
7. Attend scheduled mandatory orientation session for nursing the week of fall or spring registration.

No late enrollment is allowed. Students are expected to furnish their own transportation to and from the clinical area.

After Enrollment

Proof of Influenza (flu) immunization is required by November 1st of each academic year.

Students admitted to the PN program on the distance Helena-West Helena campus are expected to come on occasion to the DeWitt campus to participate in scheduled program activities.

Alternate Admission

The number of unfilled spaces for each class is determined by availability of faculty and clinical facilities.

Students may also enter the program by transferring from another practical nursing program or as re-entry as space allows.

- a. Re-entry students are those who successfully completed PCCUA nursing courses, but separated from the program within the last three years.
- b. Transfer students are those who left another nursing program and are seeking to enroll with or without advanced placement in the PCCUA program.
 - Transfer students will not receive an application for admission to the PN Program until the PN Program Coordinator receives a letter of good standing from the Director/Chair/Dean of the program from which the student is transferring. Good standing is defined as being eligible for enrollment in the program from which the student is transferring.
 - Transfer students must contact the PN Program Coordinator to discuss placement in the program.

1. Applications may be obtained from the PN Program Coordinator on the DeWitt campus.

2. The completed application must be received in the office of the PN Program Coordinator on the DeWitt campus no later than **June 1st** to be considered for admission to the fall semester or **October 1st** to be considered for admission to the spring semester. Applications will only be accepted by mail, and no late applications will be accepted.

3. Students applying for alternate admission are ranked according to the following criteria and are admitted in a 1 to 3 ratio with applicants seeking readmission until either group or space available is exhausted. Remaining space(s) will be filled from the non-exhausted group.

- Qualified re-entry applicants will be ranked according to the total number of quality points earned in required nursing courses plus 6 pts.
- Qualified transfer applicants will be ranked according to the total number of quality points earned in PCCUA required nursing courses.

4. When two or more of the above applicants have an equal number of total points, applicants will be admitted according to the date and time the application was received in the Nursing Department Office on the DeWitt campus.

5. Applicants who are not selected or who elect not to enroll must submit another application and meet Drug Dosage Calculation Competency and Skill Competency Exam requirements to be considered for the next year.

6. Rare exceptions to the Alternate Admission Policy can be made by the Faculty Committee.

Skill Competency Exam

Demonstration of skill competency is a prerequisite for students seeking alternate admission to Levels II and III. Skill competency evaluation times will be posted on the program Webpage. Students seeking alternate admission to Level II must demonstrate proficiency in taking a complete set of vital signs (BP, P, RR, and temperature). Students seeking alternate admission to Level III, must demonstrate proficiency in taking a complete set of vital signs (BP, P, RR, and temperature), administration of oral and parenteral medications, and catheterization. Skill check-off times are scheduled with the PN Program Coordinator and are posted on the PCCUA program webpage. The applicant must pass the skill-check-off within three months of re-enrollment. A maximum of three (3) opportunities are offered to demonstrate competency. Any missed skill competency evaluation will be counted as a fail. Applicants who fail to demonstrate skill competency will not be eligible for enrollment.

Drug Dosage Calculation Competency Exam

The Drug Dosage Calculation Competency Exam is a prerequisite for ***all*** alternate admission students except for transfer students seeking enrollment in Level I. Exam times are scheduled with the PN Program Coordinator and posted on the program webpage. The applicant must pass the Drug Dosage Calculation Competency Exam within three months of enrollment. A maximum of three (3) opportunities will be provided to score 90% or above on the exam. Only a basic calculator with the capacity to add, subtract, multiply, and divide can be used. No calculators with advanced functions are allowed. Any missed exam will be counted as a fail. **Applicants who fail to score a minimum of 90% on the Drug Dosage Calculation Competency Exam will not be eligible for enrollment.**

Advanced Placement for EMTs and CNAs

Licensed or unlicensed emergency medical technicians (EMTs) and certified or non-certified nursing assistants (CNAs) do not receive advanced placement in the Practical Nursing Program.

Developmental Education Courses

Students who do not meet the minimum requirements for admission may take developmental educational courses to increase their skill level. The developmental education courses have pre-established exit levels. Developmental education courses or SAT, ACT, ACCUPLACER scores must have been taken within the past four years.

Policies for Progression for Students Admitted in the PN Program

1. Required nursing courses must be taken in the sequence specified in the Practical Nursing Program curricular pattern. Failure in a nursing course makes the student ineligible to progress until the course is successfully completed. In addition, once a student enrolls in a PNP course for credit, the student does not have the option to withdrawal from the course and request course substitution. For example, once a student enrolls in PNP 103 for credit, the student may not use BY 154 (BIOL 2404) and 164 (BIOL 2414) as a substitution for PNP 103.
2. Students admitted for the first time to Level I of the Practical Nursing Program are allowed a maximum of one readmission to the program. No required nursing course may be repeated more than one time.
3. All students who repeat a required practical nursing course also must repeat all required co-requisite nursing courses regardless of a previously earned grade of "C" or better in the co-requisite nursing course(s). A grade of "C" or better is required in all repeated nursing courses to progress to the next level or graduation.
4. Once admitted to the nursing program, students should complete the required curricular pattern within 150% of the time (4 semesters).
5. In Level I, PNP 103 and PNP 109 are co-requisites. A student who withdraws or is dismissed from one course must withdraw from the other.
6. Nursing courses may not be audited.
7. All students are required to have a current American Heart Association (AHA) Basic Life Support CPR card before attending any Level I clinical rotations. Students who fail to successfully complete AHA CPR certification in Level I are ineligible for clinical and will be dropped from all Level I practical nursing courses. The student's CPR card must remain current through enrollment in the program. Electronic recertification will not be accepted.
8. A minimum grade of "C" is mandatory in required nursing courses.
9. Students must meet the Drug Dosage Calculation Competency Exam requirements to progress to Level II.
10. Students enrolled in the nursing program must be familiar with all policies in the current *College Catalog*, student handbooks and web. The *College Catalog* and *Student Handbook* are available in the Registrar's office. The Department of Nursing supplies the *Practical Nursing Student Handbook* upon enrollment and at the beginning of each academic year.
11. Rare exceptions to the Progression Policy will be considered by the Faculty Committee. The student must submit a timely, written request to seek an exception.



Technical Certificate: Practical Nursing (NGPN.TC D-H)

Revised 5/24/16

Name						SS # or Datatel #		
Address						Phone		
Group I	English / Fine Arts – 3 hours	Semester	Grade	Group III	Sciences and Math –	Semester	Grade	
EH 113 (ENGL 1013)	Comp I	Pre-requisite completed before program admission						
					3 Hours from the following	Semester	Grade	
				MS 1123	Intermediate Algebra or higher	Prerequisite completed before program admission		
Group II	Social Science	Semester	Grade	Course #	Required Courses - 36 Hours	Semester	Grade	
				PNP 109	Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions	Level I		
				PNP 103	Human Structure and Function	Level I		
				PNP 112	Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions	Level II		
				PNP 212	Concepts of Practical Nursing in the Care of Patients with Complex Conditions	Level III		
Group IV	Physical Education	Semester	Grade					
Group V	Computer Technology	Semester	Grade					
<ul style="list-style-type: none"> Prerequisites must be completed with a grade of "C" or better before making application to the PN program. PNP courses must be taken in sequence prescribed above. Once a student enrolls in the PN program, if the student is unsuccessful in any PNP course, the student does not have the option to use a general education course in lieu of a required PNP course to satisfy degree requirements. The student must pass a Drug Dosage Calculation Competency Exam with a minimum grade of 90 before enrolling in the second level nursing course. Students taking developmental level courses before enrolling in the PN program are strongly encouraged to take Intro to Anatomy and Physiology and Medical Terminology I and II. 								
Program/Graduation Requirements								
Total Program Hours		42 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point average (GPA)								
Advisor (signature)				Vice Chancellor/Dean				

(ACTS#)



Technical Certificate: Advanced Manufacturing (ADMFG.TC D-H-S)

Name			SS # or Datatel #	
Address			Phone	
Group I PCCUA (ACTS)	English and Fine Arts –6 Hours		Semester	Grade
EH 113 (ENGL 1013)	Composition I			
SP 243 (SPCH 1003)	Fundamentals of Speech			
Group II PCCUA (ACTS)	Math Elective– 3 Hours		Semester	Grade
MS 1013	Pre-Algebra or higher			
Total Hours of English, Fine Arts, and Math				9 Hours
Group III	Technical Core 24 Hours		Semester	Grade
IT 113	Industrial Safety and Sanitation			
IT 133	Industrial Electricity			
IT 273	Principles of Industrial Machines			
IT 1203	Intro to Manufacturing			
IT 1213	Design for Manufacturing			
IT 1223	Manufacturing Production Processes			
IT 1233	Manufacturing Power & Equipment Systems			
IT 1273	Manufacturing, Engineering, Design & Problem Solving			
Total Required Hours				24 Hours
Program/Graduation Requirements				
Total Program Hours	33 Hours			
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Deficiencies:				
Advisor		Vice Chancellor/Dean		

(ACTS #)

Technical Certificate: Graphic Communications (GRCOM.TC D-H-S)

Name		SS # or Datatel #	
Address		Phone	
English and Fine Arts – 3 Hours		Semester	Grade
EH 113	Freshman English I		
Mathematics – 3 Hours		Semester	Grade
MS 1023	Elementary Algebra		
Computer Technology – 3 Hours		Semester	Grade
CT 113	Computer Information Systems		
PR 274	Computer Graphics		
Total Hours of English, Fine Arts and Math			9 Hours
Technical Core - 21 Hours		Semester	Grade
ART 133	Freehand Drawing or		
PR 133	Illustration I		
PR 103	Graphic Art & Design I		
PR 113	Graphic Art & Design II		
NT 253	Digital Image Production		
NT 273	Digital Imaging II		
PR 233	Printing Layout & Design		
PR 123	Typography		
Total Required Hours			21 Hours
Program/Graduation Requirements		Deficiencies	
Total Program Hours	30 Hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

Technical Certificate: Renewable Energy Technology (RET.TC D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Group I PCCUA (ACTS)	English and Fine Arts – 3 Hours	Semester	Grade
EH 113 (ENGL 1013)	Composition I		
Group II PCCUA	Math Elective – 3 Hours	Semester	Grade
MS 1013	Pre-Algebra or higher		
Group III PCCUA (ACTS)	Computer Technology –3 Hours	Semester	Grade
CT 113 (CPSI 1003)	Computer Information Systems		
Total Hours of English, Fine Arts, and Math			9 Hours
Group IV PCCUA	Technical Core – 23 Hours	Semester	Grade
RET 103	Introduction to Renewable Energy Technology		
RET 113	Biofuels		
IT 1273	Engineering Power and Problem Solving		
IT 113	Industrial Safety and Sanitation		
IT 273	Principles of Industrial Machines		
IT 133	Industrial Electricity		
WG 115	Intro to Welding		
Total Required Hours			23 Hours
Program/Graduation Requirements			
Total Program Hours	32 Hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

(ACTS #)

Technical Certificate: Welding Technology (WG.TC D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Group I	English and Fine Arts – 3 Hours	Semester	Grade
EH 1013/EH 1011	Basic Writing I or higher		
Group II	Math Elective– 3 Hours	Semester	Grade
MS 1013	Pre-Algebra or higher		
Total Hours of English, Fine Arts, and Math			6 Hours
Group V	Required Courses 28 Hours	Semester	Grade
WG 115	Introduction to Welding		
WG 125	Arc Welding I		
WG 133 or IT 163	Welding Blueprint Reading or Basics of Blueprint		
WG 135	Arc Welding II		
WG 145	Inert Gas Welding I		
WG 165	Inert Gas Welding II		
Total Required Hours			28 Hours
Program/Graduation Requirements			
Total Program Hours	34 Hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

BEHAVIORAL HEALTH



Revised 03/28/2017

Technical Certificate: Behavioral Health Technology (BEHEA.TC D-H-S)

[illegible]

(ACTS#)



Revised June 2013

Technical Certificate: Cosmetology (COSMO.TC H)

Name			SS # or Datatel #	
Address			Phone	
Course Number	Fall or Spring Enrollment: Required Courses	Semester	Grade	
COSM 101	Hygiene and Sanitation I			
COSM 104	Hairstyling I			
COSM 111	Cosmetology Science I			
COSM 121	Manicuring I			
COSM 131	Aesthetics I			
COSM 141	Salon Industry I			
COSM 106	Clinical Experience I			
		Semester	Grade	
COSM 201	Hygiene and Sanitation II			
COSM 204	Hairstyling II			
COSM 211	Cosmetology Science II			
COSM 221	Manicuring II			
COSM 231	Aesthetics II			
COSM 241	Salon Industry II			
COSM 206	Clinical Experience II			
		Semester	Grade	
COSM 301	Hygiene and Sanitation III			
COSM 304	Hairstyling III			
COSM 311	Cosmetology Science III			
COSM 321	Manicuring III			
COSM 331	Aesthetics III			
COSM 341	Salon Industry III			
COSM 406	Clinical Experience III			
Course Number	Summer Enrollment	Semester	Grade	
COSM 306	Cosmetology Theory and Practical Application			
Course Number	Elective	Semester	Grade	
COSM 293	Special Problems			
Program/Graduation Requirements (45 hours)				
Hours Completed at PCCUA			Deficiencies/Comments:	
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Advisor (Signature)		Vice Chancellor/Dean		

EARLY CHILDHOOD EDUCATION



Revised 06/15/2015

Technical Certificate: Early Childhood Education (ECED.TC D-H-S)

Name		Phone		SS # or Datatel #			
Address				Major			
Group I	English / Fine Arts – 3 Hours	Sem	Grade	Group IV	REQUIRED COURSES – 11 Hours	Semester	Grade
EH 1013	Basic Writing I			ECD 1001	Field Experience I		
	Or higher English			ECD 1003	Fundamentals of Childcare		
				ECD 1101	Field Experience II		
Group II	Science & Math – 3 Hours	Sem	Grade	ECD 1103	Child Development		
MS course	Any math course			ECD 1203	Applications of Childcare		
				Group V	Directed Electives – 10 Hours		
Group III	Physical Education – 3 Hours	Sem	Grade	ECD 103	Foundations of Early Childhood		
ECD 113	Health/Safety & Nutrition			ECD 213	Child Guidance		
				ECD 223	Math & Science/ECED		
				ECD 243	Infants/Toddlers Curriculum		
				ECD 253	Literacy and Language Arts		
				ECD 263	Preschool Curriculum		
				EN 213	Computers in Education or three (#) hours of CT electives		
				SY 223	The Family		
					Other advisor-approved ECD or EN electives		
	This certificate has been developed for people interested in studying and working with young children in preschool and day care centers. The program is designed for full-time child care providers who have completed 480 hours of child care. Under certain conditions students who have not met this requirement may be accepted in the program; however, they will have to earn the 480 hours of experience before program completion. PCCUA can place students in volunteer internships. Completion time is one year. Students enroll in 12+ credit hours per semester and 3-6 college credit hours in the summer.						
Total Program Hours		30 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point average (GPA)							
Advisor (signature)				Vice Chancellor/Dean			

This TC is tied to the CDA.

Certificate of Proficiency

Certificates of Proficiency are usually less than a year in length and provide focused training in a specific technical area. Some of these programs are offered on a part-time, day or night basis, for students who are already employed.

Allied Health

Emergency Medical Technician

Nursing Assistant

Applied Technology

Advanced Manufacturing

Agriculture Mechanics & Equipment Machine Technology

CDL/Truck Driving

Computer Art & Design

Graphic Communications

Renewable Energy Technology

Welding (General, Inert, Mild)

Business

Business

Cyber Security

Maintaining & Managing Personal Computers

Medical Coding

Microsoft Operating Systems Desktop Support

Programming/Coding

Cosmetology

Manicuring

Early Childhood Education

Child Development Associate

Other Certificates

Law Enforcement

Medical Profession Education

ALLIED HEALTH

EMERGENCY MEDICAL TECHNICIAN-BASIC (EMT,CP D)

The EMT Program is a one-semester certificate of proficiency program. Upon successful completion of three courses (EMT 1010, Emergency Medical Training course, OT 113, Medical Terminology I and BH 113, Chronic and Infectious Diseases) students are eligible to earn a Certificate of Proficiency in EMT. Students who complete the requirements for the Certificate of Proficiency in EMT or complete only the EMT 1010 course requirements are eligible to apply to take the State of Arkansas and National Registry EMT-Basic Practical and Written examinations for certification. An Arkansas criminal background check is required. Applicants should be aware violation of any federal, state, or local drug law or conviction of a crime may prelude certification as an EMT. In addition, clinical facilities also may require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. Inability to complete the clinical portion of the EMT course because of failure to meet these requirements will result in course failure.

Applicants who have a revoked or encumbered license in another healthcare field to check with the Arkansas Department of Health and the National Registry to determine eligibility to write the practical and written exams. The EMT program is approved by the Arkansas Department of Health: Section of EMS and Trauma Systems, 5800 West 10th Street, Suite 800, Little Rock, AR 72204-1763, phone: 1-501-661-2262.

Students may be admitted to the Emergency Medical Technician (EMT) Program every semester. Since enrollment in EMT 1010 is limited to 20 students, interested individuals are encouraged to register early. Enrollment in the EMT 1010 course is on a first-come, first-served basis. No late enrollment is allowed.

Students who enroll in the EMT Program must meet the following criteria:

1. Fulfill all college admission requirements.
2. Be at least 18 years of age.
3. Submit official high school transcript documenting graduation from high school or official Arkansas High School Diploma/GED Certificate to the Registrar's Office.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Provide SAT, ACT, ACCUPLACER, scores taken within the last 4 years that meet the minimum skill level in reading, math, and English or an 8th grade reading level on the TABE test.
6. Students who speak English as a second language must also take the ACCUPLACER Exam to prove proficiency in English. The following scores are required in each category.
 - Listening: minimum score of 106
 - Reading: minimum score of 116
 - WritePlacer ESL: minimum score of 5

Students who meet the minimum criteria may enroll in the EMT course. Enrollment is first-come, first-serve until the class is filled.

After Enrollment

The student must provide the following documents before going to an assigned clinical agency for clinical practice:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td or Tdap
 - Two Varicella or a positive titer
 - Two MMRs, if born after 1957 or positive titers
 - Initiation of Hepatitis B series or a positive titer
 - Current Flu immunization
3. Proof of TB skin test (Must be valid for the entire semester.)
4. Signed Communicable Disease Statement
5. Current US federal or state issued photo ID, examples include:
 - US passport
 - US military ID
 - State driver's license
6. Comply with substance abuse testing
7. Provide written proof of professional liability insurance within 4 weeks of the first class meeting. Students who fail to provide proof of professional liability insurance within the first 4 weeks of class will be administratively withdrawn from the course. Professional liability Insurance must be valid for the entire semester the student is enrolled in the EMT course.
8. Complete a criminal background check.
9. Obtain **within the first 2 EMT classes** American Heart Association (AHA) Basic Life Support CPR certification. AHA Basic Life Support CPR certification must be maintained for the entire duration of the EMT course. **AHA Basic Life Support CPR certification that expires any time during the semester the EMT course is offered will NOT be accepted.**

Students are expected to furnish their own transportation to school as well as to and from the clinical area.



Certificate of Proficiency: Emergency Medical Technician (EMT.CP D)

Name		SS# or Datatel #	
Address		Phone	
Course Number	Required Courses- 16 credit hours	Semester	Grade
EMT 1010	Emergency Medical Training		
OT 113	Medical Terminology I		
BH 113	Chronic and Infectious Diseases		
Total Emergency Medical Technician Program Hours		16 Hours	
Program/Graduation Requirements			
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point average (GPA)			
Deficiencies:			
Advisor (signature)		Vice Chancellor/Dean (signature)	

NURSING ASSISTANT (NGAST.CP D•H)

The Office of Long-Term Care approves the Nursing Assistant Program. Graduates are eligible to apply to take the Written and Skills Assessment Exams for certification. Graduates should be aware that violation of any federal, state, or local drug law or conviction of a crime may prohibit the student from entering a clinical agency to care for patients. In addition, clinical facilities also may require a criminal background check and/or substance abuse test as a condition of clinical practice in the respective facility. Inability to complete the clinical course because of failure to meet these requirements will result in course failure. The Office of Long-Term Care may be contacted at: Post Office Box 8059, Little Rock, AR 72203-8059, (501) 682-1807 or by e-mail at www.medicaid.state.ar.us/ltc/index.htm.

Admission

The Nursing Assistant Program may be offered every semester. Since enrollment in NA courses is limited to 12 students, interested individuals are encouraged to register early. Enrollment in the NA courses is on a first-come, first-served basis. No late enrollment is allowed.

Students who enroll in the Nursing Assistant Program must meet the following criteria:

1. Fulfill all college admission requirements.
2. Be at least 18 years of age.
3. Submit official high school transcript documenting graduation from high school or official Arkansas High School Diploma/GED certificate to the Registrar's Office.
4. Document a minimum 2.0 cumulative grade point average in all courses taken at PCCUA.
5. Provide SAT, ACT, ACCUPLACER, scores taken within the last 4 years that meet the minimum skill level in reading, math, and English **or** have an 8th grade reading level on the TABE test.
6. Students who speak English as a second language must also take the ACCUPLACER to prove proficiency in English. The following scores are required in each category.
 - Listening: minimum score of 106
 - Reading: minimum score of 116
 - WritePlacer ESL: minimum score of 5

Students who meet the minimum criteria may enroll in NA courses. Enrollment is first-come, first-served until the class is filled.

After Enrollment

The student must provide the following documents **before** going to an assigned clinical agency for clinical practice:

1. Completed Health Statement
2. Proof of immunization compliance
 - Current Td or Tdap
 - Two Varicella or a positive titer
 - Two MMRs, if born after 1957, or positive titers
 - Initiation of Hepatitis B series or a positive titer
3. Proof of TB skin test (Must be valid for the entire semester.)
4. Signed Communicable Disease Statement
5. Current US federal or state issued photo ID, examples include:
 - US passport
 - US military ID
 - State driver's license
6. Comply with substance abuse testing
7. Proof of professional liability insurance (Must be valid for the entire semester enrolled.)
8. Complete a criminal background check
9. Provide proof of current flu immunization

No late enrollment is allowed. Students are expected to furnish their own transportation to school and to and from the clinical area.



Revised SP 17

Certificate of Proficiency: Nursing Assistant (NGAST.CP D-H)

Name		SS# or Datatel #	
Address		Phone	
Course Number	Required Courses- 10 credit hours	Semester	Grade
NA 103	Nursing Assistant Clinical		
NA 107	Nursing Assistant Theory		
Total Nursing Assistant Program Hours		10 Hours	
Program/Graduation Requirements			
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point average (GPA)			
Deficiencies:			
Advisor (signature)		Vice Chancellor/Dean (signature)	



Revised June 2013

Certificate of Proficiency: Advanced Manufacturing (ADMFG.CP D-H-S)

Name			SS # or Datatel #	
Address			Phone	
Course Number	Required Courses – 12 Hours	Semester	Grade	
IT 1203	Intro. To Manufacturing			
IT 1213	Design for Manufacturing			
IT 1223	Manufacturing Production Processes			
IT 1233	Manufacturing Power & Equipment Systems			
Total Hours Advanced Manufacturing Certificate of Proficiency		12 hours		
Program/Graduation Requirements				
Total Program Hours	12 hours			
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Deficiencies:				
Advisor (Signature)		Vice Chancellor/Dean		

Certificate of Proficiency: Agri Mechanics & Equipment/Machine Technology (AGMECH.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 14 Hours	Semester	Grade
AFLS 2203	Small Gas Engines		
IT 133	Industrial Electricity		
MMT 114	Basic Electricity		
MMT 144	Industrial Mechanics		
Total Hours		14 hours	
Program/Graduation Requirements			
Total Program Hours		14 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: CDL/Truck Driving (CDL.CP H-S)

Name			SS # or Datatel #	
Address			Phone	
Course Number	Required Courses – 12 Hours	Semester	Grade	
TD 104	Truck Driving I			
TD 103	Truck Driving II			
TD 102	Truck Maintenance and Road Safety			
TD 112	Road Regulations and Rules			
TD 106	Road Internship			
Total Hours CDL/Truck Driving Certificate of Proficiency		17 hours		
Program/Graduation Requirements				
Total Program Hours	17 hours			
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Deficiencies:				
Advisor (Signature)		Vice Chancellor/Dean		

Certificate of Proficiency: Computer Art & Design (COMPART.CP D-H-S)

Name			SS # or Datatel #	
Address			Phone	
Course Number	Required Courses – 12 Hours	Semester	Grade	
CT 233	Web Design I			
PR 103	Graphic Art & Design I			
PR 113	Graphic Art & Design II			
NT 253	Digital Image Production			
Total Hours Computer Art & Design Certificate of Proficiency		12 hours		
Program/Graduation Requirements				
Total Program Hours	12 hours			
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Deficiencies:				
Deficiencies:				
Deficiencies:				
Advisor (Signature)		Vice Chancellor/Dean		

Certificate of Proficiency: Graphic Communications (GRACO.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 13 Hours	Semester	Grade
PR 103	Graphic Art & Design I		
PR 224	Two Dimensional Design		
NT 253	Digital Image Production I		
ART 133 or PR 133	Freehand Drawing or Illustration I		
Total Hours Graphic Communications Certificate of Proficiency		13 hours	
Program/Graduation Requirements			
Total Program Hours	13 hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: Renewable Energy Technology (RET.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 12 Hours	Semester	Grade
RET 103	Intro to Renewable Energy Technology		
RET 113	Biofuels		
IT 113	Industrial Safety and Sanitation		
IT 273	Principles of Industrial Machines		
Total Hours Renewable Energy Technology Certificate of Proficiency		12 Hours	
Program/Graduation Requirements			
Hours Completed at PCCUA	12 Hours		
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: General Welding Techniques (WG.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 15 Hours	Semester	Grade
WG 115	Introduction to Welding		
WG 125	Arc Welding I		
WG 145	Inert Gas Welding		
Total Hours General Welding Techniques Certificate of Proficiency		15 hours	
Program/Graduation Requirements			
Total Program Hours	15 hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: Inert Gas Welding (WGIN.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 15 Hours	Semester	Grade
WG 115	Introduction to Welding		
WG 145	Inert Gas Welding		
WG 165	Inert Gas Welding II		
Total Hours Inert Gas Welding Certificate of Proficiency		15 hours	
Program/Graduation Requirements			
Total Program Hours	15 hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: Mild Steel Welding (WGST.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 15 Hours	Semester	Grade
WG 115	Introduction to Welding		
WG 125	Arc Welding I		
WG 135	Arc Welding II		
Total Hours Mild Steel Welding Certificate of Proficiency		15 hours	
Program/Graduation Requirements			
Total Program Hours		15 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	



Certificate of Proficiency: Business (BUS.CP D-H-S)

Name			SS # or Datatel #	
Address			Phone	
Course Number (ACTS)	Required Courses – 15 Hours		Semester	Grade
BAN 103	Introduction to Accounting			
BAN 113 (BUSI 1013)	Introduction to Business			
CT 113 (CPSI 1003)	Computer Information Systems			
OT 133 (BUSI 1103)	Document Processing			
	Business Elective			
Total Hours Business Certificate of Proficiency			15 hours	
Program/Graduation Requirements				
Total Program Hours		15 hours		
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Deficiencies:				
Advisor (Signature)			Vice Chancellor/Dean	

(ACTS #)

Certificate of Proficiency: Cyber Security (CYS.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 15 Hours	Semester	Grade
CYS 103	Scripting Fundamentals		
CYS 113	Advanced Linux Operating Systems		
CYS 123	Intrusion Detection/Prevention		
CYS 133	Network Security Fundamentals		
CYS 143	Ethical Hacking and Network Defense		
Total Hours Cyber Security Certificate of Proficiency		15 hours	
Program/Graduation Requirements			
Total Program Hours		15 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: Maintaining & Managing Personal Computers (MANPC.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 9 or 10 Hours	Semester	Grade
CT 113 (CPSI 1003) or CT 153	Computer Info Systems or Computer Operating Systems		
NT 193	Maintaining & Managing Personal Computers		
NT 123	MS Network Essentials		
Total Hours Maintaining & Managing Personal Computers Certificate of Proficiency		9 hours	
Program/Graduation Requirements			
Total Program Hours		9 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

(ACTS #)



Revised June 2013

Certificate of Proficiency: Medical Coding (MEDCO.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 16 Hours	Semester	Grade
BY 103	Intro to Anatomy		
OT 113	Medical Terminology I		
OT 153	Intro to Medical Coding		
OT 263	Intermediate Medical Coding		
OT 284	Advanced Medical Coding		
Total Hours Medical Coding Certificate of Proficiency		16 hours	
Program/Graduation Requirements			
Total Program Hours		16 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: MS Operating Systems Desktop Support (MSOPSYS.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 9 Hours	Semester	Grade
NT 133	Help Desk Support		
CT 173	Network Administration		
NT 163	MS Active Directory Services		
Total Hours Microsoft Operating Systems Desktop Support Certificate of Proficiency		9 hours	
Program/Graduation Requirements			
Total Program Hours		9 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Certificate of Proficiency: Programming/Coding (PROG.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 17 Hours	Semester	Grade
CT 113	Intro to Computer Information Systems		
CT 164	Intro to Programming/Coding in Visual Basic		
CT 233	Programming/Coding for Web Design		
CT 263	Coding in Java/Java Script		
CT 264	Programming/Coding in C#		
Suggested Elective			
CT 1243	Web Applications Coding		
Total Hours Programming/Coding Certificate of Proficiency		17 hours	
Program/Graduation Requirements			
Total Program Hours	17 hours		
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	



Revised June 2013

Certificate of Proficiency: Cosmetology Manicuring (COSMN.CP H)

Name			SS # or Datatel #	
Address			Phone	
Course Number	Cosmetology Manicuring: Required Courses	Semester	Grade	
COSM 155	Cosmetology Manicuring Theory			
COSM 1510	Cosmetology Manicuring Lab			
COSM 153	Nail Technology			
Total Hours - Cosmetology Manicuring Certificate of Proficiency		18 Hours		
Program/Graduation Requirements				
Total Program Hours	18 Hours	Deficiencies/Comments:		
Hours Completed at PCCUA				
Hours Transferred				
Total Hours				
Grade Point Average (GPA)				
Advisor (Signature)			Vice Chancellor/Dean	

EARLY CHILDHOOD EDUCATION



Revised 06/15/2015

Certificate of Proficiency: Early Childhood Education (CDA.CP D-H-S)

Name		Phone		SS # or Datatel #																
Address				Major																
Group I	Childcare Training & Observation – 17 Hours	Semester	Grade																	
ECD 1001	Field Experience I																			
ECD 1003	Fundamentals of Childcare																			
ECD 1101	Field Experience II																			
ECD 1103	Child Development																			
ECD 1203	Applications of Childcare																			
ECD 113	Health, Safety/Nutrition																			
ECD 103	Foundations of ECE																			
	OR Approved Electives																			
<p style="text-align: center;">DIRECT ASSESSMENT PROGRAM ENTRANCE REQUIREMENTS</p> <ol style="list-style-type: none"> 18 years or older Hold high school diploma or equivalent Be able to speak, read, and write well enough to fulfill responsibilities Sign a statement of ethical conduct Must be employed as the lead caregiver in a group of at least 8 children ages 3-5 (10 children must be enrolled in the total program) 480 hours of experience working with children ages birth to 5 years (within the last five years) <p style="text-align: center;">TRAINING PROVIDED</p> <ol style="list-style-type: none"> Minimum of 120 clock hours of formal CDA training (minimum of 10 hours in each area): <ol style="list-style-type: none"> Safety, health and learning environment Physical and intellectual development Social and emotional development Developing interpersonal relationships Management of program operation Commitment to teaching and professionalism Observing and recording children's behavior Child growth and development Observations on teaching site Writing resume, portfolio, competency statements All training necessary to pass the CDA Assessment CPR for Infants and Children. <p style="text-align: center;">FEES</p> <p>A fee of \$350 is assessed for Early Childhood Field Experience I (ECD 1001) and \$375 is assessed for Field Experience II (ECD 1101).</p> <p>For information call Joyce Hargrove, (870) 673-4201, ext. 1840 or 946-3506, ext. 1629, OR Yvette Robertson at (870) 338-6474, ext. 1307.</p>																				
<table border="1" style="width: 100%;"> <tr> <td>Total Program Hours</td> <td>17 Hours</td> <td>Deficiencies:</td> </tr> <tr> <td>Hours Completed at PCCUA</td> <td></td> <td></td> </tr> <tr> <td>Hours Transferred</td> <td></td> <td></td> </tr> <tr> <td>Total Hours</td> <td></td> <td></td> </tr> <tr> <td>Grade Point average (GPA)</td> <td></td> <td></td> </tr> </table>						Total Program Hours	17 Hours	Deficiencies:	Hours Completed at PCCUA			Hours Transferred			Total Hours			Grade Point average (GPA)		
Total Program Hours	17 Hours	Deficiencies:																		
Hours Completed at PCCUA																				
Hours Transferred																				
Total Hours																				
Grade Point average (GPA)																				
Advisor (signature)			Vice Chancellor/Dean																	

✓ All students are required to have current Community First Aid Cards for CDA Assessment

OTHER DEGREES

Law Enforcement

Criminal Justice Institute

Acquire general education courses at PCCUA and specific criminal justice courses through the Criminal Justice Institute and earn degrees and certificates in the following areas:

- Certificate of Proficiency in Crime Scene Investigation
- Technical Certificate in Crime Scene Investigation
- Associate of Applied Science Crime Scene Investigation
- Certificate of Proficiency in Law Enforcement Administration
- Technical Certificate in Law Enforcement Administration
- Associate of Applied Science in Law Enforcement Administration

For more information, call Wandra Williams at (870) 338-6474, ext. 1210.



Certificate of Proficiency: Law Enforcement (LAWENF.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses 6-hours	Semester	Grade
CJI 103	Law Enforcement I		
CJI 113	Introduction to Criminal Justice		
	3 Credits from the following		
CJI 123	Advanced Law Enforcement		
CJI 143	Juvenile Delinquency		
CJI 1103	Special Topics/Law Enforcement		
CJI1123	Special Topics/Advanced Law Enforcement		
Total Semester Credit Hours for CP 9 hours			
Total Program Hours			
Hours Completed at PCCUA			
Grade Point Average			
Advisor (Signature)		Dean/Chair	

Certificate of Proficiency: Medical Professions Education (MPE.CP D-H-S)

Name		SS # or Datatel #	
Address		Phone	
Course Number	Required Courses – 12 Hours	Semester	Grade
BY 103	Introduction to Anatomy		
MPE 113	Introduction to Medical Professions		
MPE 123	Medical Procedures		
OT 113	Medical Terminology		
Course Number	Non-Required Courses – 6 Hours		
MPE 133	Apprenticeship I		
MPE 143	Apprenticeship II		
Total Hours Medical Professions Education General Certificate of Proficiency		12 hours	
Program/Graduation Requirements			
Total Program Hours		12 hours	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Deficiencies:			
Advisor (Signature)		Vice Chancellor/Dean	

Course Descriptions

ACADEMIC SKILLS

DS 103 Introduction to College Reading Skills (3 hrs. lec., 3 credits)

Prerequisite: ACCUPLACER Reading score of 47 or below.

Corequisite: DS 1031. Introduction to College Reading Skills is designed to provide students with opportunities to improve understanding of written materials, reading comprehension strategies, and writing skills. The focus of this course will be on reading comprehension strategies such as vocabulary development, main idea/supportive detail comprehension and written communications. This is the first in a sequence of two reading classes. A grade of "C" or better is required in this class before enrollment in the next level reading class is permitted.

DS 1031 Reading Lab I (1 hr. lab, 1 credit)

Corequisite: DS 103. Reading Lab I is required for students taking Introduction to College Reading Skills. This lab is designed to provide students with additional support to enhance reading skills.

DS 123 College Reading Strategies (3 hrs. lec., 3 credits)

Prerequisite: Completion of DS 103 with a grade of "C" or better or ACCUPLACER Reading score of 48-77.

Corequisite: DS 1231. College Reading Strategies is designed for students to further develop general reading skills and college level reading strategies with an emphasis on higher levels of reading with vocabulary, comprehension, critical thinking and writing. A grade of "C" or better is required to exit this class.

DS 1231 Reading Lab II (1 hr. lab, 1 credit)

Corequisite: DS 123. Reading Lab II is required for students taking College Reading Strategies. This lab is designed to provide students with additional support to enhance reading skills.

RWS 1012 Reading and Writing Strategies Lab (2 hrs. lab, 2 credits)

Prerequisite: ACCUPLACER Reading score of 47 or below.

Corequisite: RWS 1014. Reading and Writing Strategies Lab provides the opportunity for significant individual guidance and support for key skills gaps. In addition, lab sessions will provide extensive self-paced practice using appropriate computer-based products to enhance reading and writing competence and fluency. Keyboarding experience is helpful but not required. This lab, along with RWS 1014, is an alternative, accelerated option for those students whose placement test scores indicate placement into DS 103/DS 1031 and EH 1013/EH 1011. Upon successful completion of RWS 1014 and this lab, students will be eligible for DS 123/DS 1231 and EH 1023/EH 1021.

RWS 1014 Reading and Writing Strategies (4 hrs. lec., 4 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 50 or below.

Corequisite: RWS 1012. Reading and Writing Strategies is designed to increase competence and fluency in basic reading and writing. The course provides instruction in writing processes, grammar, mechanics, usage, vocabulary development, basic reading strategies, and literal and critical reading comprehension skills. Instructional activities include drafting, revising, and editing processes, the development of specific reading strategies, such as identification of main ideas and supporting details, and the development of literal and critical comprehension using material from diverse disciplines including material from college text. Keyboarding experience is helpful but not required. This course, along with RWS 1012, is an alternative, accelerated option for those students whose placement test scores indicate placement into DS 103/DS 1031 and EH 1013/EH 1011. Upon successful completion of RWS 1012 and this class, students will be eligible for DS 123/DS 1231 and EH 1023/EH 1021.

ADVANCED MANUFACTURING TECHNOLOGY

IT 113 Industrial Safety and Sanitation (3 hrs. lec., 3 credits)

This course emphasizes the importance of safety and sanitation in an industrial setting, the design of Industrial Safety Programs and Safety Management. Attention is focused on meeting federal safety regulations, setting up safety programs, etc.

IT 133 Industrial Electricity (3 hrs. lec., 3 credits)

This course provides an introduction to the principles of both AC and DC electrical circuits. Emphasis is placed on industrial applications involving electric motors, controls and instrumentation.

IT 163 Basics of Blueprints & Industrial Measurements (3 hrs. lec., 3 credits)

This course covers the basic concepts and symbols of industrial blueprints. Students will also study and apply measurements in the metric and standard systems using conventional devices such as tape measures, decimal rules, micrometers, dial calipers and protractors. Some basic mathematical calculations common to industry will be explored and practiced.

IT 214 Introduction to Programmable Logic Controllers (4 hrs. lec., 4 credits)

This course will provide students with the information required to begin using state-of-the-art programmable controllers. Students will cover information on programmable controller terminology, operation, and basic program entry, coupled with hands-on lab experience to reinforce learning. Allen-Bradley's programmable controllers are used in hands-on activities for demonstration.

IT 223 Principles of HVAC (3 hrs. lec., 3 credits)

This course introduces the basic laws of thermodynamics and thermodynamic cycles. In addition, elementary concepts in heat transfer are discussed. Applications in heating, ventilating, and air conditioning are included. Laboratory exercises support the theoretical discussions.

IT 233 Contemporary Supervision (3 hrs. lec., 3 credits)

This course emphasizes the application of psychological principles as they are related to professional pursuits. Particular topics included are individual differences and group behavior involved in personnel selection, industrial safety and hygiene, motivation, personnel training, consumer behavior, human error, job analysis and human factor engineering.

IT 243 Industrial Fluid Mechanics (3 hrs. lec., 3 credits)

This course provides an introduction to the principles of the static and dynamic behavior of incompressible fluid flow. These principles are applied to problems involving hydraulics, pneumatics, and flow in pipes.

IT 253 Automated Production (3 hrs. lec., 3 credits)

This course covers the fundamental concepts associated with automation and production in contemporary industries as well as the analytical techniques and controls necessary for decision-making in production systems.

IT 263 Inventory Control (3 hrs. lec., 3 credits)

This course provides the student with an understanding of inventory classifications, modern inventory control methods, inventory optimization, and future trends in inventory control.

IT 273 Principles of Industrial Machines (3 hrs. lec., 3 credits)

This course introduces the principles involved in the performance of mechanical work. Various drive types, gears and belts for example, are analyzed for suitability of application and maintenance.

IT 1203 Intro to Manufacturing (3 hrs. lec., 3 credits)

This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques and produce some more simple products.

IT 1213 Design for Manufacturing (3 hrs. lec, 3 credits)

This course is designed to expand on the introductory manufacturing course and to expose the student to the basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

IT 1223 Manufacturing Production Processes (3 hrs. lec., 3 credits)

The course provides the student with a hands-on learning experience with the basic tools, equipment and operations of manufacturing industries. The student will understand the relationship between a manufacturing need, a design, materials and processes as well as tools and equipment.

IT 1233 Manufacturing Power & Equipment Systems (3 hrs. lec., 3 credits)

The course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems and control systems.

IT 1243 Manufacturing Materials (3 hrs. lec., 3 credits)

The course will introduce students to manufacturing materials, materials testing, and materials science. Additionally, this course will introduce students to primary and secondary processing and manufacturing and allow the student to instruct and conduct experiments with various manufacturing materials.

IT 1253 The Manufacturing Enterprise (3 hrs. lec., 3 credits)

The course is designed to expand upon concepts learned in introductory courses while allowing students to explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, and market products. As a part of a product development team, students will analyze customer needs, and market requirements, conceptualize a design, develop a prototype, production tooling and other procedures.

IT 1263 Manufacturing Equipment Maintenance and Operations (3 hrs. lec., 3 credits)

The course is designed to provide the student with a comprehensive knowledge of manufacturing equipment safety, maintenance and operation procedures, control systems as well as leadership abilities in the field.

IT 1273 Engineering Design & Problem Solving (3 hrs. lec., 3 credits)

The course will introduce some new concepts related to engineering design and problem solving, however, the primary function of this course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills and a thorough understanding of manufacturing materials, processes and techniques.

IN 114 Instrumentation Principles (4 hrs. lec./lab, 4 credits)

Teaches the basic principles of physics, mechanics, electricity, fluid power, and electronics required for understanding instrumentation devices used by modern industrial complexes.

AGRICULTURE, FOOD AND LIFE SCIENCES

AFLS 1012 Careers in Agriculture (2 hrs. lec., 2 credits)

An introduction to the career opportunities within the discipline of agriculture. The student will be provided career information through lecture, video and multimedia presentations. Required of all degree programs.

AFLS 1201 Rice Production (1 hr. lec., 1 credit)

This course will cover rice production from field preparation to harvest. The participants will gain a basic understanding of rice growth and development, cultural practices, weed control, fertilization, disease control, insect control, and grain quality. This course is designed to be beneficial to anyone in an agriculturally related field.

AFLS 1203 Introduction to Plant Science (3 hr. lec., 3 credits)

Introduction to the principles and factors of plant growth, structure and development.

AFLS 1211 Oilseed Production (1 hr. lec., 1 credit)

This course will cover oilseed production from field preparation to harvest. The participants will gain a basic understanding of oilseed growth and development, cultural practices, weed control, fertilization, disease control, insect control and grain quality. This course is designed to be beneficial to anyone in an agriculturally related field.

AFLS 1221 Wheat & Feed Grain Production (1 hr. lec., 1 credit)

This course will cover wheat and feed grain production from field preparation to harvest. The participants will gain a basic understanding of the growth and development, cultural practices, weed control, fertilization, disease control, insect control and grain quality of crops used for human and animal consumption. This course is designed to be beneficial to anyone in an agriculturally related field.

AFLS 1231 Integrated Pest Management (1 hr. lec., 1 credit)

This course will provide an overview of integrated pest management systems utilizing chemicals, agricultural practices and natural predators for pest and disease control in field crop production. This course is designed to be beneficial to anyone in an agriculturally related field.

AFLS 2000 Horticulture Lab

Corequisite: AFLS 2003. Laboratory exercises and site visits will provide the student with “hands-on” experience and practical application of the skills and techniques learned in the classroom.

AFLS 2003 Principles of Horticulture (3 hr. lec./lab, 3 credits)

Classroom and laboratory application of the principles of plant propagation and production, the handling and use of plants in landscaping and horticultural crop production. Practical application and site tours will be provided through the co-requisite (AFLS 2000) laboratory. It is suggested that the student complete Botany prior to attempting this class.

AFLS 2101 Crop Science Lab (1 hr. lec., 1 credit)

Corequisite: AFLS 2103. Laboratory application and study to reinforce the principles of growth, development, reproduction, taxonomy and certain diseases of major field crops.

AFLS 2103 Crop Science (3 hr. lec./lab, 3 credits)

Prerequisite: AFLS 1203. Co-requisite: AFLS 2101. Principles of crop production and their application to the growth and development of major agronomic crop species.

AFLS 2203 Small Engines/Power Units (3 hrs. lec., 3 credits)

Principles of operation, adjustment, repair, maintenance, and trouble shooting of small air-cooled engines and power units, including various engine systems, service, and maintenance of turf equipment and machinery.

AGRI 123 Soil & Water Engineering (3 hrs. lec., 3 credits)

Skills and practices needed in soil and water management in agricultural operations. Emphasis on surveying and the design of systems to prevent erosion and increase productivity.

AGRI 223 General Horticulture (GHM) (3 hrs. lec./lab, 3 credits)

A survey of the general field of horticulture, including the growth, fruiting habits, propagation, and culture of horticultural plants. Emphasis is placed on the operation and management of greenhouse operations.

AGRI 261 Ag Policy (1 hr. lec., 1 credit)

This course will provide an overview of the direct impacts on agricultural businesses of the federal farm bill and interpreting governmental agencies. This course is designed to be beneficial to anyone in an agriculturally related field.

AGRI 271 Ag Cooperatives (1 hr. lec., 1 credit)

This course will provide an overview of the history, development and organizational structure of the various types of agricultural cooperatives. This course is designed to be beneficial to anyone in an agriculturally related field.

AGRI 281 Ag Marketing (1 hr. lec., 1 credit)

This course will provide an overview of the processes, procedures and regulations involved in the marketing of agricultural crops. This course is designed to be beneficial to anyone in an agriculturally related field.

ART

ART 123 Design (3 hrs. lec., 3 credits)

A study of three-dimensional organization in the development of visual expression.

ART 133 Free Hand Drawing and Design (3 hrs. lec., 3 credits)

Drawing from figures, objects and outdoor sketching, including organization of two-dimensional space and sound design elements and principles.

ART 143 Drawing (3 hrs. lec., 3 credits)

Prerequisite: ART 133 or departmental approval. A continuation of ART 133.

ART 203 Art for the Public School Teacher (3 hrs. lec., 3 credits)

A study of the creative growth of children; methods and techniques necessary for the direction of a creative art program in the public schools. Experience with appropriate art materials.

ART 263 Art Seminar (3 hrs. lab, 3 credits)

Prerequisite: Minimum of one art class. Students will work in the studio on projects in their chosen discipline.

BEHAVIORAL HEALTH

BH 103 Health Care Delivery (3 hrs. lec., 3 credits)

This course provides a history of the development of health care in the United States. It focuses on health care delivery issues and current trends in health care management.

BH 113 Chronic and Infectious Disease (3 hrs. lec., 3 credits)

This survey course introduces the student to chronic disorders and infectious diseases. There is a strong emphasis on disorders afflicting the elderly. Safety and security, infection control, HIV/AIDS, and blood borne diseases will be discussed.

BH 123 Theories and Treatment of Social Problems (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = SOCI 2013**

Theories and Treatments of Social Problems, BH 123 (SOCI 2013), is an introductory course examining theories and treatment of major social problems faced by society. The course focuses on the study of identification, intervention, assessment, and referral and is grounded in sociological principles of investigation. The course also reviews reactions to health/behavioral health related problems.

BH 133 Behavioral Health Issues: Drug Abuse, Dom. Violence/Abuse, Case Management (3 hrs. lec., 3 credits)

This course examines three distinct concerns of behavioral health technology: substance abuse, domestic violence/abuse, and case management. The class emphasizes prevention, detection, and intervention by case workers and the ethical and legal responsibilities of case management.

BH 143 Practicum in Behavioral Health (3 hrs. lec., 3 credits)

Prerequisite: BH 103, 113, 123. Co-requisite: BH 153. The Behavioral Health Practicum provides field experience in a behavioral health/human service environment. Students will be assigned a field observer who will supervise the student's ability to apply classroom theory to the behavioral health/human service practice.

BH 153 Practicum Seminar in Behavioral Health (3 hrs. lec., 3 credits)

Corequisite: BH143. The Behavioral Health Practicum Seminar provides an opportunity for students to discuss practical applications of classroom theory and allows interaction among practicum students. Students will plan, implement, and evaluate practicum. Further, written documentation of the practicum experience will be completed in this class.

BIOLOGY

*A laboratory fee of \$10.00 will be assessed for all biology courses. This fee does not cover damage or breakage of nonexpendable equipment.

BY 103 Introduction to Anatomy & Physiology (3 hrs. lec., 3 credits)

An introduction to the study of the human body designed for students in non-transfer programs or those with little prior study in the biological sciences.

BY 114 General Biology I (3 hrs. lec., 3 hrs. lab, 4 credits)**ACTS Equivalent Course Number = BIOL 1014**

General Biology I is a lecture-laboratory course designed to familiarize the student with basic biological principles related to: chemistry of cells; cell structure and function; mitosis and meiosis; DNA structure and protein synthesis; evolution and taxonomy; viruses, bacteria, protists, and fungi; invertebrates; animal behavior and population ecology.

BY 124 General Biology II (3 hrs. lec., 3 hrs. lab, 4 credits) (spring semester)**ACTS Equivalent Course Number = BIOL 1024**

General Biology II is a lecture-laboratory course designed to familiarize the student with basic biological principles related to: basic processes and features of vascular and nonvascular plants; photosynthesis; heredity; morphology and evolution of selected invertebrates; and basic human anatomy & physiology.

BY 134 General Zoology (fall semester even years) (3 hrs. lec., 3 hrs. lab, 4 credits)**ACTS Equivalent Course Number = BIOL 1054**

General Zoology is a detailed study of the animal kingdom. Includes the introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, embryonic development and animal phyla.

BY 144 General Botany (3 hrs. lec., 3 hrs. lab, 4 credits) (fall semester odd years)**ACTS Equivalent Course Number = BIOL 1034**

A detailed study of the form structure, function, and reproduction of plants.

BY 154 Anatomy & Physiology I (3 hrs. lec., 3 hrs. lab, 4 credits)**ACTS Equivalent Course Number = BIOL 2404**

Prerequisite: College-level placement in English and reading or successful completion of required developmental courses. Anatomy & Physiology I, BY 154 (BIOL 2404), is a lecture-laboratory course designed to familiarize the student with the structures and functions of the systems of the human body. This course explores the mechanisms of the body's components under ideal conditions, and their dysfunction under adverse conditions. Included in this exploration are the trends in medical research and clinical applications of this research. At the end of this course, students will have a working knowledge and application of anatomy and physiology to continue further in their selected health science field and will have adequate knowledge of the discipline to enter and succeed in their chosen health care profession.

BY 163 Anatomy & Physiology I (Selected Topics) (3 hrs. lec., 3 credits)

Prerequisite: Department approval. A lecture course dealing with the structure, function, and integrated activity of cells, tissues, organs, and systems of the human body. No laboratory practice is required.

BY 164 Anatomy & Physiology II (3 hrs. lec., 3 hrs. lab, 4 credits)**ACTS Equivalent Course Number = BIOL 2414**

Prerequisite: BY 154 (BIOL 2404) with a C or by permission of the instructor. Anatomy & Physiology II, BY 164 (BIOL 2414), is a lecture-laboratory course designed to continue the student's familiarization with the structures and functions of the systems of the human body. This course explores the mechanisms of the body's components under ideal conditions, and their dysfunction under adverse conditions. Included in this exploration are the trends in medical research and clinical applications of this research. At the end of this course, students will have adequate knowledge and application of anatomy and physiology to continue further in their selected health science field and will have sufficient knowledge of the discipline to enter and succeed in their chosen health care professions.

BY 201 Special Topics in Biological Science (1 credit)

Prerequisite: Departmental approval and consent by the instructor who will direct the work. Readings and/or projects in selected disciplines of the biological sciences will be assigned.

BY 202 Special Topics in Biological Science (2 credits)

Prerequisite: Department approval and consent by the instructor who will direct the work. Readings and/or projects in selected disciplines of the biological sciences will be assigned.

BY 223 Environmental Science (3 hrs. lec., 3 credits)

Prerequisite: BY 114 (BIOL 1014) or 124. Scientific and social perspectives of environmental and resource problems. This is an ideal course for general education students, and gives them an introduction to ecology and field biology. It is designed for students entering the disciplines of biology, wildlife science and forestry.

BY 224 Microbiology (3 hrs. lec., 3 hrs. lab, 4 credits)**ACTS Equivalent Course Number = BIOL 2004**

Designed to give fundamentals of morphology, taxonomy, ecology, and physiology and the economic importance of micro-organisms. Included are basic techniques of staining, culturing, and sterilization.

BY 1131 Biology Lab (3 hrs. lab, 1 credit)

Prerequisite: BY 113. This is a laboratory course in general biology covering the general use of the microscope, cell organization, physical and chemical bases of life, cell reproduction, plant tissue structures, and lower animal tissue structures. This course is offered only to students who have three credit hours of lecture in General Biology, BY 113, or its equivalence.

BY 1231 Biology Lab (3 hrs. lab, 1 credit)

Prerequisite: BY 123. This is a laboratory course in general biology covering topics related to higher plants and animals, and introductory genetics. This course is offered only to students who have three credit hours of lecture in the second course in General Biology, BY 123, or its equivalence.

BUSINESS ADMINISTRATION

BAN 103 Introduction to Accounting (3 hrs. lec., 3 credits)

Elementary accounting principles, including lectures, problems, and laboratory practices. Emphasis on procedures, forms, and practical application. (CEP students may enroll).

BAN 113 Introduction to Business (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = BUSI 1013**

An introduction to business organization and procedure. (CEP students may enroll).

BAN 213 Principles of Accounting I (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ACCT 2003**

Prerequisite: BAN 103 or departmental approval. Introduction to financial accounting principles and problems as they apply to service and merchandising businesses. Emphasis will be placed on the accounting equation and the accounting cycle to include analysis of business transactions, internal control, and preparation of financial statements to be used by business stakeholders.

BAN 223 Principles of Accounting II (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ACCT 2013**

Prerequisite: BAN 213 (ACCT 2003) or departmental approval. A continuation of BAN 213 (ACCT 2003). Introduction to managerial accounting with an emphasis on partnerships, corporation, manufacturing cost flow systems, and applying the budgeting process. Cost and budget accounting will be introduced as well as analysis and interpretation of special/budget reports, corporate financial statements, and cost reports.

BAN 233 Legal Environment of Business (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = BLAW 2003**

A study of fundamental principles of law that apply to important business transactions. The legal principles of contracts, agency and employment, negotiable instruments and bailments.

BAN 263 Business Communication (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = BUSI 2013**

Prerequisite: EH 113 (ENGL 1013) and CT 113 (CPSI 1003) or departmental approval. Theories and principles of nonverbal, oral, and written communication; emphasis on basic writing skills as applied in composing a variety of letters, memorandums, and resumes.

BAN 283 Computerized Accounting (3 hrs. lec., 3 credits)

Prerequisite: CT 113 (CPSI 1003) and BAN 213 (ACCT 2003) or departmental approval. This course provides an innovative, integrated learning software package that covers the major components of a computerized accounting system.

BUSINESS MANAGEMENT

BMGT 233 Principles of Management (3 hrs. lec., 3 credits)

Factors that provide a foundation for management practices. Evolution of management, management science, behavioral theory, organization theory, systems concepts, and managerial techniques in planning, organizing, directing and controlling.

BMGT 273 Business Management Internship (9 hrs. lab, 3 credits)

Prerequisite: Departmental approval. Students will apply for and be assigned to an approved organization during their last semester under the direct supervision of a management executive and general supervision of the internship coordinator. Students will gain experience in combining classroom theory with on-the-job training.

BMGT 283 Business Statistics (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = BUSI 2103**

Prerequisite: MS 1123 or department approval. Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypothesis, index numbers, linear regression and correlation.

CDL/TRUCK DRIVING

TD 102 Truck Maintenance and Road Safety (2 credits)

This course examines the basics of preventive maintenance and inspection procedures for gasoline and diesel powered tractor-trailers. Students will demonstrate proficiency with maintenance of drivelines, brake systems, electrical systems, and other concerns faced by the professional truck driver. Students will also demonstrate proficiency in map reading and use of log book procedures.

TD 103 Truck Driving II (3 credits)

Prerequisite: TD 104. This course is a continuation of Truck Driving I and is designed to focus on developing advanced driving skills and practice. Students will demonstrate proficiency in cargo handling, driving on two and four lane roads, urban and rural driving strategies, night driving, and weather conditioned driving. Students will also experience pulling heavy and empty loads and a variety of trailer types.

TD 104 Truck Driving I (4 credits)

This course focuses on vehicle inspection, preventative maintenance, and hands-on defensive driving. Students will demonstrate proficiency in coupling and uncoupling correctly which is basic to the safe operation of combination vehicles. Students will also demonstrate proficiency in shifting, backing, and city and highway driving.

TD 106 Road Internship (6 credits)

Prerequisites: TD 102, TD 103, TD 104, TD 112, and Commercial Driver's License (CDL). Students will serve a seven week internship of working in the truck driving environment under the direction of the CDL/Truck Driving Instructor.

TD 112 Road Regulations and Rules (2 credits)

This course provides a review and understanding of the federal and state Department of Transportation (DOT) rules and regulations for the trucking industry and application of this knowledge to the professional operation of commercial vehicles.

CHEMISTRY

*A laboratory fee of \$10.00 will be assessed for all chemistry courses. This fee does not cover damage or breakage of non-expendable equipment.

CY 1131 General Chemistry (Selected Topics)

This lab is offered only to students enrolled in CY 113 online or to students who have received credit for CY 113.

CY 104 Chemistry I for Health Sciences: Introduction to Chemistry (3 hrs. lec., 3 hrs. lab, 4 credits) (fall semester)**ACTS Equivalent Course Number = CHEM 1214**

This is an algebra based course designed for majors in the health sciences or students with basic skills needs in general chemistry. The course content includes nomenclature, atomic and molecular structure, bonding, and reactions. This course is appropriate only as a review course for chemistry, other science or pre-professional majors.

CY 113 General Chemistry (Selected Topics) (3 hrs. lec., 3 credits)

Prerequisite: High school algebra and departmental approval. A lecture course covering the subject matter of the first semester of general chemistry. No laboratory practice is required. This course offering is contingent upon a 19 on ACT and enrolled or have taken, MS 123 (MATH 1103), College Algebra, prior approval of both instructor and division chairman.

CY 114 General Chemistry I (3 hrs. lec., 3 hrs. lab, 4 credits)

ACTS Equivalent Course Number = CHEM 1414

Corequisite: MS123 (MATH 1103) & MS 213

Prerequisite: High school algebra or departmental approval. General Chemistry I, CY 114 (CHEM 1414), covers the basic principles of chemistry with emphasis upon stoichiometry, periodic properties of the elements and the correlation between electronic configurations of the elements and these properties. The laboratory emphasizes both the qualitative and quantitative aspects of chemistry. Co-requisites for this course are college algebra (MS 123 (MATH 1103)) and applied mathematics for students of science (MS 213).

CY 123 General Chemistry (Selected Topics) (3 hrs. lec., 3 credits)

Prerequisite: CY 113 or CY 114 (CHEM 1414) and departmental approval. A lecture course covering the subject matter of the second semester of general chemistry. No laboratory practice is required. This course offering is contingent upon prior approval of both instructor and division chairman.

CY 124 General Chemistry II (3 hrs. lec., 3 hrs. lab, 4 credits)

ACTS Equivalent Course Number = CHEM 1424

Prerequisite: CY 114 (CHEM 1414). General Chemistry II, CY 124 (CHEM 1424), is a continuation of CY 114 (CHEM 1414). This course treats in detail the states of matter, the energy relationships involved in physical and chemical changes, equilibrium and kinetics. Prerequisites for this course are MS 123 (MATH 1103) (College Algebra), CY 114 (CHEM 1414) (General Chemistry I), and MS 213 (Applied Math for Science Students) or departmental approval. The laboratory emphasizes quantitative analysis.

CY 204 Chemistry II for Health Sciences: An Introduction to Organic and Biochemistry (spring semester) (3 hrs. lec., 3 hrs. lab, 4 credits)

ACTS Equivalent Course Number = CHEM 1224

Prerequisite: MS 1123 and CY 104 (CHEM 1214) or departmental approval. Chemistry II for Health Sciences: An Introduction to Organic and Biochemistry, CY 204 (CHEM 1224), is a one-semester survey course treating simple nomenclature, the chemical and physical properties of organic compounds and the structure and function of the major classes of physiologically important compounds. This course is designed to give students of health sciences a basic knowledge of organic and biochemistry. A text that combines inorganic, organic and biochemistry is used. Some knowledge on the part of the student of inorganic chemistry is assumed.

CY 213 Organic Chemistry (Selected Topics) (3 hrs. lec., 3 credits)

Prerequisite: General Chemistry and departmental approval. A lecture course covering the subject matter of the first semester of organic chemistry. No laboratory practice is required. This course offering is contingent upon prior approval of both instructor and division chairman.

CY 214 Organic Chemistry (3 hrs. lec., 3 hrs. lab, 4 credits)

Prerequisite: CY 124 (CHEM 1424). A unified course designed to provide the student with a knowledge of aliphatic and aromatic carbon compounds. Their nomenclature, classification, derivatives, and general reactions are emphasized.

CY 223 Organic Chemistry (Selected Topics) (3 hrs. lec., 3 credits)

Prerequisite: CY 214 or CY 213. A continuation of CY 213, emphasizing structure-reaction relationship and mechanistic pathways. There is no laboratory requirement for this course.

CY 224 Organic Chemistry (3 hrs. lec., 3 hrs. lab, 4 credits)

Prerequisite: CY 214. A continuation of CY 214, emphasizing structure-reaction relationships and mechanistic pathways.

COMPUTER TECHNOLOGY

CT 113 Introduction to Computer Information Systems (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = CPSI 1003

Prerequisite: Keyboarding and/or computer skills. This course introduces computer terminology and concepts. Students will have "hands-on" experience using Microsoft Office, which includes Word, Excel, PowerPoint and Access. Students will also have "hands-on" training using e-mail and the Internet.

CT 153 Computer Operating Systems (3 hrs. lec., 3 credits)

This course presents the fundamental concepts of an operating system, file management activities, the Internet and Email. Microsoft Windows will be used as the operating system.

CT 164 Introduction to Programming/Coding in Visual Basic (3 hrs. lec., 3 hrs. lab, 4 credits)

Prerequisite: CT 113 (CPSI 1003) or departmental approval. This course introduces the student to the fundamental concepts and use of object-oriented programming to create applications in a windows environment using Visual Basic programming language. The student will also learn to use the three programming structures: sequential, selection, and repetition.

CT 173 Network Administration (3 hrs. lec., 3 credits)

Prerequisite: CT 113 (CPSI 1003) or departmental approval. This course introduces the vocabulary, concepts, and uses of networking. The students will also be involved in activities that provide hands on networking experience using Windows Server and Active Directory.

CT 211 Directed Field Experience (3 hrs. lab, 1 credit)

Prerequisite: Departmental approval. Students will be placed in a field experience/internship during their last semester under the supervision of the internship coordinator. Students will have the opportunity to apply classroom theory and broaden their knowledge of information systems in the workplace.

CT 213 Microcomputer Business Applications (3 hrs. lec., 3 credits)

Prerequisite: Keyboarding and/or computer skills. This course is designed to give the student theory as well as “hands-on” experience with popular software packages, such as a data base, spreadsheet, and word processing. **(CEP students may enroll).**

CT 223 Multimedia (3 hrs. lec., 3 credits)

This course introduces the principles of multimedia by allowing the student to work with various aspects of graphic design, and animation, video, sound and music, and integration of multimedia into web applications. **(CEP students may enroll).**

CT 233 Programming/Coding for Web Design (3 hrs. lec., 3 credits)

Prerequisite: CT 113 (CPSI 1003) or departmental approval. This course will teach Website design and management techniques using applications designers and developers to create web designs and applications which can be used to publish online for a variety of browsers, devices, and tablets. Topics include HTML, planning and creating new websites, tables, forms, templates, style sheets, layers, image maps, navigation bars, and animation.

CT 263 Coding in Java/Java Script (3 hrs. lec., 3 credits)

Prerequisite/co-requisite CT 164. This course focuses on object oriented programming in Java for web, mobile, and business applications. Students will further their knowledge in selection structure, interface design, and object oriented programming practices.

CT 264 Programming/Coding in C# (3 hrs. lec., 3 hrs. lab, 4 credits)

Prerequisite: CT 113 (CPSI 1003), CT 164 or departmental approval. This course focuses on advanced programming concepts using Microsoft C#. Students will develop applications using decision structure, method calling, arrays, and parameter passing.

CT 273 Relational Database Applications (3 hrs. lec., 3 credits)

Prerequisites: CT 113 (CPSI 1003) or departmental approval. This course introduces the student to a general knowledge of database design, administration, and application development using Microsoft Access.

CT 1233 Advanced MS Office Applications (3 hrs. lec., 3 credits)

Prerequisites: CT 113 (CPSI 1003) or departmental approval. This course focuses on the advanced concepts of Word, Excel, and Powerpoint.

CT 1243 Web Applications Coding (3 hrs. lec., 3 credits)

Prerequisite: CT 233: This course features coding data driven applications for the web and will utilize a variety of modern web programming utilities and languages. Topics will focus on developing and coding applications that will be utilized in an e-commerce environment. Students will be exposed to topics that build upon the skills developed in CT 233 and will include the most up to date coding tools for an e-commerce environment. Additionally, students will be taught the concepts related to business for an online environment, such as shopping carts, data security, and data storage.

CT 1283 Integrated Office Projects (3 hrs. lec., 3 credits)

Prerequisites: CT 273 and CT 1233. Students will integrate software skills in Word, Excel, Access, and PowerPoint using business-oriented projects. This capstone course should be taken during the final semester.

COSMETOLOGY

COSM 101 Hygiene and Sanitation I (1 credit)

Students will learn basic concepts of maintaining a healthy body and mind, communicating effectively, and establishing good human relations.

COSM 104 Hairstyling I (4 credits)

This course includes a basic study of the properties of the hair and scalp as well as principles of hair care and design including cutting, wet styling, thermal styling, permanent waving, hair coloring, chemical relaxing and working with artificial hair.

COSM 106 Clinical Experience I (6 credits)

Students gain experience in application of basic theoretical concepts in hairstyling, manicuring, and aesthetics using mannequins, students, and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

COSM 111 Cosmetology Science I (1 credit)

This course is an introductory study of human anatomy, bacteriology, physiology and cells. The basics of chemistry and electricity will also be emphasized.

COSM 121 Manicuring I (1 credit)

This course is an introductory study of the nail structure and its disorders. Basic and specialty manicures, pedicures and massages are taught using proper safety procedures.

COSM 131 Aesthetics I (1 credit)

This course is an introductory study of histology of the skin, skin care, hair removal, and facial makeup.

COSM 141 Salon Industry I (1 credit)

This course is an introductory study of all phases of salon operation including salesmanship, shop management, and shop department.

COSM 153 Nail Technology (3 credits)

The study of the nails, its parts, diseases, and the anatomy as applied to the hands and arms.

COSM 155 Cosmetology Manicuring Theory (5 credits)

This lecture course covers the principles of manicuring and pedicuring.

COSM 201 Hygiene and Sanitation II (1 credit)

Students will learn fundamental concepts of maintaining a healthy body and mind, communicating effectively, and establishing good human relations.

COSM 204 Hairstyling II (4 credits)

This course is a continued study of the properties of the hair and scalp as well as principles of hair care and design including cutting, wet styling, thermal styling, permanent waving, hair coloring, chemical relaxing and working with artificial hair.

COSM 206 Clinical Experience II (6 credits)

Students gain experience in application of fundamental theoretical concepts in hairstyling, manicuring, and aesthetics using mannequins, students, and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

COSM 211 Cosmetology Science II (1 credit)

This course is a continued study of human anatomy, bacteriology, physiology and cells. The basics of chemistry and electricity will also be emphasized.

COSM 221 Manicuring II (1 credit)

This course is a continued study of the nail structure and its disorders. Basic and specialty manicures, pedicures and massages are taught using proper safety procedures.

COSM 231 Aesthetics II (1 credit)

This course is a continued study of histology of the skin, skin care, hair removal and facial makeup.

COSM 241 Salon Industry II (1 credit)

This course is a continued study of all phases of salon operation including salesmanship, shop management and shop department.

COSM 293 Special Problems (3 credits)

Training in subjects in which student may be deficient and/or the practice of cosmetology.

COSM 301 Hygiene and Sanitation III (1 credit)

Students will learn advanced concepts of maintaining a healthy body and mind, communicating effectively, and establishing good human relations.

COSM 304 Hairstyling III (4 credits)

This course is an advanced study of the properties of the hair and scalp as well as principles of hair care and design including cutting, wet styling, thermal styling, permanent waving, hair coloring, chemical relaxing and working with artificial hair.

COSM 306 Cosmetology Theory and Practical Application (6 credits)

Includes instruction on all aspects of cosmetology. Practical application on mannequins, students and outside patrons in clinical setting is emphasized.

COSM 311 Cosmetology Science III (1 credit)

This course is an advanced study of human anatomy, bacteriology, physiology and cells. The basics of chemistry and electricity will also be emphasized.

COSM 321 Manicuring III (1 credit)

This course is an advanced study of the nail structure and its disorders. Basic and specialty manicures, pedicures, and massages are taught using proper safety procedures.

COSM 331 Aesthetics III (1 credit)

This course is an advanced study of histology of the skin, skin care, hair removal, and facial makeup.

COSM 341 Salon Industry III (1 credit)

This course is an advanced study of all phases of salon operation including salesmanship, shop management and shop department.

COSM 406 Clinical Experience III (6 credits)

Students gain experience in application of advanced theoretical concepts in hairstyling, manicuring, and aesthetics using mannequins, students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

COSM 1510 Cosmetology Manicuring Lab (10 credits; 375 contact hours)

Students develop manicuring skills through practical application.

CRIMINAL JUSTICE

CJI 103 Law Enforcement (3 hrs. lec., 3 credits)

The focus of this course will be on society and the criminal justice system. This instructional program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, and public relations. There is an emphasis on understanding society and the importance of community relations. (Fall)

CJI 113 Introduction to Criminal Justice (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number is CRJU 1023

This course is an introduction to the history, philosophy, evolution, and organization of law enforcement in a democratic society. There is an orientation to agencies involved in the administration of criminal justice. This course focuses on law enforcement, the court system, and the corrections system with an emphasis on examining American criminal justice as an interdisciplinary field of study which reflects the attitudes, values and beliefs of a democratic culture. (Fall)

CJI 123 Advanced Law Enforcement (3 hrs. lec., 3 credits)

This course is an introduction to corrections, policing, security, and other enforcement. This instructional program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, public relations, and witness interviewing. (Spring)

CJI 143 Juvenile Justice (3 hrs. lec., 3 credits)

This course introduces students to issues and trends of juvenile delinquency and provides a background of the social problems which perpetuate delinquency. A detailed study of theories related to the macro and micro perspectives of crime among delinquents will be examined including the biological, psychological, and social roots of delinquency. In addition, students will learn the history and evolution of the juvenile justice system. (Spring)

CJI 163 Correction Systems and Practices (3 hrs. lec., 3 credits)

This course introduces students to an analysis and evaluation of contemporary correctional systems and discussion of recent research concerning the correctional institution and the various field services. (Fall)

CJI 213 Legal Aspects of Law Enforcement (3 hrs. lec., 3 credits)

A study of investigation, arrest, search and seizure; and constitutional and statutory law and the decisions of the United States Supreme Court and the Arkansas Court of Criminal Appeals. (Fall)

CJI 233 Criminal Procedures and Evidence (2 hrs. lec., 1 hr. lab., 3 credits)

This course introduces students to the theories and practices of crime scene processing and investigating which include a thorough understanding of the written reports and other media required to document crime scenes, maintaining the chain of custody of evidence, and adhering to courtroom admissibility requirements. Students will have exposure to the use of still photography, videography, and emerging technologies used to document crime scenes. (Fall)

CJI 243 Investigation and Courtroom Protocols (3 hrs. lec., 3 credits)

The focus of this course is to introduce students to the judicial system including processes and procedures from incident to disposition, the kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Students will learn about state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. (Fall)

CJI 263 Criminology (3 hrs. lec., 3 credits)

This course is a study of crime as a form of deviant behavior; nature and extent of crime; past and present theories; and evaluation of prevention, control, and treatment programs. (Fall)

CJI 273 CJI Internship (3 hrs. lec., 3 credits)

Departmental approval required. The internship is designed to provide application of criminal justice practices in the work force. Prior to starting the internship the CJ department must approve the work and study in private or public CJ organizations. The internship experience provides an opportunity for students to apply classroom knowledge with on the job training. All interns are under the direct supervision of a CJ instructor. Students will have 15 direct contact hours with the instructor and complete 90 contact hours in the field. (Spring)

CJI 1103 Special Topics in Law Enforcement (3 hrs. lec., 3 credits)

This course is a continuation of CJI 103. It introduces the student to special topics in law enforcement with an emphasis on society, the criminal justice system and community relations.

CJI 1113 Foundations Criminal Justice (3 hrs. lec., 3 credits)

Foundations of Criminal Justice is a survey of the foundations of law enforcement in a democratic society. Orientation to all aspects of criminal justice, including history, philosophy and organization, are examined in the course. Law enforcement, the court system, the corrections system, and the American criminal justice system are foci of study. The course is designed to show the interdisciplinary aspects of law enforcement and how the attitudes, values and beliefs of democratic society are reflected within the institution of criminal justice. (Spring)

CJI 1123 Special Topics in Advanced Law Enforcement (3 hrs. lec., 3 credits)

This course is a continuation of CJI 123. It introduces the student to special topics in corrections, policing, security, and other enforcement. (Spring)

CYBER SECURITY

CYS 103 Scripting Fundamentals (3 hrs. lec., 3 credits)

Prerequisites: Linux Operating Systems (NT 143) and Introduction to Programming (CT 164)

This course offers an in-depth introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

CYS 113 Advanced Linux Operating Systems (3 hrs. lec., 3 credits)

Prerequisite: Linux Operating Systems (NT 143)

This course introduces the student to the fundamentals of system administration using Linux operating systems. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized security fields.

CYS 123 Intrusion Detection/Prevention (3 hrs. lec., 3 credits)

Prerequisite: MS Networking Essentials (NT 123)

Intrusion Detection/Prevention Systems are critical components of well-designed network architectures. These systems act as a line of defense, helping protect company assets from attacks. In this course, students gain a thorough grounding in the design, implementation, and administration of IDSes/IPSeS, as well as practical, hands-on experience working with these systems. In addition, students analyze various attack signatures and the network traffic these systems collect.

CYS 133 Network Security Fundamentals (3 hrs. lec., 3 credits)

Prerequisite: Intrusion Detection/Prevention (CYS 123). Can be taken concurrently.

This course prepares students for entry-level security specialist careers by developing an in-depth understanding of network security principles and the tools and configurations needed to secure a network.

CYS 143 Ethical Hacking/Network Defense (3 hrs. lec., 3 credits)

Prerequisites: CYS 103, CYS 113, CYS 123, CYS 133. This capstone course combines an ethical hacking methodology with the hands-on application of security tools to better help students secure their systems. Students are introduced to common countermeasures that effectively reduce and/or mitigate attacks

DRAFTING

DR 104 Introduction to CAD I (4 hrs. lec./lab., 4 credits)

Introduction to computer graphics. This course applies drafting skills to the computer in basic programming, working drawings and dimensioning. Use of plotters and printers is also taught.

DR 114 Introduction to CAD II (4 hrs. lec./lab., 4 credits)

This course is designed to apply the drafting skills learned in DR 104 to computer graphics. This course should allow the student who masters the course to transfer through computer languages and menu technique, drafting skills of geometric construction, orthographic projections, isometric developments and dimensioning directly into the CAD computer for immediate programming and printout.

EARLY CHILDHOOD EDUCATION

ECD 1001 Field Experience I (1 credit)

Corequisite: Enrollment in ECD 1003. This course provides practical field experience in the methods of early childhood education, the use of early childhood education materials, and the application of the six competency goals and thirteen functional areas of child development. A fee of \$350 will be assessed to this course.

ECD 1003 Fundamentals of Childcare (3 hrs. lec., 3 credits)

Corequisite: Enrollment in ECD 1001. 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.

ECD 1101 Field Experience II (1 credit)

Corequisite: Enrollment in ECD 1203. Students will apply methods of Early Childhood Education, use materials designed for children, and develop an early childhood curriculum guide for use in the classroom. A fee of \$375 will be assessed to cover this course.

ECD 1103 Child Development (3 hrs. lec., 3 credits)

The study and recognition of maturational and environmental factors in children's growth and development. An emphasis on cognitive language, sensorimotor, and physical development in children from birth to six years of age will be examined in this course.

ECD 1203 Application of Childcare (3 hrs. lec., 3 credits)

Corequisite: Enrollment in ECD 1103. This course is designed to provide the student with a broad knowledge base to design an early childhood education program that will meet the needs for children. It will provide the opportunity for students to design environments that are physically and emotionally secure. Further, students will plan and implement activities that are age, stage, and culturally appropriate for children from birth to five years. The framework for this course is based on the guidelines established by the Council for Early Childhood for Professional Recognition. Students will also examine the impact of multiculturalism on child development.

ECD 103 Foundations of Early Childhood Education (3 hrs. lec., 3 credits)

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 8). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children.

ECD 113 Health, Safety & Nutrition (3 hrs. lec., 3 credits)

This course is designed to provide the student with a broad knowledge base to design an early childhood education program that will meet the needs for children. It will provide the opportunity for students to design environments that are physically and emotionally secure. Further, students will plan and implement activities that are age, stage, and culturally appropriate for children from birth to five years. The framework for this course is based on the guidelines established by the Council for Early Childhood Professional Recognition. Students will also examine the impact of multiculturalism on child development.

ECD 181 Management Practice for Child Care Centers (1 hr. lec., 1 credit)

Management regulations and competencies will be examined. Issues relating to managing personnel, finances, and other variables in a child care center will be included in this study. Legal issues which apply to or affect early childhood care centers will be discussed.

ECD 201 CDA Renewal/Running and Maintaining a Daycare Business (1 hr. lec., 1 credit)

Designed for students seeking CDA renewal. This class reviews the paperwork and documentation required to maintain family daycare and preschool programs. Various legal concerns will be examined.

ECD 203 CE CORE (15 hrs. lec., 3 credits)

Prerequisite: Core Knowledge. Early Childhood Education curriculum, organization, reading, and expression introduce students to specific strategies for preschool teachers and include content related to curriculum, organization, reading, and language expression.

ECD 213 Child Guidance (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or Dept. Approval. 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.

ECD 223 Math & Science for ECED (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. This course will introduce students to a variety of age appropriate concepts and methods in mathematics and science. Students will develop activities, make or obtain manipulatives; plan and practice developmentally appropriate experiences that meet standards recognized by NAEYC, NCTM and others.

ECD 243 Infant/Toddler Curriculum (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. 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 two) 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: 1) Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called *Better Beginnings* and 2) Arkansas Frameworks Handbook for Infants and Toddlers.

ECD 253 Literacy and Language Arts (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. 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.

ECD 263 Preschool Curriculum (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. 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.

ECD 283 Future Perspectives (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. 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.

ECD 293 Practicum (3 hrs. lec., 3 credits)

Prerequisite: ECD 1103 or departmental approval. 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.

ECONOMICS

ES 213 Principles of Macroeconomics (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = ECON 2103

An introduction to the principles of economics. This course deals with the “grand total” of economic activity as well as inflation, unemployment, fiscal, and monetary policy.

ES 223 Principles of Microeconomics (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = ECON 2203

Prerequisite: ES 213 (ECON 2103) or departmental approval. A continuation of ES 213 (ECON 2103), including the behavior of decision makers in the economy, taxation, income distribution, and current economic problems.

EDUCATION

EN 113 Introduction to Education (3 hrs. lec./lab, 3 credits)

Introduction to the history, principles, techniques, and objectives of public education. Thirty-two hours of field based experience is required.

EN 183 Driver's Education (3 hrs. lec., 1 1/2 hrs. lab, 3 credits)

Students must have a license or permit before they are allowed to attend the driving labs. This class prepares students to be safe and defensive drivers. The students attend lecture classes and 8-9 driving lessons. This course helps to decrease insurance rates.

EN 213 Computers in Education (3 hrs. lec., 3 credits)

This course is designed for those students expressing an interest in teaching. Emphasis will be placed on actual development of computer operating skills, computer literacy and computer user competency in software, e-portfolios, and the web. Students will also explore the teaching and learning potential of current and emerging educational technology.

EN 223 Testing Seminar (3 hrs. lec., 3 credits)

This course is designed to prepare students to pass the PRAXIS I/PPST Assessment, which is required for all students to enter teacher education programs within the State of Arkansas. Students enrolled in this class must take the PRAXIS I test in all areas that they have not yet successfully completed. Successful completion of all three areas is required to earn an Associate of Arts in Teaching (AAT). A \$130 testing fee will be assessed to this course, which is the Educational Testing Service (ETS) cost to take the combined tests.

EN 1001 American Sign Language (1 credit)

This one credit hour workshop will introduce participants to the basics of communication using American Sign Language.

EMERGENCY MEDICAL TECHNICIAN

EMT 101 EMT Refresher (24 hrs. lec., 1 credit)

This course follows the USDOT National Standard Curriculum and provides 24 hours of refresher training. Information provided assists Arkansas certified or nationally registered EMT-Basics to meet recertification requirements.

EMT 102 First Responders (40 hrs. lec., 2 credits)

This course follows the USDOT National Standard Curriculum and includes 40 hours of first responder training. It is designed for firefighters, law enforcement officers, and industrial emergency responders who stabilize a victim until the arrival of community EMS providers. Emphasis is placed on recognition and understanding of life-threatening medical emergencies and traumatic injuries. Skills taught include cardiopulmonary resuscitation (CPR), use of an automated defibrillator (AED), management of oxygen therapy, as well as spinal immobilization and splinting.

EMT 1010 Emergency Medical Training (10 credit hrs., 144 hrs. lec, 48 hrs/lab)

This course follows the USDOT National Standard Curriculum for EMT-Basic. Medical emergencies and traumatic injuries, with emphasis on life-threatening conditions, are explored. Skills taught include management of oral and nasopharyngeal airways, cardiopulmonary resuscitation (CPR), use of an automated external defibrillator (AED), as well as spinal immobilization and splinting. Additionally, students are trained to assist individuals with self-administered medications and automobile extrication. Upon successful completion of this course, students are eligible to apply to take the State of Arkansas and National Registry EMT-Basic practical and written examinations for certification.

ENGLISH

EH 1011 Basic Writing I Lab (1 hr. lab, 1 credit)

Corequisite: EH 1013

Computer lab setting designed to assist students with grammar/mechanics skills through exercises, writing and tutorial instruction.

EH 1013 Basic Writing I (3 hrs. lec., 3 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 50 or below.

Corequisite: EH 1011

This course is a non-transferable basic writing course designed to promote writing competence and fluency. It focuses on writing, reading, and grammar skills. Students will receive individual help in reading, vocabulary, sentence construction, and paragraph writing. Students who complete all course work with a “C” grade or better are eligible for the next level of Basic Writing II, EH 1023.

EH 1021 Basic Writing II Lab (1 hr. lab, 1 credit)

Corequisite: EH 1023

Computer lab setting designed to assist students in reinforcing writing skills studied in the classroom through practice and tutoring/instruction.

EH 1023 Basic Writing II (3 hrs. lec., 3 credits)

Prerequisite: Completion of EH 1013 with a grade of "C" or higher or ACCUPLACER Sentence Skills score of 51-82.

Corequisite: EH 1021 and SS 101. This course is a non-transferable writing course designed to promote competence and fluency. It prepares the student for the language and writing skills necessary for advancing to Composition I. Students who complete this course work with a "C" grade or better are eligible for Composition I, EH 113 (ENGL 1013).

EH 1111 APA Research (1 hr.)

This workshop/class will introduce students to internet and library research as well as the APA method of documentation.

EH 113 Composition I (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 1013**

Prerequisite: Completion of EH 1023 with a grade of "C" or higher, ACT English score of 19 or above, or ACCUPLACER Sentence Skills score of 83 or above.

Co-requisite: SS 111 or SS 110 (**SS 110 required for ADN and PN Allied Health majors**). Composition I, EH 113 (ENGL 1013), is designed to aid students in improving their writing skills by developing expository and persuasive composition, to do research and develop a research paper, with APA documentation, and to give them experience with the computer. Passages from the text, written by both students and professional writers, will serve as guides to the students in composing their own papers on the computer.

EH 123 Composition II (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 1023**

Prerequisite: EH 113 (ENGL 1013) with a minimum grade of "C". Composition II, EH 123 (ENGL 1023), is a continuation of EH 113 (ENGL 1013) and is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods and critical thinking.

EH 233 World Literature I (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 2113**

Prerequisite: EH 113 (ENGL 1013) and EH 123 (ENGL 1023) or consent of the instructor. World Literature I, EH 233 (ENGL 2113), introduces students to literature from the Ancient period through the Renaissance. Historical development of the eras and global literary themes will be explored to expand the cultural backgrounds of the students. Students are required to read all assigned material before class sessions.

EH 243 World Literature II (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 2123**

Prerequisite: EH 113 (ENGL 1013) and EH 123 (ENGL 1023) or by consent of the instructor. World Literature II, EH 243 (ENGL 2123), is designed to enhance the students' cultural backgrounds via selected literary works that span eras from the Neoclassical period through the period of Contemporary literature emphasizing movements, schools, and periods. Literary themes and devices will be explored, along with the major historical development of the eras.

EH 263 African-American Literature (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 2663**

Prerequisite: EH 113 (ENGL 1013). African-American Literature, EH 263 (ENGL 2663), examines the major trends in African-American Literature using historical, political, and social contexts. Students will study works from the Colonial Era to the present. Examples from all literary genres will be included. The literature reflects that African American literature is a product of American literature which includes: Early American Literature (Colonial), Antebellum Literature, American Renaissance, 19th Century, Late 19th Century, 20th Century, Modernism, Postmodern (Contemporary). The African-American literary trends examined include Colonial, Abolition and Reconstruction (Antebellum), Nadir (Late 19th Century and Early 20th Century), Black Renaissance (20th Century); Protest (Modernism), Civil Rights, and Women's Era (Contemporary).

EH 271 Writing Popular Fiction (1 hr. lec., 1 credit)

Workshop on writing and publishing popular fiction. This course includes identification of genre fiction which must meet reader expectations (mysteries, science fiction, western, romance, horror, gothic) and writing technique.

EH 273 Technical Writing (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 2023**

Prerequisite: EH 113 (ENGL 1013). Technical Writing, EH 273 (ENGL 2023), is a study, discussion, and writing of technical descriptions, abstracts, business communications, lab reports, and research reports. This course is required for people majoring in technical, scientific, and business areas. It is strongly recommended that the student should have completed EH 113 (ENGL 1013)(Composition I) with a "C" or better.

EH 283 Creative Writing (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = ENGL 2013**

Prerequisite: EH 113 (ENGL 1013)

Creative Writing, EH 283 (ENGL 2013), offers practical experience in the techniques of writing poetry and fiction.

EH 293 Film & Literature (3 hrs. lec., 3 credits)

Prerequisite: EH 113 (ENGL 1013). A study of the traditional forms of literature through the use of film, literature, and critical papers.

SS 101 Student Success I (1 hr. lec., 1 credit)

Corequisite: EH 1023. This course is designed to help students develop skills, knowledge and habits which will maximize their academic performance, improve personal interactions, explore and target career goals, and improve personal skills which impact scholastic achievement.

Financial and career coaching is integrated into the curriculum and a cross referral strategy is used to ensure students are connected to services and benefits. Course topics include memory, note-taking, test-taking, study skills, conflict resolution, time management, financial literacy, and career planning.

SS 110 Student Success II (1 hr. lec., 0 credits)

Corequisite: EH 113 (ENGL 1013). This student success course is designed to help students develop a learning system for attaining maximum success in college, in work, and in life. This course focuses on critical thinking, interpersonal/intrapersonal skills, employability skills, leadership development, conflict resolution, service learning, financial management, and career development. Financial and career coaching is integrated into the curriculum and a cross referral strategy is used to ensure students are connected to services and benefits. **For students enrolled in PN and ADN Allied Health Programs.**

SS 111 Student Success II (1 hr. lec., 1 credit)

Corequisite: EH 113 (ENGL 1013). This student success course is designed to help students develop a learning system for attaining maximum success in college, in work, and in life. This course focuses on critical thinking, interpersonal/intrapersonal skills, employability skills, leadership development, conflict resolution, service learning, financial management, and career development. Financial and career coaching is integrated into the curriculum and a cross referral strategy is used to ensure students are connected to services and benefits.

RWS 1012 Reading and Writing Strategies Lab (2 hrs. lab, 2 credits)

Prerequisite: ACCUPLACER Reading Score 0-47 and ACCUPLACER Sentence Skills Score 0-50.

Corequisite: RWS 1014. Reading and Writing Strategies Lab provides the opportunity for significant individual guidance and support for key skills gaps. In addition, lab sessions will provide extensive self-paced practice using appropriate computer-based products to enhance reading and writing competence and fluency. Keyboarding experience is helpful but not required. This lab, along with RWS 1014, is an alternative, accelerated option for those students whose placement test scores indicate placement into DS 103/DS 1031 and EH 1013/EH 1011. Upon successful completion of RWS 1014 and this lab, students will be eligible for DS 123/DS 1231 and EH 1023/EH 1021.

RWS 1014 Reading and Writing Strategies (4 hrs. lec., 4 credits)

Prerequisite: ACCUPLACER Reading Score 0-47 and ACCUPLACER Sentence Skills Score 0-50.

Corequisite: RWS 1012. Reading and Writing Strategies is designed to increase competence and fluency in basic reading and writing. The course provides instruction in writing processes, grammar, mechanics, usage, vocabulary development, basic reading strategies, and literal and critical reading comprehension skills. Instructional activities include drafting, revising, and editing processes, the development of specific reading strategies, such as identification of main ideas and supporting details, and the development of literal and critical comprehension using material from diverse disciplines including material from college text. Keyboarding experience is helpful but not required. This course, along with RWS 1012, is an alternative, accelerated option for those students whose placement test scores indicate placement into DS 103/DS 1031 and EH 1013/EH 1011. Upon successful completion of RWS 1012 and this class, students will be eligible for DS 123/DS 1231 and EH 1023/EH 1021.

FINE ARTS

FA 213 Fine Arts (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = ARTA 1003

Fine Arts, FA 213 (ARTA 1003), will include instruction and observation of creative human expression concentrating on the Fine Arts. In order to develop a more informed understanding of fine arts of our past and present civilizations, the course will trace the history of visual art and its influences on civilization and contemporary society. This course is a survey of architecture, sculpture, and painting in Western culture, from the beginnings of time through ancient Greece, the Renaissance, the Baroque period, and the Modern period to the present.

FRENCH

FH 113 Beginning French I (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = FREN 1013

French I, FH 113 (FREN 1013), is designed to help students develop basic skills and build vocabulary through daily speaking, writing and reading French. Class-time is devoted to explanation, written and oral practice. Homework will focus on reading, writing and pronunciation. Handouts, in-class discussions and projects will promote cultural awareness. French I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction includes interactive communication and emphasizes the everyday life and culture of French-speaking people.

FH 123 Beginning French II (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = FREN 1023

Prerequisite: Completion of FH 113 (FREN 1013) with a C or better or by consent of the instructor. Beginning French II, FH 123 (FREN 1023), is a continuation of FH 113 (FREN 1013) and it is designed to help students develop basic skills and building vocabulary through daily speaking, writing and reading French. Class time is devoted to explanation, written and oral practice. Homework will focus on reading, writing and pronunciation. Handouts, in-class discussions and projects will promote cultural awareness.

FH 213 Intermediate French I (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = FREN 2013

Prerequisite: Completion of FH 123 (FREN 1023) with a C or better or by consent of the instructor. Intermediate French I, FH 213 (FREN 2013), seeks to further develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction stresses communication, is interaction oriented, and emphasizes the every day life and culture of French-speaking people. Class time is devoted to

explanation, oral and written practice. Homework will focus on speaking, reading, writing and pronunciation. Handouts, in-class discussions, and projects will promote cultural awareness.

FH 223 Intermediate French II (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = FREN 2023

Prerequisite: Completion of FH 213 (FREN 2013). Intermediate French II, FH 223, is a continuation of FH 213 (FREN 2013). It is designed to help students develop an intermediate-level of proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of French speaking people. It is strongly recommended that the student should have completed FH 213 (FREN 2013) with a "C" or better.

FRESHMAN SEMINAR

SOS 103 First Year Experience (3 hrs. lec., 3 credits)

This course provides individuals with the opportunity to cultivate skills, values, and attitudes necessary to become confident and capable students. College procedures, facilities, and services are introduced and students are assisted to identify career goals.

SOS 111 Study Skills and Strategies in Mathematics (1 hr. lec., 1 credit)

The emphasis of this course will be to assist students in learning techniques and strategies that will help them perform better in mathematics. Topics to be covered include: reducing math anxiety, listening and note taking skills, reading and homework study techniques, remembering what you have learned, and test taking skills.

GEOGRAPHY

GEOG 213 Introductory Geography (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = GEOG 1103

Introductory Geography, GEOG 213 (GEOG 1103), is a survey of the physical and cultural characteristics of the world environment. The course examines the inter-relationships between humankind and the physical world through the student's understanding of maps, terms, devices and methods employed by geographers in their study of people and places.

GRAPHIC COMMUNICATIONS

PR 103 Graphic Art & Design I (3 hrs. lec., 3 credits)

A visual communication of specific ideas in a clean and exact manner. Assignments include illustration and graphic symbolism using computers and laser printers for designing purposes.

PR 113 Graphic Art & Design II (3 hrs. lec., 3 credits)

Prerequisite: PR 103. A continuation of Graphic Art & Design I with emphasis on package design, client presentation, an advertising campaign utilizing the print media such as direct mail, point of purchase and billboard illustration.

PR 114 Printmaking (4 hrs. lec./lab, 4 credits)

Allows students to explore traditional and contemporary printmaking processes while creating indelible multiples or one-of-a-kind prints of your own images. Topics include woodcut, intaglio, serigraphy, lithography, calligraphy and monotype and a history of each.

PR 123 Graphic Design Typography (3 hrs. lec., 3 credits)

An exploration of letter forms and the crucial role they play in graphic design. Includes handcrafted calligraphy and computer manipulated characters. Emphasis is placed on choosing typefaces and applying them creatively.

PR 133 Illustration I (3 hrs. lec., 3 credits)

In this introduction to the fundamentals of drawing for illustration, freehand sketching, perspective, and drafting techniques are covered. Emphasis is on tight rendering. Projects include spot drawings, pencil, pen and ink, two-color, and technical/project illustration.

PR 143 Illustration II (3 hrs. lec., 3 credits)

Prerequisite: PR 133 or departmental approval. A continuation of Illustration I. Emphasis is on conceptual development and the application of various media and techniques examined through contemporary illustrators. Students are assigned a variety of projects with realistic limitations. Assignments may include fairy tales, fables, book illustration, trade publishing, non-fiction, and editorial assignments.

PR 164 Digital Photography (4 hrs. lec., 4 credits)

An introduction to the basic concepts of digital photography and preparing the images for print through applied studio problems.

PR 224 Two Dimensional Design (4 hrs. lec., 4 credits)

The basic art elements: color theory and two-dimensional composition; applied studio problems. Concentration on 2-D imaging creation is the focus of this course. Students use raster, vector, and layout programs to create original works.

PR 233 Printing and Layout Design (3 hrs. lec., 3 credits)

The design and development of various types of layouts. Copy mark-up, styles in display, and principles of conventional and modern layouts covered. Software used include Adobe InDesign, Quark, and MS Publisher.

PR 274 Computer Graphics (4 hrs. lec., 4 credits)

Students will use graphic software as tools to create various projects emphasizing different design and production capabilities. Using software such as Adobe Photoshop, Image Ready, Corel Paint Shop Pro and Illustrator, students will learn the basics of scanning, manipulation of digital images and creation of vector based artwork.

HISTORY

HY 113 History of Western Civilization I (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = HIST 1213**

History of Western Civilization I, HY 113 (HIST 1213), is an introduction to western civilization from its beginnings in Egypt, Greece and Rome through the rise of Christian Europe, to 1600. The course emphasizes interaction with the wider world, including North Africa and the Western Hemisphere (Byzantium, Islam, and Worlds of the Atlantic Oceans).

HY 123 History of Western Civilization II (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = HIST 1223**

Western Civilization II, HY 123 (HIST 1223), is a study of western civilization from 1600 to the present, emphasizing the sources and nature of European power down to the twentieth century. The course emphasizes interaction with the wider world, including European imperialism in Africa and Asia.

HY 153 History of Arkansas (3 hrs. lec., 3 credits)

This course is a history of Arkansas' social, political and economic development from pre-history to the present. It is highly recommended that students successfully complete HY 113 (HIST 1213) or HY 223 (HIST 1223) before enrolling in this course.

HY 213 United States History to 1877 (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = HIST 2113**

United States History to 1877, HY 213 (HIST 2113), surveys the social, political and economic history of the U.S. beginning with the European background and concluding with the Civil War.

HY 223 United States History Since 1877 (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = HIST 2123**

United States History Since 1877, HY 223 (HIST 2123), is a general survey of the history of the United States from the end of the Civil War to the present. Previous experience in the course U.S. History to 1877 would be helpful, but not required.

HONORS TOPIC

HON 111, 112, 113 Phi Theta Kappa Honors (1-3 hrs., 1-3 credits)

Prerequisite: GPA of 3.0 or higher, ACT composite of 21 or higher, or membership in Phi Theta Kappa or consent of instructor. A seminar on the current Phi Theta Kappa Honors study topic.

HUMANITIES

HUM 113 Survey of African American Drama and Theatre (3 hrs. lec., 3 credits)

This course is designed for the student with little or no experience in the study of drama and theatre. The course will combine general instruction in the fundamental elements of drama and theatre with the specific study of African-American playwrights, drama and theater from minstrelsy and musical theatricals of the nineteenth century to the present.

HUM 203 Leadership Development (3 hrs. lec., 3 credits)

Leadership skills are developed through study, observation and application. The course is rooted in self awareness and explores the concept of leadership in a variety of times, cultures, and contexts. A seminar environment promotes attainment of specific skills: visioning, decision-making, ethics, building trust, empowering others, servant leadership, change conflict resolution, and goal setting.

HUM 253 Humanities Study of Another Culture (3 hrs. lec., 3 credits)

This study entails a tour of foreign capitals and other major cultural centers with a specific emphasis on examining the art, music, and literature of the region. A combination of travel (at least one week) and a minimum of 35 contact hours of lecture are requisite to course completion.

HUM 263 Humanities Study of Another Culture (3 hrs. lec., 3 credits)

This course is a continuation of HUM 253 involving extended tours of foreign travel and studying at centers of cultural significance in the fine arts and humanities. Requirements include additional foreign travel (one week minimum) and 35 lecture hours in addition to the travel experience.

MAINTENANCE MECHANICS TECHNOLOGY

MMT 113 Principles of Technology (3 hrs. lec., 3 credits)

Studies manufacturing processes and technological advancement which changes our careers. These changes affect our quality of life and standard of living. This course builds a firm foundation for understanding the impact of technology in the changing workplace, today's technology and tomorrow's technology. It is hoped that this material will stimulate continued exploration and discovery.

MMT 114 Basic Electricity/Electronics I (4 hrs. lec./lab, 4 credits)

An introductory study of AC and DC electrical/electronic fundamentals including construction, analysis, and diagnosis of DC circuits/circuit faults using associated test equipment.

MMT 134 Basic Shop (4 hrs. lec./lab, 4 credits)

An introductory course for industrial and commercial trades, designed to develop skills in machinery and equipment installation; the recognition and proficient use of measuring devices; and hand and power tools utilized in areas such as sheet metal, plumbing, machine shop, and air conditioning.

MMT 144 Industrial Mechanics (4 hrs. lec./lab, 4 credits)

A comprehensive study of the principles and applications of v-belts, flat belts, gears, chains, sprockets, and pulleys.

MMT 154 Programmable Controls (4 hrs. lec./lab, 4 credits)

This course provides students with the fastest and most effective procedures for isolating and correcting problems with SLC-500 systems. In addition, students will learn how to perform editing, saving, and resorting memory.

MMT 214 Machine Shop Technology I (4 hrs. lec./lab, 4 credits)

An introductory study of operational principles, nomenclature, parts, maintenance, and development of skills in lathe and milling machine operations.

MMT 224 Machine Shop Technology II (4 hrs. lec./lab, 4 credits)

Prerequisite: MMT 214. A continuation of MMT 214 with emphasis on repair of equipment using machine shop tools.

MMTO 104 Fundamentals of Mechanics (4 hrs. lec./lab, 4 credits)

A course designed to introduce a student to the fundamentals of mechanics through planned shop experiences.

MMTO 114 Basic Shop (4 hrs. lec./lab, 4 credits)

A fundamental course in manipulative skills including tool sharpening, painting, cold metal, piping, and basic component repair.

MATHEMATICS

MS 000 Math Lab (1 hr. lab)

This lab will provide supplemental academic support to students enrolled in Pre-Algebra (MS 1013), Elementary Algebra (MS 1023), or Intermediate Algebra (MS 1123).

MS 111 Graphics Calculators in Mathematics (1 hr., 1 credit)

This workshop is an introduction to the graphics calculator. Its purpose is to show how graphing calculators can be used in today's math courses.

MS 1011C Elementary/Pre-Algebra Co-Req Lab (1 hr. lab, 1 credit)

Pre-Algebra component of MS 1023C, Elementary Algebra with Pre-Algebra co-requisite. Topics covered will be whole numbers, integers, fractions, decimal numbers, square roots, and geometry. One hour lab/drill each week. Students must be concurrently enrolled in MS 1023C.

MS 1013 Pre-Algebra (3 hrs. lec., 3 credits)

Prerequisite: ACCUPLACER Elementary Algebra score of 40 or below.

This course is for students having inadequate preparation for MS 1023 and MS 143 or MS 123. The emphasis in this course is on the practice of skills that students need in the everyday world. Topic to be developed are basic arithmetic, metric measure, line and circle geometry, as well as an introduction to algebra.

MS 1023 Elementary Algebra (3 hrs. lec., 3 credits)

Prerequisite: Completion of MS 1013 with a grade of "C" or higher or ACCUPLACER Elementary Algebra score of 41-59.

Corequisite: MS 000. This course provides an alternative to Basic Math. Topics include exponents, polynomials, factoring, linear equations, quadratic equations, graphs and functions.

MS 1121C Intermediate Algebra/College Algebra (1 hr. lec., 1 credit)

Prerequisite: "C" or better in MS 1023, 17 plus ACT Math, 60-77 ACCUPLACER or Elementary Algebra. Must enroll in MS 123C.

Intermediate Algebra component of MS 123C, College Algebra with Intermediate Algebra co-requisite. Topics covered include linear equations in two variables, linear inequalities in two variables, basics of functions, rational expressions, radicals, systems of equations, complex numbers, quadratic equations. One hour lab/drill each week. Students must be concurrently enrolled in MS 123C.

MS 1123 Intermediate Algebra (3 hrs. lec., 3 credits)

Prerequisite: Completion of MS 1023 with a grade of "C" or higher or ACCUPLACER Elementary Algebra score of 60-77.

Corequisite: MS 000. A modern college-level course designed to prepare the student for College Algebra. Topics to be covered include fundamental operations, factoring, fractions, exponents, radicals, quadratics, linear equations, systems of linear equations, and graphs.

MS 123 College Algebra (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = MATH 1103**

Prerequisite: Completion of MS 1123 with a grade of "C" or higher, ACT Math score of 19 or above, or ACCUPLACER Elementary Algebra score of 78 or above. This is a modern college algebra course based upon a function approach with emphasis on the following: Critical thinking, Mathematical modeling, and appropriate use of technology. Topics covered include: polynomial, rational, absolute value, exponential, and radical functions; graphing of polynomial, rational, exponential and logarithmic equations; graphing and solution of inequalities; solution of

systems of equations using a variety of methods including determinants and matrices; other topics include progression, binomial theorem, partial fractions and set theory.

MS 133 Trigonometry (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = MATH 1203

Prerequisite: Two years of high school algebra, and either a 19 on the Enhanced ACT Math, 43 on the ASSET Intermediate Algebra Assessment, 460 or above on the Recentered SAT qualitative assessment, 66 or above on the COMPASS Algebra Test, or a C or better in Intermediate Algebra, MS 1123. Trigonometry, MS 133 (MATH 1203), studies the relationships that exist between the sides and angles of all triangles. It includes the study of trigonometric functions, identities, equations and applications. It is highly recommended that the student should have completed Intermediate Algebra, or the equivalent, with a "C" or better.

MS 135 Pre-Calculus (5 hrs. lec., 5 credits)

ACTS Equivalent Course Number = MATH 1305

Prerequisite: MS 123 (MATH 1103). Pre-Calculus, MS 135 (MATH 1305), prepares the student for Calculus. It is an integrated, unified course in algebra and trigonometry. Topics include functions (polynomial, rational, exponential and logarithmic) and their graphs, trigonometry (functions, identities, graphs, equations and applications) equations and inequalities, systems of equations, matrices, advanced methods in problem solving and graphical analysis. Students can receive credits in degree programs for either college algebra and trigonometry or pre-calculus, not both. A graphing calculator is required for this course.

MS 143 Technical Mathematics (3 hrs. lec., 3 credits)

Prerequisite: Completion of MS 1023 with a grade of "C" or higher or ACCUPLACER Elementary Algebra score of 60 or above. This mathematics course is designed to provide mathematical tools needed by student enrolled in selected technical and occupational (AAS) Programs. The course incorporates mathematics that helps students analyze, set up and solve problems in their various majors. Emphasis is placed upon the practical aspects of mathematics. It includes selected topics on the operation of Real Numbers; conversion of fractions, decimals and percents; ratios and proportion, percent and applications; measurement - which includes conversion between English and the Metric system; essentials of algebra, consumer/financial mathematics; statistics, graphs, and probability; topics in geometry.

MS 163 Finite Mathematics (3 hrs. lec., 3 credits)

Prerequisite: MS 123 (MATH 1103). Finite Mathematics provides an understanding between mathematics and the application of mathematics to real world problems. Topics to be covered include a review of algebra concepts, matrices, linear programming and the Simplex method, sets and counting, probability, and statistics.

MS 173 Fundamentals of Geometry (3 hrs. lec., 3 credits)

Note: This course cannot be used to satisfy the General Education Requirements. The course will cover topics in plane and solid geometry including a variety of topics related to triangles and polygons, measurements, coordinate geometry, ratio and similarity, deductive reasoning, vectors, rigid motion and symmetry.

MS 183 College Mathematics (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = MATH 1003

Prerequisite: ACT Math score of 19 or above or ACCUPLACER Elementary Algebra score of 78 or above. This is a college level mathematics course designed for students in non-STEM majors. The course incorporates mathematics that helps students analyze, set up and solve problems in their various majors. Topics include a review of ratios and proportions, percents and metric conversion; Inductive and deductive reasoning; financial mathematics; topics in algebra such as solving linear and quadratic equations, solving inequalities, solving applied ratio, proportion and variation problems, graphing and analyzing graphs; topics in geometry; regression analysis and statistics.

MS 213 Applied Mathematics for Students of Science (3 hrs. lec., 3 credits)

Prerequisite: Intermediate Algebra or a score on the ACT/ASSET test sufficient for placement into College Algebra or into a math course as sophisticated as College Algebra. A course designed to provide the mathematical skills needed for students of the physical, biological and health sciences. Topics covered include scientific notation, logarithms, electronic calculator, significant figures, statistics, graphing and functional relationships.

MS 215 Calculus I (5 hrs. lec., 5 credits)

ACTS Equivalent Course Number = MATH 2405

Prerequisites: MS 123 (MATH 1103) and MS 133 (MATH 1203). MS 133 (MATH 1203) may be taken concurrently with departmental approval. Calculus I, MS 215 (MATH 2405), is the first course in Calculus and includes topics of functions (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, antiderivatives, inverse functions, and introduction to integration. It is strongly recommended that the student should have completed College Algebra (MS 123 (MATH 1103)) and Trigonometry (MS 133 (MATH 1203)), or the equivalent, with a "C" or better.

MS 223 Survey of Calculus (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = MATH 2203

Prerequisite: MS 123 (MATH 1103). Survey of Calculus, MS 223 (MATH 2203), is designed for business, social sciences, life sciences and other related majors. The course includes topics in limits, differentiation, application of derivatives, exponential and logarithmic functions, integration and its application, techniques of Integration, and an introduction to functions of several variables. The emphasis will be on helping students understand how calculus relates to the real world.

MS 225 Calculus II (5 hrs. lec., 5 credits)

ACTS Equivalent Course Number = MATH 2505

Prerequisite: MS 215 (MATH 2405). Calculus II, MS 225 (MATH 2505) is a continuation of MS 215 (MATH 2405) which includes the following topics: integration by parts, sequences and series, parametric equations, polar coordinates, conic sections and vectors and curves in the planes. It is strongly recommended that the student should have completed Calculus I (MS 215 (MATH 2405)) and Trigonometry (MS 133 (MATH 1203)), or the equivalent, with a "C" or better.

MS 233 Calculus III (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = MATH 2603**

Prerequisite: MS 225 (MATH 2505). MS 233 (MATH 2603), Calculus III, is the study of multi-dimensional calculus, including: multiple integration, partial differentiations, vector functions, and other topics. It is strongly recommended that the student should have completed Calculus II (MS 225 (MATH 2505)) with a "C" or better.

MS 253 Math Statistics (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = MATH 2103**

Prerequisite: MS 123 (MATH 1103). Math Statistics, MS 253 (MATH 2103), is an algebra based course that 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.

MS 2213 Mathematical Structures I (3 hrs. lec., 3 credits)

Prerequisite: MS 123 (MATH 1103). This course is designed for students majoring in elementary education. The course covers sets and logic, systems of numeration, number systems and operations, and elementary number theory.

MS 2223 Mathematical Structures II (3 hrs. lec., 3 credits)

Prerequisite: MS 123 (MATH 1103). This course covers topics in geometry and measurement, statistics and probability and is designed for students majoring in elementary education.

MEDICAL LABORATORY TECHNOLOGY

MLS 114 Medical Lab Science Fundamentals (3 hrs. lec., 3 hrs. lab, 4 credits)

Corequisites: CY 104 (CHEM 1214), MS 123 (MATH 1103) and BY 103. Clinical lab policies, use of general lab equipment, medical terminology, asepsis, and laboratory mathematics. Basic introduction to urinalysis, hematology, coagulation, serology, blood bank, bacteriology, parasitology and clinical chemistry. Supervised practice in lab is designed to develop basic skills and technical abilities necessary in future MLS courses.

MLS 125 Hematology (3 hrs. lec., 6 hrs. lab, 5 credits)

Prerequisite: MLS 114. Co-requisites: MLS 135, CY 204 (CHEM 1224). Theory to include principles, testing, and pathological states in hematology and coagulation. Supervised practice in student lab designed to develop skills and technical abilities in hematology and coagulation.

MLS 135 Immunology & Immunoheumatology (3 hrs. lec., 6 hrs. lab, 5 credits)

Prerequisite: MLS 114. Co-requisites: MLS 125, CY 204 (CHEM 1224). Theory of the immune process, antigen-antibody reactions and their application to diagnostic procedures. Blood banking theory to include ABO & RH systems, crossmatching, antibody detection and identification, processing of blood donors. Supervised practice in student lab designed to develop skills and technical abilities.

MLS 202 Phlebotomy (2 hrs. lec., 2 credits)

Prerequisites: MLS 125, MLS 135. Principles and techniques of specimen collection particularly blood collection by venipuncture and microsampling.

MLS 205 Clinical Chemistry (3 hrs. lec., 6 hrs. lab, 5 credits)

Prerequisite: CY 204 (CHEM 1224). Co-requisite: MLS 215. Theory and application to include principles, testing, and pathological states in the area of urinalysis and clinical chemistry. Supervised practice in student lab designed to develop skills and technical abilities.

MLS 212 Instrumentation (2 hrs. lec., 2 credits)

Prerequisites: MLS 125, MLS 135. Co-requisites: MLS 205, MLS 215. A study of the basic principles and functions of laboratory instruments, their operation, calibration and application.

MLS 213 Selected Topics (3 hrs. lec., 3 credits)

Corequisites: MLS 223, MLS 243, MLS 263, MLS 283. Case studies with the evaluation of laboratory data, patient's history and physical findings. Resume preparation. Board of Certification study strategies including online examination simulation.

MLS 215 Pathogenic Microbiology (3 hrs. lec., 6 hrs. lab, 5 credits)

Prerequisites: MLS 125, MLS 135. Co-requisite: MLS 205. Specimen source, morphology, cultural characteristics and secondary identification to include bio-chemical and serological identification of bacteria. Specimen source and morphological identification of parasites. Supervised practice in student lab designed to develop skills and technical abilities in bacteriology and parasitology.

MLS 223 Clinical Experience I (36 hrs. lab, 3 credits)

Prerequisite: A minimum of "C" in all preclinical courses. Informal didactic review and supervised experience in clinical laboratory designed to develop additional skills and technical abilities in hematology and coagulation. Students are assigned to clinical affiliate for 4 weeks.

MLS 243 Clinical Experience II (36 hrs. lab, 3 credits)

Prerequisite: A minimum of "C" in all preclinical courses. Informal didactic review and supervised experience in clinical laboratory designed to develop additional skills and technical abilities in chemistry and urinalysis. Students are assigned to clinical affiliate for 4 weeks.

MLS 263 Clinical Experience III (36 hrs. lab, 3 credits)

Prerequisite: A minimum of "C" in all preclinical courses. Informal didactic review and supervised experience in clinical laboratory designed to develop additional skills and technical abilities in blood banking and serology. Students are assigned to clinical affiliate for 4 weeks.

MLS 283 Clinical Experience IV (36 hrs. lab, 3 credits)

Prerequisite: A minimum of "C" in all preclinical courses. Informal didactic review and supervised experience in clinical laboratory designed to develop additional skills and technical abilities in microbiology. Students are assigned to clinical affiliate for 4 weeks.

MLS 292 MLT Seminar (2 hrs., 2 credits)

Prerequisite: MLS 283. A capstone seminar in medical technology focusing on the role of an MLT, professional ethics and laboratory related problems and presentation of students' projects.

MEDICAL PROFESSIONS EDUCATION

MPE 113 Introduction to Medical Professions (3 hrs. lec., 3 credits)

Experiences in the Introduction to Medical Professions course are designed to provide students with basic information and skills needed for a career in the health care field. In this comprehensive semester course, emphasis is given to the development of competencies related to Career and Technical Education Student Organizations (CTSOs), medical history and events, health care systems, health care careers, qualities of a successful health care worker, medical ethics and legal responsibilities, and nutrition and health.

MPE 123 Introduction to Medical Procedures (3 hrs. lec., 3 credits)

This course allows students to develop specific skills needed in the health professions. Emphasis is given to the development of competencies related to the following areas: safety, infection control, vital signs, CPR and first aid, medical math, abbreviations, and charting.

MPE 133 Medical Apprenticeship I (135 lab hrs., 3 credits)

Designed by school faculty and industry representatives to provide classroom and laboratory experiences that prepare students for entry level employment in their career of choice and for entry into post-secondary training. Specialization experiences provided will meet guidelines for a Tech Prep/Apprenticeship program. The laboratory portion may be provided through cooperative/work-based learning, mentoring, apprenticeship, on-the-job-training, clinical experience and/or pre-employment training.

MPE 143 Medical Apprenticeship II (135 lab hrs., 3 credits)

This course is a continuation of MPE 133 and designed by school faculty and industry representatives to provide classroom and laboratory experiences that prepare students for entry level employment in their career of choice and for entry into post-secondary training. Specialization experiences provided will meet guidelines for a Tech Prep/Apprenticeship program. The laboratory portion may be provided through cooperative/work-based learning, mentoring, apprenticeship, on-the-job-training, clinical experience and/or pre-employment training.

MUSIC

MSC 152 Beginning Piano for Elementary Education Majors (2 hrs. lec., 2 credits)

Beginning instruction in piano for elementary education majors. Emphasis will be placed upon learning the keyboard, musical and rhythmic notation and playing simple songs.

MSC 153 Beginning Piano (3 hrs. lec., 3 credits)

Group piano lessons for the beginning adult with emphasis upon learning the keyboard, musical and rhythmic notation, and playing simple songs.

MSC 163 Intermediate Piano (3 hrs. lec., 3 credits)

Prerequisite: MSC 153. A continuation of MSC 153, Beginning Piano.

MSC 173 Class Voice I (3 hrs. lec., 3 credits)

Class voice is a practical course designed to develop the foundations in the art of singing. Emphasis is on the development of the voice for solo or ensemble performance. Each student will explore the music most suitable for his or her individual voice or singing style. Class work includes vocal technique, basic music reading, vocal exercises, performance and local styles. There will be both individual and group vocal work in class.

MSC 223 Music Appreciation (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = MUSC 1003**

This is a music survey course. Basic concepts of music will be taught giving the student a knowledge and a love of music from the Baroque Period to the present. Students will study the elements and forms of selected musical works, composers, genres and periods. In addition, students will be introduced to a variety of musical instruments.

MSC 1012, 1022, 2012, 2022 Applied Music Concentration (2 hrs. credit for each course)

These courses include vocal or instrumental instruction and are designed for the music major. \$40.00 lab fee.

MSC 1011, 1021, 2011, 2021 Secondary Applied Music (1 hr. credit for each course)

These courses include vocal or instrumental instruction and are designed for the music minor. \$20.00 lab fee.

NETWORKING TECHNOLOGY

NT 123 MS Networking Essentials (3 hrs. lec., 3 credits)

Prerequisite: CT 113 (CPSI 1003). This course will provide students with concepts related to supporting computer networks. Topics will

include network security, TCP/IP protocols, routing and switching concepts, the OSI model and basic techniques related to physical cable installation.

NT 133 Help Desk Support (3 hrs. lec., 3 credits)

Prerequisites: CT 113 (CPSI 1003) and NT 193. This course is designed to provide the student with theory and procedures for supporting and troubleshooting the Microsoft Windows Operating System, Internet Explorer, Microsoft Office and e-mail for the end user. Customer service and professionalism will also be emphasized.

NT 143 Linux Operating Systems (3 hrs. lec./lab, 3 credits)

Pre or Corequisite: CT 113 (CPSI 1003). The focus of this course is to provide students with introductory and advanced coverage of Linux System Administration.

NT 163 MS Active Directory Services (3 hrs. lec., 3 credits)

Prerequisite: CT 173. This course is designed to teach students how to configure server rolls including DNS, DHCP, file server rolls, print server rolls, and the configuration of IPv4 and IPv6 in servers. Proper methods of providing user access to various server resources and security concepts will also be introduced.

NT 173 Network Management (3 hrs. lec., 3 credits)

Prerequisites: CT 173 and NT 163. This course is designed to teach students advanced topics in configuration of server rolls in a Windows Server Domain environment. Emphasis will also be placed on security of servers and load balancing.

NT 193 Maintaining and Managing PC's (3 hrs. lec., 3 credits)

Prerequisite: CT 113 (CPSI 1003). This course is designed to prepare students in the area of computer support services. Lecture and hands-on training will include computer diagnostics and repair, windows operating system troubleshooting, printer and peripheral device diagnosis and repair, desktop security topics, virus recognition and removal concepts. Customer service and professionalism will also be emphasized.

NT 213 Information Security Essentials (3 hrs. lec., 3 credits)

Prerequisite: NT 123. This course provides a fundamental foundation in the essential elements of computer security. Topics will include understanding of security measures, techniques for securing systems, legal issues, basic intrusion detection and recovery methods.

NT 253 Digital Image Production I (3 hrs. lec., 3 credits)

The course provides an introduction to the production and manipulation of digital images using industry recognized digital image recognition and enhancement software. The student will develop and apply computer image-editing skills through classroom and hands-on projects.

NT 273 Digital Image Production II (3 hrs. lec./lab, 3 credits)

Prerequisite: NT 253 or departmental approval. Recommended completion of PR 103 and enrollment in PR 113. Study of animation techniques: storyboarding, 3-D Modeling, image maps and textures, lighting and motion studies and rendering options.

NURSING (ADN)

NG 107: Concepts of Nursing Care for Patients with Chronic, Stable Conditions

(7 credit hrs.; 6 hrs. lec. per week, 3 hrs. clinical per week)

Prerequisite: Acceptance into the ADN Program, BY 154 (BIOL 2404), EH 113 (ENGL 1013), and MS 123 (MATH 1103)

Corequisites: BY 164 (BIOL 2414) and PSY 213 (PSYC 1103)

This course provides for the acquisition and application of fundamental concepts of nursing, including communication, collaboration, caring, and clinical judgment necessary for safe, quality, evidence-based, patient-centered nursing care to diverse adult and older adult patients experiencing chronic, stable conditions requiring physical and psychological nursing care. Emphasis is placed on microbial safety, quality improvement, professional standards, principles of management, and legal and ethical responsibilities of the nurse when caring for patients with chronic, stable conditions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

NG 123 Normal Nutrition (3 hrs. lec., 3 credits)

This course is an introduction to the basic science of nutrition and deals with normal nutrition in the healthy individual. Lifestyles, goals, culture, growth and development, and the meaning of food and eating are explored.

NG 133 Dosage Calculation for Nurses (3 hrs. lec., 3 credits)

Prerequisite: Acceptance into the ADN program.

Corequisites: NG 107

This non-required course focuses on enhancing speed and accuracy of math skills needed for drug dosage calculation. It is specifically designed to prepare the student to pass a Drug Dosage Calculation Exam, which is a requirement of each nursing course.

NG 209 Concepts of Nursing Care for Patients with Acute, Stable Conditions

(9 credit hrs.; 6 hrs. lec. per week, 9 hrs. clinical per week)

Prerequisites: BY 154 (BIOL 2404), BY 164 (BIOL 2414), EH 113 (ENGL 1013), MS 123 (MATH 1103), NG 107, and PSY 213 (PSYC 1103)

Corequisite: EH 123 (ENGL 1023)

This course provides for the acquisition and application of concepts of nursing, including communication, collaboration, caring, and clinical judgment necessary to provide and delegate safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan experiencing acute, stable mental health, medical, surgical, pediatric, and maternal conditions requiring physical and psychological nursing care. Emphasis is placed on quality improvement, professional standards, and legal and ethical responsibilities of the nurse when caring for patients with acute, stable conditions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

NG 223 Pharmacology for Nurses (3 hrs. lec., 3 credits)

This course introduces the safe and therapeutic use of drugs in the care of patients. Current pharmacologic concepts and principles, as well as descriptions of pharmacokinetic characteristics of the prototype drugs have been incorporated.

NG 312: Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions

(12 credit hrs.; 7 hrs. lec. per week, 15 hrs. clinical per week)

Prerequisites: BY 154 (BIOL 2404), BY 164 (BIOL 2414), EH 113 (ENGL 1013), EH 123 (ENGL 1023), MS 123 (MATH 1103), NG 107, NG 209, and PSY 213 (PSYC 1103)

Corequisite: 3 credit hour computer course

This course provides for the acquisition and application of concepts of nursing, including communication, collaboration, caring, and clinical judgment necessary to provide, and delegate safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan experiencing chronic and acute, unstable mental health, medical, surgical, pediatric, and maternal-infant conditions requiring nursing care. Emphasis is placed on quality improvement, professional standards, and legal and ethical responsibilities of the nurse when caring for patients with chronic and acute, unstable conditions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

NG 412: Concepts of Nursing Care for Patients with Complex Conditions

(12 credit hrs.; 7 hrs. lec. per week, 15 hrs. clinical per week)

Prerequisite: BY 154 (BIOL 2404), BY 164 (BIOL 2414), EH 113 (ENGL 1013), EH 123 (ENGL 1023), MS 123 (MATH 1103), NG 107, NG 209, NG 312, PSY 213 (PSYC 1103), and 3 credit hour computer course

This course provides for the acquisition and application of concepts of nursing, including communication, collaboration, caring, and clinical judgment necessary to manage safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan experiencing complex medical, surgical, pediatric, and maternal-infant conditions requiring nursing care. Emphasis is placed on quality improvement, professional standards, and legal and ethical responsibilities of the nurse when caring for patients with complex conditions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

NURSING (PN)

PNP 103 Human Structure and Function (3 credit hrs., 48 hrs. lec.)

Prerequisites: EH 113 (ENGL 1013), MS 1123 or higher

This course includes the study of the basic structure and function of the human body as well as the relationship of all body systems as an important component of health and illness. Cellular structure and physiology, homeostatic mechanisms, as well as basic principles of microbiology are discussed.

PNP 109 Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions (9 credits, 7 lec. hrs./wk, 6 clinical hrs./wk)

Prerequisites: EH 113 (ENGL 1013), MS 1123 or higher

This course focuses on foundational concepts and basic nursing skills necessary for safe, patient-centered nursing care to patients with chronic, stable conditions while integrating management, ethical, and legal responsibilities of the Practical Nurse. This course focuses on the geriatric patient and patients with mental health issues. This course introduces the concept of clinical judgment applied to nursing practice, the nursing process, cultural diversity, and communication used when interacting with patients and members of the interprofessional team. Other program concepts such as evidence-based care, teamwork/collaboration, quality improvement, management, and information technology are also introduced. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings while providing restoration, promotion and maintenance of physical and mental health and prevention of illness.

PNP 112 Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions (12 credits, 8 lec. hrs./wk, 12 clinical hrs./wk)

Prerequisites: EH 113 (ENGL 1013), MS 1123 or higher, PNP 103, and PNP 109

This course builds on previously learned concepts and nursing skills, and provides for the acquisition and application of nursing theory when providing safe, patient-centered nursing care to diverse patients experiencing various acute, stable conditions. The course integrates management, ethical, and legal responsibilities of the Practical Nurse. The course focuses on adults and children with medical-surgical conditions, as well as the childbearing family. This course builds on the concepts of clinical judgment, communication, and interprofessional collaboration and teamwork. Other program concepts such as evidence-based care and information technology are also addressed while providing restoration, promotion, and maintenance of physical and mental health and prevention of illness. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

PNP 212 Concepts of Practical Nursing in the Care of Patients with Complex Conditions (12 credits, 8 lec. hrs./week, 12 clinical hrs./week)

Prerequisites: EH 113 (ENGL 1013), MS 1123 or higher, PNP 103, PNP 109, and PNP 112

This course builds on nursing theory with a focus on adults with complex needs. The course presents content and clinical judgment used by the Practical Nurse when caring for and managing patients with complex medical-surgical healthcare needs to provide safe, patient-centered nursing care to diverse patients. The course integrates management, ethical, and legal responsibilities of the Practical Nurse and builds on the nursing process, cultural diversity, and communication when interacting with patients and members of the interprofessional team. Other program concepts such as evidence-based care, teamwork/collaboration, and information technology are also applied to this patient population while providing restoration, promotion, and maintenance of physical and mental health and prevention of illness. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

NURSING ASSISTANT

NA 103 Nursing Assistant Clinical (135 hrs. lab, 3 credits) (This exceeds Office of LTC requirements)

Corequisite: NA 107

This course provides students with an opportunity to engage in clinical learning experiences. Emphasis is placed on clinical competence of basic nursing assistant skills including communication, infection control, safety and emergency procedures, resident rights, feeding techniques, elimination procedures, skin care, transferring, positioning, and turning techniques, dressing, and range of motion exercises.

NA 107 Nursing Assistant Theory (105 hrs. lec., 7 credits) (This exceeds Office of LTC requirements)

Corequisite: NA 103

This course provides training in basic nursing assistant procedures including infection prevention and control, resident rights, transferring and positioning techniques, as well as activities of daily living. This course is based on the Arkansas Long-Term Care Facility Nursing Assistant Training curriculum and has been approved by the Arkansas Office of Long-Term Care. Graduates of this course are prepared to write the state of Arkansas Competency Examination for Nursing Assistants.

OFFICE TECHNOLOGY

OT 113 Medical Terminology I (3 hrs. lec., 3 credits)

The student will study and demonstrate the use of medical word stems, suffixes, and prefixes as related to the body systems and associated diseases. Proficiency in the pronunciation, spelling, and definitions of medical terms, the use of the medical dictionary and related reference materials will be emphasized.

OT 123 Medical Terminology II (3 hrs. lec., 3 credits)

Prerequisite: OT 113. This course is a continuation of OT 113.

OT 133 Document Processing (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = BUSI 1103

Prerequisite: OT 1033 or departmental approval. Emphasis will be placed on speedbuilding, along with practice on the numeric keypad. This course will also include an introduction to formatting letters, reports, and tables using Microsoft Word.

OT 153 Introduction to Medical Coding (3 hrs. lec., 3 credits)

Prerequisite: OT 113, BY 103 or departmental approval. This course is designed to give students a basic introduction to coding in medical offices. Fall semester.

OT 203 Computers in the Medical Office (3 hrs. lec., 3 credits)

Prerequisite: OT 113, CT 113 (CPSI 1003) or departmental approval. This course is designed to familiarize students with the capabilities of a Medical Practice Management software program. Students will use a computer program to maintain patient files, store treatment information, match CRT and diagnosis codes with treatment procedure and charges, create insurance claim forms, follow the claims until they are reimbursed, and perform related tasks.

OT 223 Administrative Support Procedures (3 hrs. lec., 3 credits)

Prerequisite: OT 133 (BUSI 1103) and CT 113 (CPSI 1003) or departmental approval. Emphasis is placed on administrative practices and procedures used in a business office. Topics include personal development, interpersonal relations, customer service, telephone techniques, filing, and business etiquette. **(CEP students may enroll).**

OT 243 Business Mathematics/Machines (3 hrs. lec., 3 credits)

Prerequisite: MS 1023 or higher. This course reviews basic mathematical operations and presents typical business applications while offering instruction and practice in the proper use of electronic calculating equipment.

OT 263 Intermediate Medical Coding (3 hrs. lec., 3 credits)

Prerequisite: OT 153. This continuation course deals with Intermediate principles of coding using both ICD-10-CM AND CPT-4, focus is based on physicians office and outpatient settings. Experience with coding of medical records as well as use of an encoder and the administrative aspects of coding will be emphasized. Spring semester.

OT 273 Machine Transcription (3 hrs. lec., 3 credits)

Prerequisite: OT 133 (BUSI 1103), EH 113 (ENGL 1013), or departmental approval. Pre or co-requisite: EH 123 (ENGL 1023). Provides training in the transcribing of documents from recordings using a microcomputer. Emphasizes proofreading skills and other aspects of producing accurate letters and transcripts.

OT 284 Advanced Medical Coding (4 hrs. lec., 4 credits)

Prerequisite: OT 263. This continuation course prepares students for a coding position in a hospital or physician's office and is designed to enhance medical coding knowledge and expertise through realistic practical applications. DRG coding principles and Evaluation and Management Coding will be emphasized.

OT 292 CCS/CCS-P (2 hrs. lec., 2 credits)

Prerequisite: OT 284 or departmental approval. This class is designed to prepare students to successfully complete the National Coding Exam to become either a Certified Coding Specialist (CCS) or a Certified Coding Specialist-Physician Based (CCS-P). Summer semester.

OT 1033 Introduction to Keyboarding (3 hrs. lec., 3 credits)

Students will learn to operate the keyboard by touch, learn the proper use of the microcomputer, and begin development of speed, accuracy, and fluency in the keying of drills, exercises, and timings. **(CEP students may enroll).**

OT 1203 Administrative Support Internship (9 hrs. lab, 3 credits)

Prerequisite: Departmental approval. The student will be placed in a business office during their last semester under the direction of an agency

supervisor and qualified faculty member. The student will have one required job placement and attend seminar classes to integrate classroom work with the internship.

OT 1213 Medical Office Internship (9 hrs. lab, 3 credits)

Prerequisite: Departmental approval. The student will be placed in a medical facility during their last semester under the direction of an agency supervisor and qualified faculty member. The student will have one required job placement and attend seminar classes to integrate classroom work with the internship.

OT 1273 Medical Transcription (3 hrs. lec., 3 credits)

Prerequisite: OT 113, OT 133 (BUSI 1103), EH 113 (ENGL 1013), CT 113 (CPSI 1003) or departmental approval. Provides training in transcribing original medical dictation including history and physical reports, chart notes, and other medical documents. Emphasizes proofreading skills, transcription speed and accuracy, and increased knowledge of medical terminology.

PHILOSOPHY

PHIL 153 Introduction to Philosophy (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = PHIL 1103

Introduction to Philosophy, PHIL 153 (PHIL 1103), serves as a general introduction to philosophy for majors and non-majors alike. It is a survey course of the major contributions to philosophical thought, primarily within the western tradition and examines human values, critical thinking and the nature of reality and knowledge.

PHIL 213 Ethics of Christianity (3 hrs. lec., 3 credits)

A course that studies the ethics of Christianity, including its system of human responsibility and patterns of conduct.

PHLEBOTOMY

PLB 114 Phlebotomy Procedures (64 lec. hrs., 4 credits)

Prerequisite: Acceptance to the program. Corequisites: PLB 124 & 134. Basic anatomy and physiology of body systems involved in phlebotomy sites; collection equipment and techniques involved in performance of venipuncture.

PLB 124 Special Techniques (64 lec. hrs., 4 credits)

Corequisites: PLB 114 & PLB 134. The health care setting, medical terminology, collection equipment and techniques involved in skin punctures, special collection procedures, quality control and assurance procedures, interpersonal skills and health care safety and liability requirements.

PLB 134 Phlebotomy Skills (192 hrs. lab, 4 credits)

Corequisites: PLB 114 & PLB 124. Performing and managing specimen collections in the health care setting.

PHYSICAL EDUCATION

Only PEAC courses will meet the activity requirements for graduation or transfer in general education.

PEAC 101 Beginning Bowling (2 hrs., 1 credit)

Instruction and participation in bowling.

PEAC 111 Intermediate Bowling (2 hrs., 1 credit)

Prerequisite: PEAC 101 or instructor consent. Instruction and participation in the advanced bowling skills.

PEAC 121 Badminton/Pickleball (2 hrs., 1 credit)

Instruction and participation in badminton and pickleball.

PEAC 131 Physical Conditioning (2 hrs., 1 credit)

Basic conditioning including weight training, stretching, and aerobic workouts on the exercise equipment in the Fitness Center.

PEAC 141 Weight Training (3 hrs., 1 credit)

Instruction and participation in weight training.

PEAC 142 Fitness Concepts (3 hrs., 2 credits)

Provides knowledge and appreciation of the importance of lifelong fitness and well-being through physical activity. Course design includes classroom lectures, fitness evaluations, and participation in a lifelong physical activity.

PEAC 143 Concepts of Fitness & Wellness (3 hrs., 3 credits)

The purpose of this course is to acquaint the students with the concepts and values of physical fitness, proper nutrition, weight management, stress management and the risks attached to negative lifestyle behaviors. Students will learn to evaluate their fitness, nutrition, body fat, and stress levels, identify their goals, and write their own exercise prescriptions. Classes will be conducted in both the classroom and Fitness Center.

PEAC 151 Recreational Games (2 hrs., 1 credit)

Instruction and participation in a variety of recreational games.

PEAC 171 Aerobic Exercise (2 hrs., 1 credit)

Teaches low-impact routines for improved physical fitness.

PEAC 181 Beginning Golf (2 hrs., 1 credit)

Includes basic fundamentals, history, terminology and scoring of golf.

PEAC 191 Intro to Dance (2 hrs., 1 credit)

Practice in the basic movements of jazz, ballet and tap dance.

PEAC 211 Beginning Volleyball (2 hrs., 1 credit)

Instruction and participation in volleyball.

PEAC 221 Beginning Tennis (2 hrs., 1 credit)

Instruction and participation in tennis.

PEAC 231 Intermediate Tennis (2 hrs., 1 credit)

Prerequisite: PEAC 221 or instructor consent.

A continuation of the fundamentals of tennis with emphasis on the advanced skills, strategy, and knowledge of doubles play.

PEAC 241 Fitness Walking/Jogging (2 hrs., 1 credit)

Instruction and participation in vigorous walking/jogging for cardiovascular development and improvement.

PEAC 251 Beginning Basketball (2 hrs., 1 credit)

Instruction and participation in basketball.

PEAC 261 Advanced Aerobic Exercise (2 hrs., 1 credit)

Prerequisite: PEAC 171. Offers more vigorous routines for further toning and general fitness.

PEAC 271 Flag Football (2 hrs., 1 credit)

Instruction and participation in flag football.

PEAC 281 Intermediate Golf (2 hrs., 1 credit)

Prerequisite: PEAC 181 or consent. Advanced skill techniques and strategies of golf are developed.

PEAC 291 Martial Arts (2 hrs., 1 credit)

Basic skills and techniques of the martial arts.

PEAC 1121 Beginning Soccer (2 hrs., 1 credit)

Instruction and participation in soccer.

PEAC 1131 Intermediate Soccer (2 hrs., 1 credit)

Prerequisite: PEAC 1121 or instructor consent. Instruction and participation in advanced skills, techniques, and strategies of soccer.

PEAC 1141 Softball (2 hrs., 1 credit)

Instruction and participation in softball.

PEAC 1151 Yoga (2 hrs., 1 credit)

Yoga is a system of exercises for attaining bodily or mental control and well-being. Yoga is a combination of traditional Eastern yoga disciplines with new dynamic techniques. It is designed to make the participant feel longer and stronger, reduce pain and relieve stress. Using a combination of power Yoga and Pilates this class will strengthen, stretch and relax the participants body. Yoga begins with a progressive series of postures to warm the muscles and prepare the body for the strength and core conditioning exercises. The relaxation and meditation is the perfect ending. Each participant will need to bring his or her own mat and towel.

PEAC 2911 Martial Arts II (2 hrs., 1 credit)

Prerequisite: "C" grade or better in PEAC 291. This course will cover the requirements needed to gain ranks of blue through green belts in martial arts. It will also acquaint students with the advanced history, philosophy and terminology of martial arts through lecture and physical activities.

PE 102 Teaching Tennis (3 hrs., 2 credits)

This course emphasizes teaching methods and skill proficiency. This course is recommended for physical education majors.

PE 223 Health and Safety (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = HEAL 1003**

Health and Safety, PE 223 (HEAL 1003), is a study of the principles and concepts of health and safety for optimal wellness, including both personal and community wellness. The course requires reading and studying the text. In addition, a lecture outline and other study aids are available on the Web for each chapter. Reading and written assignments will be given for chapters 3-16.

PE 233 Principles and Problems of Coaching (3 hrs. lec., 3 credits)

A study of the principles, problems, and other aspects of athletic programs that coaches face during their careers.

PE 243 First Aid (3 hrs. lec., 3 credits)

The training of individuals to render competent first aid in case of injury or illness until the services of medical personnel can be secured. Upon successful completion of this course, students receive certification cards from American Red Cross.

PHYSICS

*A laboratory fee of \$10.00 will be assessed for all Physics courses. This fee does not cover damage or breakage of nonexpendable equipment.

PS 114 Physical Science (3 hrs. lec., 3 hrs. lab, 4 credits)

ACTS Equivalent Course Number = PHSC 1004

Prerequisite: MS 1023. Physical Science, PS 114 (PHSC 1004), is a general survey course of the physical sciences designed for general education. Course includes topics in physics and chemistry, and may also include other physical science topics. Lab required. **This is an algebra-based course and it is strongly recommended that the student should have completed Elementary Algebra with a "C" or better.**

PS 144 Introduction to Astronomy (3 hrs. lec., 3 hrs. lab, 4 credits)

ACTS Equivalent Course Number = PHSC 1204

Prerequisite: MS 1023. PS 144 (PHSC 1204) is a general one-semester survey of astronomy course. The course includes a basic study of the solar system, stars, galaxies, and the rest of the universe.

PS 215 General Physics (4 hrs. lec., 3 hrs. lab, 5 credits)

ACTS Equivalent Course Number = PHYS 2014

Prerequisite: MS 123 (MATH 1103) and MS 133 (MATH 1203) or departmental approval. General Physics, PS 215 (PHYS 2014), which is an Algebra and trigonometry-based physics course and is not recommended for physics and engineering majors. Topics include mechanics in one and two dimensions, fluids, thermodynamics, and mechanical waves and sound. Lab required. It is strongly recommended that the student should have completed College Algebra with a "C" or better.

PS 225 General Physics II (4 hrs. lec., 3 hrs. lab, 5 credits)

ACTS Equivalent Course Number = PHYS 2024

Prerequisite: PS 215 (PHYS 2014). General Physics II, PS 225 (PHYS 2024), is a trigonometry-based survey of the principles of classical electromagnetism and optics (topics covered include electricity, magnetism, light, and modern physics).

PS 235 Technical Physics I (4 hrs. lec., 3 hrs. lab, 5 credits)

ACTS Equivalent Course Number = PHYS 2034

Prerequisite: MS 215 (MATH 2405). Technical Physics I, PS 235 (PHYS 2034), is a calculus-based physics course designed for science and engineering majors. Topics include mechanics in one and two dimensions, fluids, and heat. Lab required. This is a calculus-based course and it is strongly recommended that the student should take Calculus I as a co-requisite or have completed Calculus I with a "C" or better.

PS 245 Technical Physics II (4 hrs. lec., 3 hrs. lab, 5 credits)

ACTS Equivalent Course Number = PHYS 2044

Prerequisite: PS 235 (PHYS 2034). Technical Physics II, PS 245 (PHYS 2044), is designed to provide a foundation in elementary classical electromagnetism for students of science and engineering. This is a calculus-based course and it is strongly recommended that the student should have completed both Calculus I and Calculus-Based Physics I with a "C" or better and should take Calculus II as a co-requisite.

PS 1131 Physical Science Lab (3 hrs. lab, 1 credit)

Prerequisite: PS 113. This is a one-credit hour laboratory course in physical science. Students take part in experiments and other activities which emphasize velocity and acceleration, forces, gravitation, thermodynamics; and electricity and magnetism. Most experiments involve the use of computer automated data collection and analysis. This course is offered only to students who have three credit hours of lecture in Physical Science, PS 113, or its equivalence.

POLITICAL SCIENCE

PLS 113 Introduction to Politics (3 hrs. lec., 3 credits)

PLS 113, Introduction to Politics is a survey of the discipline of political science designed to introduce students to important theories, concepts, and issues in the study of political behavior, phenomena, and processes. The course will cover the major subfields of political science: including political theory, research methods, American government, comparative politics, public administration, public policy and international relations.

PLS 213 American Federal Government (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = PLSC 2003

American Federal Government, PLS 213 (PLSC 2003), examines the Federal Government beginning with the Constitution, Congress, the Presidency and the Supreme Court. Students will be able to articulate definitions of important terms and be able to analyze important relationships between the electoral process, governmental institutions, and policy outcomes. The introduction to the principles, structure, processes and functions of the United States Federal Government and other related political activities.

PLS 223 State and Local Government (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = PLSC 2103

State and Local Government, PLS 223 (PLSC 2103), is designed to provide the student with basic knowledge of the workings of state and local governments and their relationship with the federal government. It focuses on organization, structure, function, and administration of state and local government. This course examines the relationships between the national government and state/local governments. It addresses issues of education, criminal justice, economic development and social services. It also examines the various roles of political leaders and interest groups at the state and local levels.

PLS 233 Introduction to Comparative Politics (3 hrs. lec., 3 credits)

PLS 233, Introduction to Comparative Politics is a study of the concepts and methods of comparative politics. Special emphasis is given to comparing the types and forms of political systems and the political processes they undergo.

PSYCHOLOGY

PSY 213 General Psychology (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = PSYC 1103**

General Psychology, PSY 213 (PSYC 1103), provides an overview of the major topics of modern psychology. It introduces the fundamental concepts, principles, and theories that are utilized to provide a scientific analysis of human behavior and study of the adaptation of the individual to his physical and social environment.

PSY 223 Human Growth and Development (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = PSYC 2103**

Prerequisite: PSY 213 (PSYC 1103) or consent of the instructor. Human Growth and Development, PSY 223 (PSYC 2103), provides an overview of the study of maturational and environmental factors in human growth and development. It examines the typical physical, cognitive, and social-emotional changes as they occur in each period of the lifespan: Prenatal, Infancy and Toddlerhood, Early Childhood, Middle Childhood, Adolescence, Early Adulthood, Late Adulthood. Students will study major developmental theories in terms of how they explain changes that occur over the lifespan.

PSY 243 Abnormal Psychology (3 hrs. lec., 3 credits)

Prerequisite: PSY 213 (PSYC 1103) or consent of the instructor. This course includes the study of the characteristics and treatment of abnormal behavior. Special emphasis is given to causes, symptoms, course and treatment of behavioral illnesses and diseases.

REAL ESTATE

RE 103 Real Estate Law (3 hrs. lec., 3 credits)

Deals with national laws that affect real estate transactions to determine their legality and enforceability.

RE 113 Real Estate Principles and Practices (3 hrs. lec., 3 credits)

Deals with the "why" and "how" of real estate as it affects individuals and business forms. The growing involvement of government in the problems of urban redevelopment, rehabilitation, and urban planning is carefully developed.

RE 123 Real Estate Appraising (3 hrs. lec., 3 credits)

Directed toward teaching those skills necessary to appraise a parcel of real property to determine a fair and just estimate of the value.

RENEWABLE ENERGY TECHNOLOGY

RET 101 Sustainable Communities and Energy Conservation (1 hr. lec., 1 credit)

This is a survey course which promotes an awareness of conservation and building sustainable communities with an emphasis on applying green technologies.

RET 103 Intro to Renewable Energy Tech (3 hrs. lec., 3 credits)

This course introduces the concepts, methodologies, and sources of renewable energy. Energy production and the environmental impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydroelectric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment.

RET 113 Biofuels (3 hrs. lec., 3 credits)

This course introduces the history and early applications of Biodiesel and ethanol. Understanding biochemical methods involved in the generation of Biodiesel from feedstocks, animal fats, and waste vegetable oil. Structure, function and production of ethanol and its uses. Social, environmental, and economical aspects of the production and usage of alternative fuels. Exploring the new advancements in alternative fuel production.

RET 124 Biomass & Feedstocks & Lab (4 hrs. lec./lab, 4 credits)

A detailed study of the form, structure, function and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry.

RET 134 Bioprocess Practices & Lab (4 hrs. lec./lab, 4 credits)

This course involves in depth examination of the methods utilized in the production of biofuel throughout the plant manufacturing process. The laboratory provides a hands-on experience of producing and testing biofuel.

SOCIOLOGY

SY 213 Fundamental Sociology (3 hrs. lec., 3 credits)**ACTS Equivalent Course Number = SOCI 1013**

Fundamental Sociology, SY 213 (SOCI 1013), is a disciplined and objective study of human social relationships and group interaction. The course includes the examination of the structures and processes of human interaction in an attempt to understand how humans actually behave and the consequences of this behavior.

SY 223 The Family (3 hrs. lec., 3 credits)

A study of the development of family, courtship, mate selection, and adjustment to problems in marriage. Emphasizes factors influencing the organization and disorganization of the family.

SPANISH

SH 111 Introduction to Spanish Conversation (1 hr. lec., 1 credit)

Introduction to Spanish Conversation is designed to develop oral language skills at the beginning level.

SH 113 Beginning Spanish (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = SPAN 1013

Beginning Spanish I, SH113, initiates the student to the development of basic skills and building vocabulary through daily speaking, writing and reading Spanish. Class-time is devoted to explanation, written and oral practice. Homework will focus on reading, writing, and pronunciation. Handouts, in-class discussions and projects will promote cultural awareness. Spanish I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people.

SH 123 Beginning Spanish II (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = SPAN 1023

Prerequisite: Completion of SH 113 (SPAN 1013) with a "C" or better or by consent of the instructor. Beginning Spanish II, SH 123 (SPAN 1023), continues the development of basic skills and building vocabulary through daily speaking, writing and reading Spanish. Class-time is devoted to explanation, written and oral practice. Homework will focus on reading, writing and pronunciation. Handouts, in-class discussions and projects will promote cultural awareness. SH123 is a continuation of SH113. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish speaking people. It is strongly recommended that the student should have completed SH 113 (SPAN 1013) with a "C" or better.

SH 213 Intermediate Spanish (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = SPAN 2013

Prerequisite: Completion of SH 113 (SPAN 1013) and SH 123 (SPAN 1023) with a "C" or better. Intermediate Spanish, SH 213 (SPAN 2013), continues developing a basic Spanish vocabulary and ability to communicate in the local Spanish-speaking community and in Spanish-speaking countries. Class time is devoted to explanation, written and oral practice. Homework will focus on reading, writing and pronunciation. Handouts, in-class discussions and projects will promote cultural awareness. SH 213 (SPAN 2013) is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SH 123 (SPAN 1023) with a "C" or better.

SH 223 Intermediate Spanish II(3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = SPAN 2023

Prerequisite: Completion of SH 213 (SPAN 2013) with a "C" or better. Intermediate Spanish II, SH 223 (SPAN 2023), is designed to help students develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SH 213 (SPAN 2013) with a "C" or better grade.

SH 233 Spanish Conversation I (3 hrs. lec., 3 credits)

Prerequisite: SH 223 (SPAN 2023) or departmental approval. A course in basic Spanish conversation designed to develop oral language skills at the intermediate level.

SH 243 Spanish Conversation II (3 hrs. lec., 3 credits)

Prerequisite: SH 233. This course is a continuation of SH 233. Practical strategies for effective communication in Spanish will be emphasized.

SPEECH

SP 123 Introduction to Theatre (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = DRAM 1003

Introduction to Theatre, SP 123 (DRAM 1003), is an introductory survey of theatre arts including history, dramatic works, stage techniques, theatre crafts, and production procedures, as it relates to the fine arts, society, and the individual.

SP 243 Fundamentals of Speech (3 hrs. lec., 3 credits)

ACTS Equivalent Course Number = SPCH 1003

Prerequisite: EH 113 (ENGL 1013). A fundamentals course dealing with human communications from daily experiences to public speaking situations. Some emphasis is placed on enunciation and articulation.

SP 253 Advanced Speech (3 hrs. lec., 3 credits)

Prerequisite: SP 243 (SPCH 1003). A continuation of the Fundamentals of Speech course including public speaking, oratory, radio/TV and special occasion speeches.

SP 263 Oral Interpretation (3 hrs. lec., 3 credits)

Basic principles of analysis and presentation of prose, poetry, and drama for oral communication. Development of voice and body as instruments of expression.

SP 273 Basic Acting Techniques (3 hrs. lec., 3 credits)

Prerequisite: Permission of Instructor. First essential of acting study: exploration of the actor. This course will include class exercises to develop relaxation, concentration, imagination and improvisational skills. This course will include Monologue study and audition techniques.

THEA 113 Technical Direction (3 credits)

The study of technical direction and production management, theatre terminology, scenic shop and stage organization, rigging safety, materials control and supply ordering.

THEA 123 Technical Direction (3 credits)

The study of budgeting, personnel, scheduling, engineering, theatre forms, production analysis, and logistic problems involved in technical direction.

WELDING

WG 115 Introduction to Welding (5 hrs. lec./lab, 5 credits)

This course is a foundation that covers the principles and procedures for various welding applications. Students will have hands-on experience using oxy-fuel cutting, plasma cutting, air carbon, arc cutting, exothermic cutting, and arc and oxyacetylene welding.

WG 125 Arc Welding (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 115. This course is designed to teach Shielded Metal Arc Welding applications in welding mild, steel, flat and horizontal position.

WG 133 Welding Blueprint Reading (3 hrs. lec., 3 credits)

This course is designed to acquaint welding students with the fundamentals of reading welding blueprints and interpreting welding symbols according to the American Welding Society Standards inspections.

WG 135 Arc Welding II (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 125 or departmental approval. This course is designed to give the student practical experience in welding joints and beads on light gauge steels and thick metals such as structural steels in the vertical and overhead.

WG 145 Inert Gas Welding (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 115. This course provides instruction and practical application in gas tungsten arc welding (tig) and gas metal arc welding (mig).

WG 155 Pipe Welding (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 135. This course will consist of welding V-Butt joints on plate steel found in the welding of pipe.

WG 165 Advanced Inert Gas Welding II (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 145. This course emphasizes welding applications of ferrous, nonferrous, stainless steel and alloy metals in horizontal, vertical and overhead positions.

WG 175 Certification Welding (5 hrs. lec./lab, 5 credits)

Prerequisite: WG 155. Students are required to study and practice qualifications to take American Welding Society (AWS) performance tests. These tests consist of destructive, and nondestructive, guided bend, acid, tensile, magnetic, dye penetrate, radiographic, ultra sonic, microscopic, eddy current, and visual inspections.

WG 1152 Introduction to Welding II (2 hrs. lec., 2 credits)

This course is a continuation of WG 1153 and completes the requisite for the student to receive credit for WG 115. WG 1152 acts as a second semester follow-up to WG 1153 for Secondary Technical Center students.

WG 1153 Introduction to Welding I (3 hrs. lec., 3 credits)

A first part of offering from the curriculum course WG 115, but broken down into two (2) semesters to more appropriately fit into the schedules of Secondary Technical Center students.

WORD PROCESSING

WP 183 Desktop Publishing (3 hrs. lec., 3 credits)

Prerequisite: CT 1233 or departmental approval. This course will teach users to create and print documents that contain both text and graphics using MS Publisher or InDesign. **(CEP students may enroll).**

MAJOR	HELENA ADVISORS 338-6474	DEWITT ADVISORS 946-3506	STUTTGART ADVISORS 673-4201
Advanced Manufacturing	Vicki Cobb, ext. 1122	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Associate Degree Nursing	Amy Hudson, ext. 1371 Shelby Gentry, ext. 1384 LeAnne Marley, ext. 1141	Helena & Stuttgart Campus Only	Amy Hudson, ext. 1371-in Helena Shelby Gentry, ext. 1384-in Helena LeAnne Marley, ext. 1141-in Helena
Basic Skills, Adult Education	Carol Birth, ext. 1304		
Behavioral Health Technology	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Biology, Chem, Engineering, Math, Physics, Pre-Med	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Business Administration	Monica Quattlebaum, ext. 1331	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Business Management	Monica Quattlebaum, ext. 1331	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Cosmetology, Manicuring	Connie Johnston, ext. 1215	Helena Campus Only	Helena Campus only
Criminal Justice	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Drama, English, Music, Speech	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Early Childhood Education	Yvette Robertson, ext. 1307	Joyce Hargrove, ext. 1840	Joyce Hargrove, ext. 1840
Education	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Emergency Medical Technician	Amy Hudson, ext. 1371	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
General Education	Robin Bryant, ext. 1371 Deborah Gentry, ext. 1214	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Graphic Communications	Vicki Cobb, ext. 1122	Cindy Grove, ext. 1885 (SG)	Cindy Grove, ext. 1885 (SG)
Health Sciences	Amy Hudson, ext. 1371	Amy Hudson, ext. 1371-Helena	Amy Hudson, ext. 1371-Helena
High School Relations	Kyunta McCoy, ext. 1363	Diana Graves, ext. 1608	Michelle Blasengame, ext. 1816
Horticulture Operations	DeWitt & Stuttgart Only	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Information Systems Tech	Monica Quattlebaum, ext. 1331	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Medical Coding	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Sylvia Boyd, ext. 1809
Medical Laboratory Technology/Phlebotomy	Claude Rector, ext. 1079	Phyllis Fullerton, ext. 1610 Helena Campus only	Sylvia Boyd, ext. 1809 Helena Campus only
Nursing Assistant	Amy Hudson, ext. 1371 LeAnne Marley, ext. 1141	Jeanne McCullars, ext. 1612	Helena & DeWitt Campus Only
Office Tech-Admin Support/ Medical Office	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Physical Education	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Practical Nursing	Amy Hudson, ext. 1371	Jeanne McCullars, ext. 1612	Helena & DeWitt Campus Only
Pre-Law, Social Science	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Pre-Nursing (ADN & PN)	LeAnne Marley, ext. 1141 Deborah Gentry, ext. 1214	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Truck Driving (CDL)	Linda Killion, ext. 1368	Helena & Stuttgart Campuses only	Sylvia Boyd, ext. 1809
Welding	Vicki Cobb, ext. 1122	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Undecided	Deborah Gentry, ext. 1214	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809

Rev 7/18

BOARD OF VISITORS

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Vice Chancellor for Instruction

Dr. Deborah King, Ed.D.

Vice Chancellor for Student Services & Registrar

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Vice Chancellor for College Advancement & Resource Development

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Director, Enrollment Management

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Director, Financial Aid

Ms. Barbra Stevenson, M.Ed.

Director, Information Technology

Mr. Jason Jaco

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Fonzie, Bennie	Helena-West Helena	VanCamp, Randy	DeWitt
Ford, Leroy	Stuttgart	Wansley, Shawanna	DeWitt
Funk, Heather	Helena-West Helena	Washington, Linda	Helena-West Helena
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Hackett, Makensey	DeWitt	White, Rickey	Stuttgart
Hart, Sharonda	Helena-West Helena	Williams, Lee	Helena-West Helena
Henry, Sammie	Helena-West Helena	Willie, Raymond	Helena-West Helena
Herring, April	DeWitt	Wright, Derron	Helena-West Helena

PCCUA Department Phone Numbers

	DeWitt (870) 946-3506	Helena-West Helena (870) 338-6474	Stuttgart (870) 673-4201
	Ext.	Ext.	Ext.
Admissions & Records	1614	1336	1808
Adult Education	1600	1394	1846
Advising	1610	1124	1809
Bookstore	1636	1265	1836
Business Office	1602	1217	1803
Career Pathways	1690	1164	1886
Carl Perkins	1153	1153	1153
Continuing Education	1628	1210	1801
Disability Coordinator	1610	1135	1809
Financial Aid	1607	1258	1822
GEAR UP		1021	
High School Relations	1608	1053	1816
Library	1621	1246	1819
Professional Advisors	1610	1124	1809
Scholarships	1607	1240	1822
PCCUA Career & Tech Center		1053	
STEM	1613	1152	1847
Student Support Services	1610	1110	1110
Testing Center	1602	1134	1828
University of Arkansas Fraud Hotline: 866-252-9838			

Buildings and Grounds

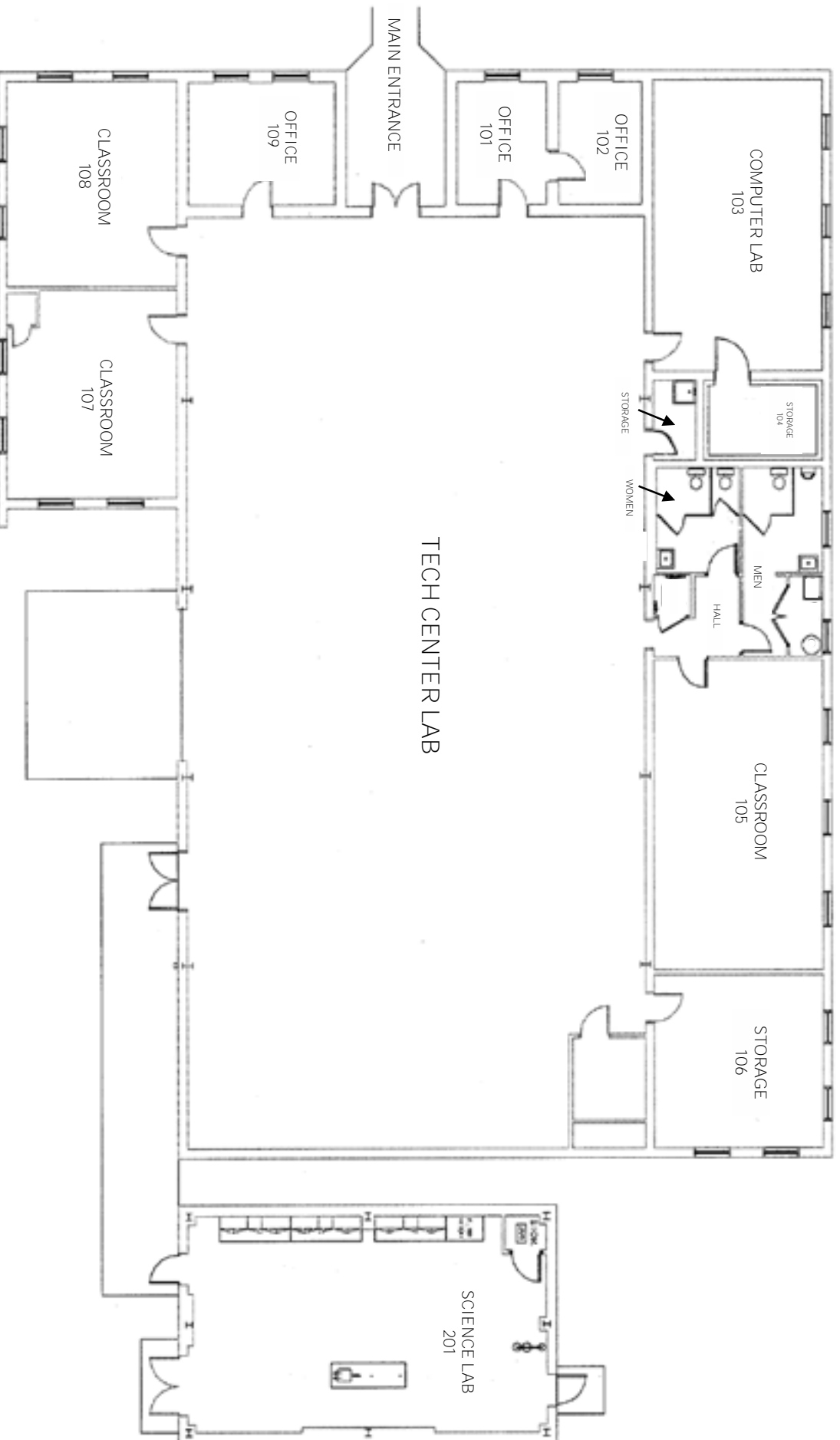
The Helena-West Helena campus, established in 1965, is comprised of 19 buildings and features a unique architectural design which blends with the rolling hills of scenic Crowley's Ridge. The campus sits on approximately 80 acres at 1000 Campus Drive and also includes the Pillow-Thompson House and two properties on Ohio Street in downtown Helena. Total square footage of the campus is approximately 344,644 square-foot.

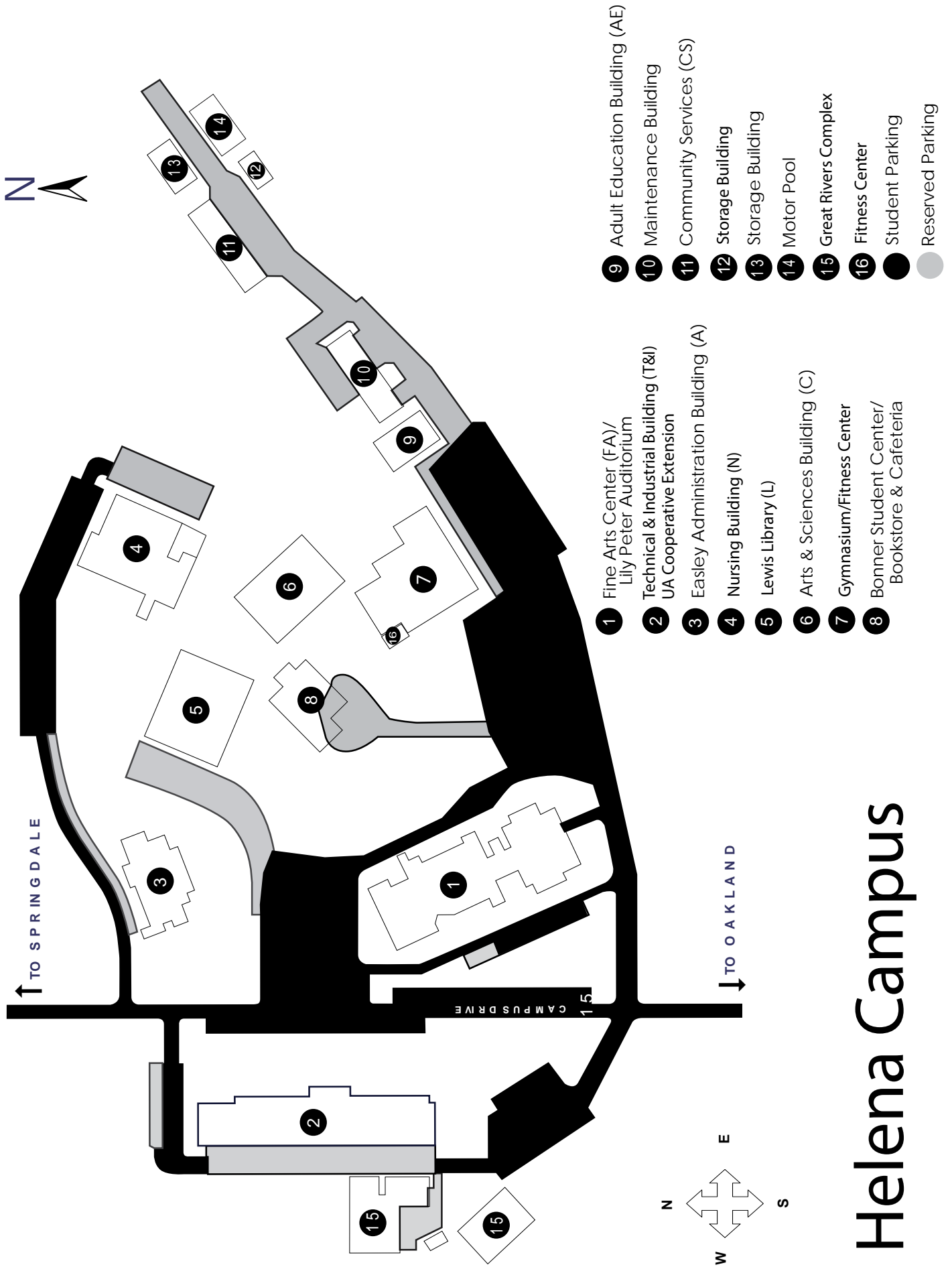
The DeWitt campus is located on 29 acres on Highway 165 in DeWitt, Arkansas. The campus consists of one main building with a total square footage of approximately 48,000 square feet. The campus also includes the Training and Technology Center. This 9,400 square-foot building, formerly the DeWitt National Guard Armory, is located two blocks from the main campus and houses classrooms, labs, and offices.

The Stuttgart campus main building was completed in 1999. The 48,000 square-foot building is located on 61.5 acres on Highway 165 in Stuttgart. The War Memorial Training Center & Annex were added to the campus in 2003. This 21,500 square-foot facility houses Career and Technical Center classes, business and industry training courses, and a state-of-the-art welding lab. With the generous support of the community, the 63,000 square-foot Grand Prairie Center was added to the campus in 2011. This multi-purpose facility includes a state-of-the-art performance hall which seats up to 1,500, two large salons, which seat up to 1,000, a catering kitchen, board room, classrooms, and conferences rooms, all which are available for use by the community.

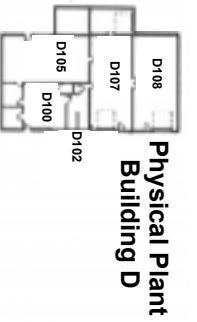


Center for Technology & Training, Agriculture & Renewable Energy DeWitt Campus





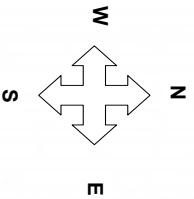
Helena Campus



Physical Plant Building D

Administration Building - A Wing

- A109 Office
- A110 Director of Continuing Ed/Evening Services
- A111 Seminar Room
- A115 Bookstore
- A116 Business Office
- Distance Learning Coordinator
- Financial Aid
- Registrar
- Student Success
- A136 Compressed Video Classroom
- A137 Administration, Vice Chancellor
- A140 High School Relations
- A149 Library
- A153 Compressed Video Classroom
- A154 Office
- A155 Faculty Office
- A156 Faculty Office
- A157 Faculty Office



A Wing



Classroom Building - B Wing

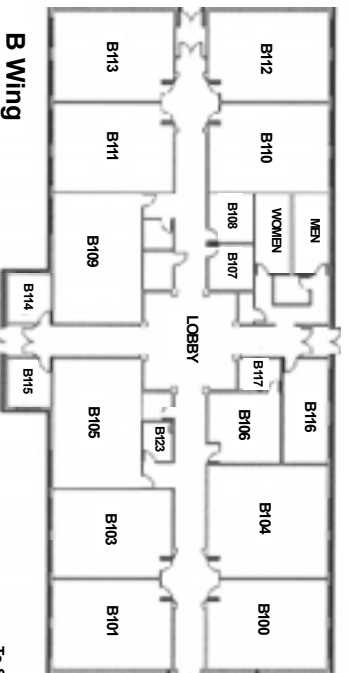
- B100 Classroom
- B101 Classroom
- B103 Career Pathways
- B104 Classroom
- B105 The Learning Center
- B106 Student Lounge
- B107 Faculty Office
- B108 Faculty Office
- B109 Literacy Lab
- B110 Classroom
- B111 Classroom
- B112 I Can Learn Math Lab
- B113 Classroom
- B114 Faculty Office
- B115 Faculty Office
- B116 Adjunct Faculty Office
- B117 Faculty Office
- B123 Faculty Office

Science/Technical Building - C Wing

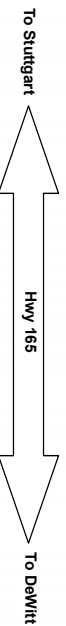
- C101 Physical Science/Chemistry Lab
- C104 Faculty Office
- C105 Biology Lab
- C107 Faculty Office
- C110 Business Lab
- C113 Faculty Office
- C114 Faculty Office
- C115 Office
- C123 Office
- C124 Office
- C126 Nursing Lab
- C127 Nursing Computer Lab
- C128 Nursing Classroom
- C129-A Office
- C129-B Faculty Office

DIRECTIONS TO WAR MEMORIAL TRAINING CENTER

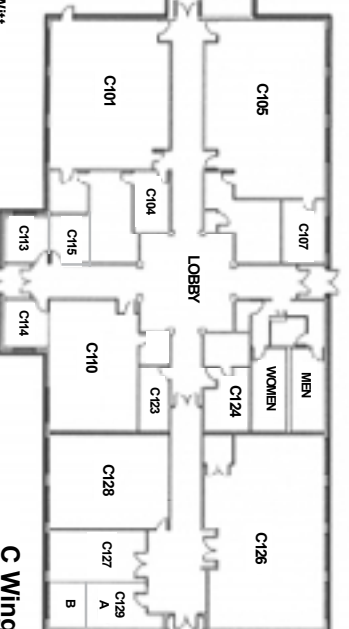
- Travel north on Highway 165 South to 22nd Street (first stop light)
- Turn left (west)
- Travel west through two stop lights to the corner of 22nd and Columbus (past the bowling alley, between the First Baptist Church and Trinity Assembly of God Church).
- Turn right (north) and travel the equivalent of three blocks.
- War Memorial Training Center is at ten corner of 20th and Columbus.



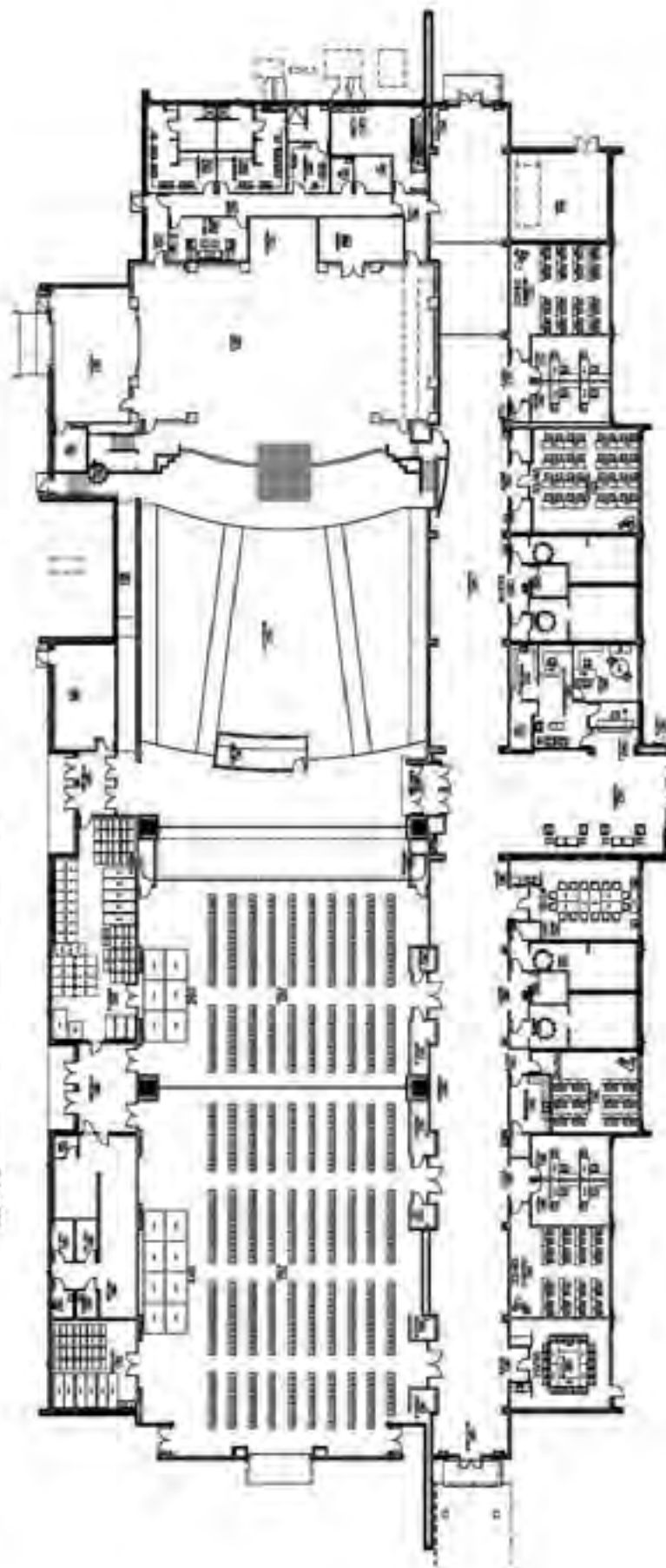
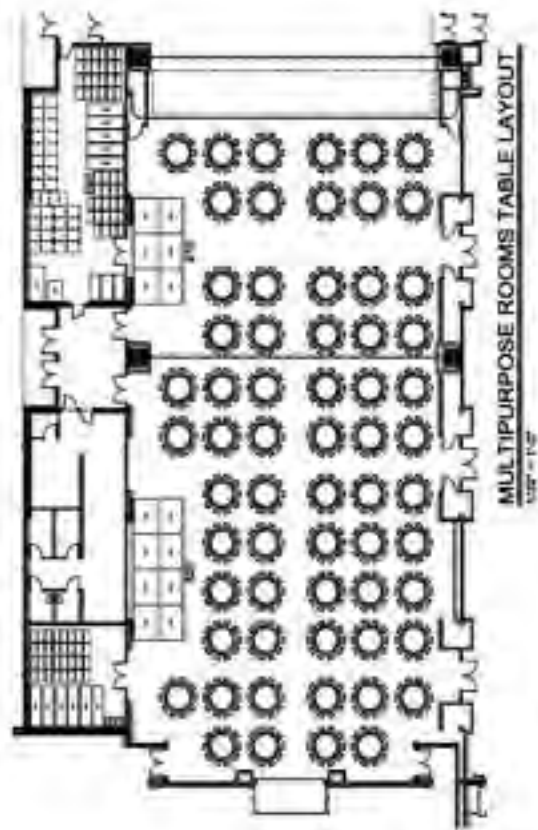
B Wing



STUTTGART CAMPUS

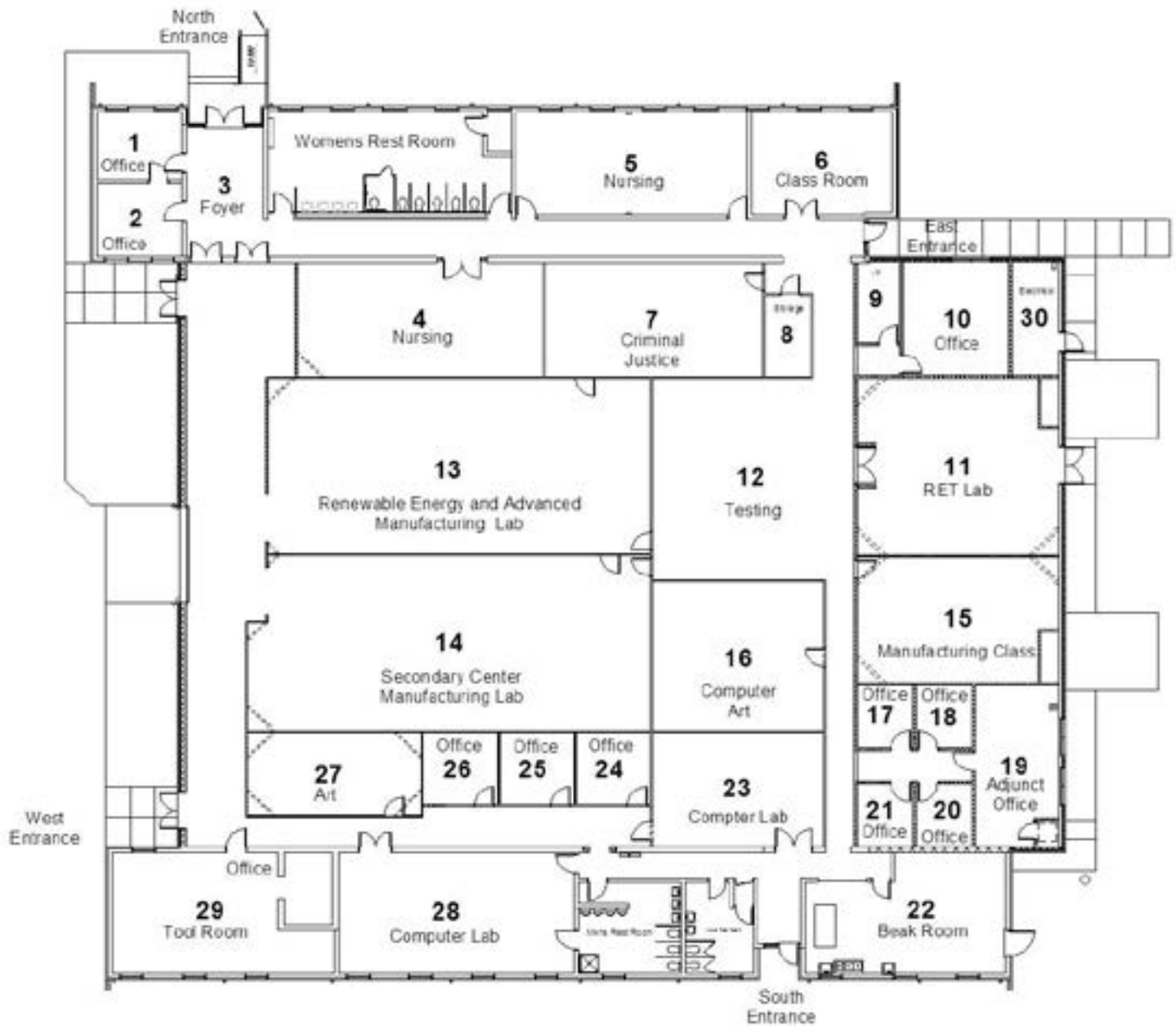


C Wing



Stuttgart Campus-Grand Prairie Center

Stuttgart Campus War Memorial Training Center



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Summer 2019 Calendar

Summer I 2019

May 28 (T)Last Day to Register for Online Classes

*May 29 (W)Summer I begins

May 30 (TH)Last day for 100% refund

June 18 (TH)Last day to drop and receive a “W”

June 25 (TH)Last day to receive an “EW”

July 3 (W)Summer I ends (Last day of class; final grades dues 4:30 p.m.)

July 4 (TH)July 4th holiday

Summer II 2019

*July 8 (M)Summer II begins

July 9 (T)Last day for 100% refund

July 25 (TH)Last day to drop and receive a “W”

Aug 1 (TH)Last day to receive an “EW”

August 8 (TH)Summer II ends (Final grades due by 4:30 p.m.)

Summer I Extended 2019

*May 29 (W)Summer I Extended begins

May 30 (TH)Last day for 100% refund

June 1 (F)Registration ends

July 2 (T)Last day to drop and receive a “W”

July 4 (TH)July 4th holiday

July 9 (T)Last day to receive an “EW”

July 16 (T)Summer I Extended ends (Final grades due by 4:30 p.m.)

Summer Online 2019

May 28 (T)Last Day for Online Registration

May 29 (W)Online Classes Begin

July 24-25 (W,TH)..Final Exams

July 30 (T)Grades Due

2018-2019
College Catalog

DESK COPY



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