

U of PHILLIPS



# 2024-25 CATALOG

DESK COPY





2024 - 2025

## College Catalog

### Mission Statement

Phillips Community College of the University of Arkansas is a two-year college serving the people of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a foundation for a better life for all.

### One College, Three Campuses

PCCUA offers three campus locations for the convenience of students all over south Arkansas. Choose the campus that works best for your location and degree choice. PCCUA in DeWitt, Stuttgart, or Helena West-Helena, Arkansas. Or online!

DeWitt Campus	Helena - West Helena Campus	Stuttgart Campus
1210 Rice Belt Ave. DeWitt, AR 72042 870-946-3506	1000 Campus Drive P.O. Box 785 Helena, AR 72342 870-338-6474	2807 Hwy. 165 South Box A Stuttgart, AR 72160 870-673-4201

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# General Information

## 2024-2025 Academic Calendar

### Fall Semester 2024

Date	Event
August 12 (M)	Reporting day for Faculty/Staff-Awards Breakfast (offices closed)
August 13 (T)	Registration (8:00 am - 6:00 pm)
<b>August 13 (T)</b>	<b>Last Day for Online Course Registration</b>
August 14 (W)	Orientation for all new and returning students (Helena-West Helena); Nursing Orientation in Helena (All students admitted to the ADN Program.); Nursing Orientation in DeWitt (All students admitted to the PN Program.)
August 15 (TH)	Orientation for all new and returning students (Arkansas County Campuses Only); Technology Orientation (Helena Campus)
<b>August 19 (M)</b>	<b>Day &amp; evening classes begin, Fast Track 1 begins, Online classes begin</b>
August 26 (M)	Last day for 100% refund
September 2 (M)	Labor Day Holiday (no classes, offices closed)
September 4 (W)	Last day to complete application file for current semester/Last day for 50% refund
<b>October 14-15 (M &amp; T)</b>	<b>Online Midterm Proctored Exams &amp; Fast Track 1 Final Exams</b>
<b>October 15 (T)</b>	<b>Online Midterm Advisory Grades due &amp; Fast Track 1 ends</b>
<b>October 16 (W)</b>	<b>Fast Track 2 Begins</b>
October 25 (F)	Faculty/Staff In-Service (no day classes but evening and weekend classes meet) (offices closed)
November 1 (F)	Last day to drop and receive a "W"
November 4 (M)	Spring registration begins
November 25-29 (M-F)	Faculty and students do not report (no classes, offices open Nov. 25-27)
November 28-29 (TH & F)	Thanksgiving Holiday (no classes, offices closed)
December 2 (M)	Offices open, classes resume (8:00 am)
December 2 (M)	Last day to receive an "EW"
<b>December 4, 5, 6 (W, TH, F)</b>	<b>Online Final Proctored Exams &amp; Fast Track 2 Final Exams</b>
December 5 (TH)	Last day for classes
December 6 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
December 9-12 (M, T, W, TH)	Day, evening, and night exams begin
<b>December 17 (T)</b>	<b>End of Term (additional work must be completed, Independent Study and Incomplete forms must be on file)</b>
December 19 (TH)	Final grades due (12:00 noon)
December 20 (F)	December Graduation (no commencement)
December 20 (F)	Offices closed from 4:30 pm until 8:00 am on 1/3/25 (F)

### Spring Semester 2025

Date	Event
January 3 (F)	Offices open
<b>January 8 (W)</b>	<b>Reporting day for faculty (8:00 am); Faculty/Staff In-Service</b>
January 9 (TH)	Registration (8:00 am - 6:00 pm) ( <b>Last Day for Online Course Registration</b> )
<b>January 13 (M)</b>	<b>Day &amp; evening classes begin, Online &amp; Fast Track 1 Classes begin</b>
January 20 (M)	Martin Luther King Holiday (no classes, offices closed)

Date	Event
January 21 (T)	Last day for 100% refund
January 29 (W)	Last day to complete application file for current semester/Last day for 50% refund
February 21 (F)	Faculty/Staff In-Service (no day classes but extended day and evening classes meet)
<b>March 5 &amp; 6 (W &amp; TH)</b>	<b>Online Midterm Proctored Exams &amp; Fast Track 1 Final Exam</b>
<b>March 11 (T)</b>	<b>Midterm advisory grades due, Online Midterm grades due (4:00 pm) &amp; Fast Track 1 Ends</b>
<b>March 12 (W)</b>	<b>Fast Track 2 begins</b>
March 24-28 (M-F)	Spring Break
March 28 (F)	Spring Break Friday (no classes, offices closed)
March 31 (M)	Classes resume (8:00 am)
April 3 (TH)	Last day to drop and receive a "W"
April 3 (TH)	Summer & Fall registration begins
April 24 (TH)	Last day to receive an "EW"
May 1 (TH)	Last day for classes
May 2 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
<b>May 5 &amp; 6 (M &amp; T)</b>	<b>Online &amp; Fast Track 2 Final Proctored Exams</b>
May 5 - 8 (M-TH)	Day and evening exams begin
<b>May 8 (TH)</b>	<b>End of Term (additional work must be completed, Independent Study and Incomplete forms must be on file) by the end of the day</b>
May 12 (M)	Final grades due (12:00 noon)
May 15 (TH)	Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 16 (F)	Graduation Phillips Cty. at the Hendrix Fine Arts Ctr.in Lily Peter Audit. (7:00 pm)
May 26 (M)	Memorial Day Holiday (offices closed)

## Summer Terms 2025

### Summer I 2025

Date	Event
<b>May 28 (W)</b>	<b>Last Day to Register for Online Courses</b>
May 28 (W)	Summer I Begins & Online Classes Begin
May 29 (TH)	Last day for 100% refund
June 19 (TH)	Juneteenth-College Celebration (College open)
June 23 (M)	Last day to drop and receive a "W"
July 1 (T)	Last day to receive an "EW"
<b>July 3 (TH)</b>	<b>Last Day of Classes for Summer I Face to Face-Summer Classes End</b>
July 4 (F)	July 4th- Holiday (no classes scheduled for Fridays)
July 7 (M)	Summer I Face to Face Class Grades Due by 4:30 p.m.-Online courses continue

### Summer I Extended and Online 2025

Date	Event
May 28 (W)	Summer I Extended begins
May 29 (TH)	Last day for 100% refund
June 19 (TH)	Juneteenth-College Celebration (College open)
June 23 (M)	Last day to drop and receive a "W"
July 4 (F)	July 4th Holiday (no classes scheduled for Fridays)
July 7 (M)	Last day to receive an "EW"
July 16 & 17 (W & TH)	Online Proctored Exams
July 22 (T)	Summer I Extended and Online ends (Final grades due by 4:30 p.m.)

## Summer II 2025

Date	Event
July 7 (M)	Summer II begins
July 8 (T)	Last day for 100% refund
July 24 (TH)	Last day to drop and receive a "W"
Aug. 1 (F)	Last day to receive an "EW"
August 4 (M)	Summer II ends (Final grades due by 4:30 p.m.)

\*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.)

## A Message from the Chancellor

THREE WORDS: RIDGE RUNNER BASKETBALL! That sums up what has been the topic of conversation for a couple of years now as we announced major news for athletics here. Welcome to Phillips Community College of the University of Arkansas (PCCUA), where we excitedly await the kickoff of the first collegiate basketball season we have had in over 32 years in what looks like a brand-new facility with brand-new equipment! We have hired two outstanding coaches, whom we have introduced to the community, and they have hit the ground running recruiting players from all over the country, organizing each of their basketball programs, and will soon begin conditioning our newest recruits in preparation for our upcoming season this fall. We can hardly wait to see our men and women players in action on the court and our stands full of supporters, once again!

Aside from athletics, you will find that we are uniquely designed to meet the needs of all of the students we serve in our three-campus district. Our qualified faculty are fully committed to supporting you throughout your academic journey and genuinely care about the well-being of each student. PCCUA continues to be at the top in current state community college rankings by BestColleges.com and Intelligent.com. We are ranked among the very best simply because we are the best at what we do. Our overall goal is to create an environment and college experience where students thrive intellectually and personally, which allows them to take important steps toward building a stronger presence for themselves. Seeing their courage and determination each semester we are reminded of the importance of what we do. As the first community college in the state of Arkansas, we have a lot of experience on our side, and our membership in the University of Arkansas System further allows us to help our students reach their full educational potential upon graduating from Phillips.

As you embark on this exciting journey, I want you to remember that you are not alone. Our campus communities are inclusive and very supportive. Here, you will find classmates, faculty, and staff, who are passionate about helping you succeed. Once again, I welcome you to PCCUA, and we look forward to playing a part in the educational journey that will shape your future.



G. Keith Pinchback, Ed.D.  
Chancellor



# 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, Rowdy Rents 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 21 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  
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

## **TEACHING**

Teaching-AAT  
Teaching-TC  
Teaching-CP

## **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  
    Accounting-CP  
    Business-CP  
Information Systems Technology-AAS  
    Maintaining and Managing PC's-CP  
    MS Operating Systems Desktop Support-CP  
    Cyber Security-CP  
    Programming/Coding-CP  
Medical Office Technology-AAS  
    Medical Coding-CP

### **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**

Cosmetology  
    Cosmetology-TC  
    Manicuring-CP  
Graphic Communications-AAS  
Graphic Communications-TC  
Graphic Communications-CP

### **Industrial Programs**

Advanced Manufacturing-TC  
Advanced Manufacturing-CP  
Agri Mechanics and Equipment/Machine Technology-CP  
CDL/Truck Driving-CP  
Construction Technology-AAS  
Construction Technology-TC  
Construction Technology-CP  
General Technology-AAS  
Heating, Ventilation & Air Conditioning-CP  
Heavy Equipment Operations-CP  
Horticulture Operations-CP  
Welding Technology-TC  
Welding Inert Gas-CP  
Welding Mild Steel-CP  
General Welding Techniques-CP

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

# Articulation Agreements

## **ARTICULATED BACCAULAUREATE PROGRAMS**

BS-Medical Technology

UA-Medical Sciences

AR Progression Model

UAMS RN to BSN

UCA RN to BSN

*PCCUA Assoc. of Arts Business to UA Monticello Bachelor of Bus. Administration*

*PCCUA Assoc. of Applied Science in Business Management to UA Monticello Bachelor of Applied Science*

*PCCUA Assoc. of Applied Science in Information Systems Technology to UA Monticello Bachelor of Applied Science*

*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 Arkansas at Monticello*

*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.

## **BACCALAUREATE ON-LINE DEGREES**

RN TO BSN

AR Tech, ASU, SAU, UAF, UAFS, UALR, UAMS, UCA

## **BACHELOR/MASTER DEGREES OFFERED AT PCCUA CAMPUSES**

Bachelor of Applied Science

UA Fort Smith

# College Mission

Phillips Community College of the University of Arkansas is a two-year college serving the people of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a foundation for a better life for all.

# 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...

- Students begin planning a career or academic experience early in life.
- High school students see it as a first choice for education and training.
- Student admissions, registration, and enrollment is easy.
- High quality teaching and learning experiences allow all students to succeed.
- Exceptional programs and services meet the needs of the students, community, and region.
- Barriers and obstacles which many students face are removed.
- Exceptional state of the arts technology and distance learning infrastructure is provided.
- The college is responsive to the needs of the community, even in times of crisis.
- Economic development and industry training preparing students for the workforce is a priority.
- Engaging in the lives of its students, employees, and community is a priority.
- The community views it as a partner, resource, and change agent.
- Faculty and staff are provided with professional development, training opportunities, and a positive work environment so they can ensure the best instruction, support for learning, and services.

Imagine a college all people want to attend and a college where everyone wants to work and that is the college we want to be.

## 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.

## 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 Nursing program at Phillips Community College of the University of Arkansas at Helena-West Helena campus located in Helena-West Helena, Arkansas is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>.

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.

The PCCUA concurrent enrollment program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), P.O. Box 578, Chapel Hill, NC 27514, (919) 593-5205.

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.

## Curricula

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### 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, Technology 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 distance learning format. The majority of the distance learning courses are web-based; however, the College delivers a few courses via interactive video technologies. 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

- To access your PCCUA online course, you will log into your My RidgeNet account.



- To access your My RidgeNet account, click on My RidgeNet from the Phillips' home page.
- Enter your username (first initial + last name + last 4 digits of your student ID number@pccua.edu, for example: jdoe1234@pccua.edu)
- Enter your password which is your full date of birth (MMDDYYYY).
- Click on "Login".
- Click on the "BlackBoard" icon

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

## Virtual Technology Academy

Through funding from a Department of Education Title III grant, PCCUA established a Virtual Technology Academy to support faculty, staff and students in digital literacy and technology. The Academy is located on the Helena campus in C204 but provides support to all campuses in person or through virtual technologies. At least 3 workshops are provided each semester for faculty and students on a variety of technology aimed at improving digital literacy and success in online courses. Faculty and students are welcome to drop in the Academy during normal business hours for assistance with basic computer skills, online course orientation or software issues. For a list of upcoming workshops visit: <https://www.pccua.edu/technology-academy/>.

## 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.

## Core Competencies of Graduates

All students receiving an associate degree from PCCUA will possess the following STACC Core Competencies:

- **Social and Community Responsibility:** Behavior that demonstrates adherence to legal/ethical standards established by society. An individual engaged in social and civic responsibility demonstrate.
- **Technology Utilization:** Use of tools of the trade to achieve a specific outcome. A person who is competent in technology and information literacy recognizes how and what technology to use and when information is needed and has the ability to locate, evaluate, and use it effectively.
- **Analytical and Critical Thinking and Reasoning:** Modes of reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes. A competent analytical and critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act.
- **Communication:** The interactive process through which there is an exchange of verbal and/or nonverbal information. A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood.
- **Cultural Competency:** Commitment to diversity, equity and inclusion within the context of cultural engagement and understanding, acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next and one culture to another. A commitment to diversity, equity, and inclusion increases access and assures a better chance to succeed.

## High School Enrollment Programs

### 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 available for high school students eligible to enroll in college courses. Students take classes for college credit and these classes are typically taught on the high school campus by a high school instructor. Some concurrently enrolled students can earn a Certificate of General Studies or an Associate of Arts degree while in high school.
2. PCCUA Secondary Area 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--Criminal Justice, Medical Professions, Advanced Manufacturing and Welding. Helena-West Helena Campus-- Advanced Manufacturing,

Computer Engineering, Criminal Justice and Medical Professions Education. Stuttgart Campus--Criminal Justice, Medical Professions Education and Advanced Manufacturing. \*\*The DeWitt Campus also offers a variety of AG concurrent courses that do not fall under the above listed Technical Center programs.

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 & Continuing Education

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Community Service and Continuing Education are an important outreach for Phillips Community College of the University of Arkansas. 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:

- Continuing education opportunities for individuals wanting to upgrade their present skills or explore new occupational opportunities.
- Cultural and community enrichment programs for individuals or groups seeking to enhance the quality of community life.
- Resources for business, industry, and professional groups needing to supplement their own training and development programs.

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, 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.

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

## Student Services

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Phillips Community College utilizes a holistic student developmental approach to ensure a successful and supportive learning environment for all students. Services that support students in navigating the community college experience include (1) Admissions, (2) Registration and Records, (3) Testing and Placement, (4) orientation, (5) academic advising, (6) disability services, (7) academic and social student support services, and (8) student activities and organizations. These services offer students the opportunity to create wonderful learning experiences that will broaden their personal perspectives through self-assessment, social experimentation, and examination.

## Objectives of Student Services

- To conduct testing and assessment for identification of student characteristics.
- To offer placement services to occupational/vocational students.
- To provide students with information regarding admissions, appropriate academic advisement, as well as to make referral to appropriate offices as needed by the student.
- To provide academic, social, and career advising to students.
- To coordinate enriching student involvement opportunities for all students.

## Admission Requirements

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A student seeking admission to any curriculum of the catalog must complete the following process:

- Complete an application for admission which may be obtained from the Admissions/Student Services offices or online at <https://pccua.edu/apply-now/>.
- Provide an official high school transcript with graduation date, or official GED scores. Students that have attended other Colleges must also provide official transcripts from all schools attended.

- All students born after January 1, 1957, must provide proof of two (2) MMR vaccines or positive titers. Serologic testing is only applicable to Hepatitis B virus, Measles, Mumps, Rubella and Varicella. Any individual who has immunity to Hepatitis B virus, Measles, Mumps, Rubella and/or Varicella, as documented by appropriate serological testing, shall not be required to have the vaccine for that disease. A copy of the serological test should be submitted to the Arkansas Department of Health, Immunization Section, along with a letter requesting that the serological test be accepted as proof of immunity in lieu of receiving vaccine for the disease indicated on the serological test. After review by the Medical Director, Immunization Section, a letter indicating approval or denial will be sent to the individual, parent, or guardian, and it will be that person's responsibility for informing the childcare facility, school, or college/university. For approvals, annual approval is not required and a copy of the letter will be placed in the student's permanent file. For denials, the student must receive the required immunization or request an exemption.
- Students that have not scored 19 or higher on the English, Math, and Reading portions of the ACT must provide other approved placement scores in the deficient area(s). PCCUA administers the NG ACCUPLACER placement exam at no charge. Appointments to take the exam may be made by contacting the DeWitt campus at (870) 946-3506 ext. 1602, the Helena-West Helena campus at (870) 338-6474 ext. 1134, or the Stuttgart campus at (870) 673-4201 ext. 1828.
- Students applying for financial aid may contact the DeWitt campus at (870) 946-3506 ext. 1607, the Helena-West Helena campus at (870) 338-6474 ext. 1258, or the Stuttgart campus at (870) 673-4201 ext. 1822.
- Students parking on campus are required to display a parking permit. New permits are issued before each fall semester.
- After registering for classes, students must obtain a current student ID.
- Students will receive an email account.

For questions about admissions requirements, please contact the DeWitt campus at (870) 946-3506 ext. 1614, the Helena -West Helena campus at (870) 338-6474 ext. 1337, or the Stuttgart campus at (870) 673-4201 ext. 1806.

## 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 audited 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 auditing a course are the same as for taking credit courses.

## Placement Testing

Students must achieve a score of 19 or higher on each of the math, English, and reading portions of the ACT to enroll in college-level courses such as English & Math. Students who have not achieved a score of 19 or higher on each of the math, English, and reading portions of the ACT must provide other approved placement test scores in the deficient area(s). Students scoring below the standard are required to enroll in the appropriate developmental courses during their first semester, and remain in such courses until they have successfully completed the developmental sequence.

Students enrolled in and whose listed major is a Certificate of Proficiency (CP) program that does not require English, math or reading courses are not required to provide test scores. After completing the CP, if the student wants to pursue a technical certificate or associates degree, the student will be required to provide test scores.

Students may take the NG ACCUPLACER test at no charge on all three campuses. Before taking the test, students are offered the opportunity to prep by way of accessing the following link: <https://accuplacer.collegeboard.org/> during which areas that need improvement are identified and reviewed. Students can receive personal and computerized assistance in these areas in order to maximize their NG ACCUPLACER test scores. Higher scores on the NG ACCUPLACER test may result in fewer classes needed to complete a degree or certificate.

## 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 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.

## 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.

Approved General Examinations			
General Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
Mathematics Skills Content	MS 123/MATH 11003 (MATH 1103) when both subscores equal or exceed	52	3
English	EH 113/ENGL 10103 (ENGL 1013)	50	3
Composition*	EH 113/ENGL 10103 & EH 123/ENGL 10203 (ENGL 1013/1023)	50	6
*90 minute multiple choice college composition modular test for EH 113/ENGL 10103 (ENGL 1013) credit. 90 minute modular test and a writing assessment with a minimum score of 50 for EH 113/ENGL 10103 & EH 123/ENGL 10203 credit (ENGL 1013/1023).			
Approved Subject Examinations			
American Government	PLS 213/PLSC 20003 (PLSC 2003)	65	3
American History I	HY 213/HIST 21103 (HIST 2113)	54	3
American History II	HY 223/HIST 21203 (HIST 2123)	56	3
Calculus with Elementary Functions	MS 215/MATH 24005 (MATH 2405)	65	5
College Algebra	MS 123/MATH 11003 (MATH 1103)	53	3
General Biology	BY 114/BIOL 10004 (BIOL 1014)	50	4
General Chemistry	CY 114 (CHEM 14104/CY 124/CHEM 14204 (CHEM 1414/1424))	65	8
General Psychology	PSY 213/PSYC 11003 (PSYC 1103)	58	3
Introductory Business Law	BAN 233/BLAW 20303 (BLAW 2003)	60	3

Approved General Examinations			
Introduction to Management	BMGT 233/BUSI 23333 (BUSI 2103)	56	3
Introductory Macroeconomics	ES 213/ECON 21003 (ECON 2103)	54	3
Introductory Microeconomics	ES 223/ECON 22003 (ECON 2203)	55	3
Introductory Sociology	SY 213/SOCI 21363 (SOCI 1013)	59	3
World Civilizations I	HY 163/HIST 11103 (HIST 1113)	57	3
World Civilizations II	HY 173/HIST 11203 (HIST 1123)	57	3
Information Systems and Computer Applications	CT 113/CPSI 10103 (CPSI 1003)	60	3

PCCUA also offers prior learning experience credit. See the Vice Chancellor for Student Services and Registrar to discuss this option.

- **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.

## Student Resources

### Advising

Phillips Community College of the University of Arkansas is committed to ensuring academic success and personal student development by providing resources, support and assistance to students through the creation of individualized success plans which include the clarification of personal goals and discovering the best means of achieving those goals. Additionally, the advisement function at PCCUA initiates the process of career and self-exploration with trained advisors who provide general information and expertise in their fields.

Students are generally assigned to advisors on the basis of their academic major. Students who express a high degree of uncertainty about career goals and their choice of majors will be assigned to the professional advisor on each campus. Once undecided students have become more definite about their career plans, they are reassigned to an appropriate advisor in their major.

### 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. It is the student's responsibility to self-disclose the disability to the Disability Coordinator. Disability Coordinators for each campus: Shawanna Wansley - DeWitt Campus; Deborah Gentry - Helena-West Helena Campus; and Valerie Colvin - Stuttgart Campus.

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. [www.pccua.edu/disability-services/](http://www.pccua.edu/disability-services/).

### 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.

### Career Closet

Students can obtain gently worn, professional-looking clothing free of charge for interviews or other job related meetings. Both men's and women's attire are available. The Closet is located in the Bonner Student Center in Helena. Contact Shawndus Gregory,



ext. 1116 or email [sgregory@pccua.edu](mailto:sgregory@pccua.edu). The DeWitt Career Closet is located in room D107. Contact Kalli Manis, ext. 1602 or email [kmanis@pccua.edu](mailto:kmanis@pccua.edu). The Stuttgart Career Closet is located in the Administration Suite. Contact ShaRhonda Thomas, ext. 1814 or email [sthomas@pccua.edu](mailto:sthomas@pccua.edu).

## 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 Bonner Student Center. In Stuttgart, the pantry is located in A115. In DeWitt, the pantry is located near the Student Center in room D107.

## Student Activities and Organizations

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

**Baptist Collegiate Ministry** (Helena-West Helena Campus) is a group of students who meet weekly in the Bonner Student Center for their religious growth. Contact [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu).

**Book Club** (Helena-West Helena Campus) is a book club for students, faculty and staff who enjoy reading and having socialization experiences outside of the classroom experiences. Campus Contact: [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu)

**Executive Leadership Student Council** (All Campuses) gives a voice to the student body as well as serves as a liaison for the students to the Faculty, Staff, and Administration of the College. It is the responsibility of the organization to advocate for students by influencing how the College addresses challenges, barriers to student success, and offer student's support and resources as needed to ensure a conducive academic and social learning environment for students. Campus Contact: [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu)

**Fellowship of Christian Athletes** (Stuttgart Campus) FCA is focused on servicing local communities by engaging, equipping and empowering athletes to unite, inspire and change the world through the gospel. Campus Contact: [amichael@pccua.edu](mailto:amichael@pccua.edu)

**Gaming** (Stuttgart Campus) This club provides a safe space for students to express themselves through gaming and allows development of teamwork, creativity, critical thinking, and leadership skills. Campus Contact: [ksimpson@pccua.edu](mailto:ksimpson@pccua.edu)

**Intramural Activities** program provides an opportunity for students to participate in supervised, competitive activities between groups to build group learning, communication, critical thinking, and leadership skills.

**Men Enrolling Toward Advancement (META)** (Helena-West Helena Campus) is a peer support group for minority males on the Helena-West Helena campus. META members develop leadership and communication skills, as well as participates in service learning opportunities, and student programming on campus. Campus Contact: [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu).

**Multicultural Student Organization** (ALL Campuses) The mission of the Multicultural Student Organization is to provide the opportunity for multiple cultures of students to assemble for the purpose of increasing cultural awareness, to promote social justice, cultivate inclusiveness on campus, and to formulate a mutual respect for diversity. Campus Contact: [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu).

**Non-Traditional Student Association** (ALL Campuses) The mission of the Non-Traditional Student Association is to provide non-traditional students with a community of support and education from peers with similar work and life experiences. This organization will improve student orientation and transition to the college environment, as well as improve student retention. Non-traditional students are defined as part/full-time employees, 25 years of age or older, veterans, and students who are parents and/or are married. Campus Contact: [swansley@pccua.edu](mailto:swansley@pccua.edu).

**PCCUA Gym** (Helena Campus) The PCCUA Fitness Center which consists of 13,998 square feet of space including a "Fitness Center" which has 3,262 square feet, a "Cardio Room" which has 858 square feet, a "Yoga Stretch Room" at 144 square feet, a "Weight Room" that has 2,260 and at "Gym Floor" that is 7474 square feet.

**Phi Theta Kappa** recognizes and encourages scholarship, as well as provides opportunities for leadership, fellowship, and service. To be eligible for membership, a student must have earned a 3.5 GPA on 12 hours or more of course work leading to an associate degree. Campus contacts: Dr. Tarsha Smith ([tsmith@pccua.edu](mailto:tsmith@pccua.edu)) - Helena-West Helena Campus; Thomas Moss ([tmoss@pccua.edu](mailto:tmoss@pccua.edu)) and Rosary Fazende-Jones ([rfazende@pccua.edu](mailto:rfazende@pccua.edu)) - Stuttgart Campus; Tracie Karkur ([tkarkur@pccua.edu](mailto:tkarkur@pccua.edu)) - DeWitt Campus.

**Student Activities** (All Campuses) are considered a vital part of campus life. They are planned on each campus during the fall and spring semesters that include academic and social activities for increased student engagement on campus. Campus Contact: [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu).

**Student Ambassadors** (DeWitt and Stuttgart Campuses) are selected to represent the College at various activities at the campus and in the community. Campus Contact: DeWitt--Jennifer Miller (jmiller@pccua.edu); Stuttgart--Tonya Horner (thorner@pccua.edu).

**Trailblazers** (ALL Campuses) A group for students who are the first members of their family to attend college. Students have the opportunity to extend their support system, build community in the college setting, and add to their personal and professional resources. Themes of the group include: navigating college successfully, balancing personal and academic lives, understanding finances, managing responsibilities, identify development, and empowerment. Campus Contact: kjohnson@pccua.edu

**Women in Cyber Security (WiCyS) Student Chapter** (Helena & Stuttgart Campuses) The mission of the PCCUA WiCyS Student Chapter is to promote women's education, participation, and leadership in the field of cybersecurity. Campus Contact: Charlotte Purdy (cpurdy@pccua.edu).

## Free Speech and Expressive Activities

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The University of Arkansas System recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University of Arkansas System recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment), violations of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted. For more information, please see PCCUA Board Policy:

<https://www.pccua.edu/free-speech-expressive-activities/>.

## Library

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Library services at the Helena-West Helena Lewis Library and the DeWitt and Stuttgart campuses offer the latest technology including an online catalog accessible on 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 available 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 to checkout materials and use computers. Items may be borrowed for two weeks with one sequential renewal 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, Wifi capability, and copy services are available on all campuses.

## Student Support Services

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Student Support Services is a TRIO program designed to motivate and support students in their academic endeavors.

**SSS Goal** The goal of the SSS program is to raise the academic progress and performance levels of low income, disabled, and first-generation college students, as well as to retain and successfully complete their educational programs for transference into four-year institutions. Eligibility for the program include being a first-generation college student, meet the federal low-income guidelines as noted by the Department of Education, have a documented disability, being homeless, and exiting the foster care system. The academic services and social support provided by the program yields a great impact on students' persistence and retention. Services that are provided to participants through the SSS program include:

- Advising & course selection
- Financial aid counseling/assistance
- Transfer information/assistance
- Career exploration
- Peer/computer-assisted tutoring
- Peer mentoring
- Advocacy with staff and faculty

Applications may be obtained in Room C302 in the Arts and Sciences building on the Helena-West Helena campus, Room A106 on the DeWitt campus, and Room B123 on the Stuttgart campus. Contact Von Daniels at ext. 1110 for information regarding SSS for all campuses.

These services are provided free of charge to SSS participants.

## Arkansas Career Pathways

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Career Pathways is sponsored by the Arkansas Department of Higher Education. Qualified applicants are eligible to receive child care support, gas vouchers, tuition assistance, academic supplies, testing fees, and much more. Qualified applicants are determined via the following income categories:

- Custodial or noncustodial parents of a dependent child residing in Arkansas and under the age of 21, and whose income is less than 250% of FPL. This includes custodial and noncustodial parents, parents who are justice-involved (currently or previously incarcerated), or minor parents who are not head of household.
- Current (or former) TEA, SNAP, Medicaid or ArKids whose income is less than or equal to 250% of FPL guidelines.

If an applicant qualifies through one of the government benefit categories, income does not have to be verified.

For more information contact: Kim Rawls, [krawls@pccua.edu](mailto:krawls@pccua.edu), 870-946-3506 ext. 1690, Shawndus Gregory, [sgregory@pccua.edu](mailto:sgregory@pccua.edu), 870-338-6474 ext. 1116 or Toni Carter, [tcarter@pccua.edu](mailto:tcarter@pccua.edu), 870-673-4201 ext. 1886.

## Rowdy Rents

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PCCUA offers students the ROWDY-RENTS Textbook Rental Program. This program allows students to rent textbooks at the low rate of \$22 per credit hour. ROWDY-RENTS rental textbooks are available for pickup in the Library on all three campuses.

- ROWDY-RENTS is available to ALL students
- ACCESS to all textbooks before the first day of class
- LOWER, CONSISTENT PRICES on all of your textbooks
- The cost of your textbooks can be included on your STUDENT ACCOUNT regardless of financial aid
- Rental fee only \$22 per credit hour, including sales tax!!

Important Notes:

- All textbooks for a student's schedule must be rented through the program. Students cannot pick and choose which textbooks they rent.
- Students must complete an Opt-Out form if they do not wish to participate in the program.
- Students must either "opt-in" or "opt-out", meaning they will rent all or none of their textbooks from the College. Students will not be charged for courses which do not require a textbook. If a student wishes to purchase their textbooks, they must purchase them from external book vendors such as Amazon, Chegg, etc.
- Before purchasing a textbook, check with your program advisor because some programs, especially Allied Health, require specific editions and lab kits.

## The Phillips Community College of the University of Arkansas Foundation Fund

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### Our Mission

The Phillips Community College of the University of Arkansas (PCCUA) Foundation Fund was established to seek and secure non-traditional - resources beyond state and local appropriations - for Phillips Community College, for the purposes of (a) supporting educational excellence with the institution, and (b) guaranteeing excellence in service to the residents of Arkansas and Phillips Counties.

### 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.

Phillips Community College 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 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 PCCUA Foundation Fund 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 achieve the College's mission.

Anyone may support the Phillips Community College UA Foundation Fund in its effort to shape the college's future through philanthropy. Your gift is tax deductible.

## Foundation

The PCCUA Foundation Fund was established in January of 2020 after the Phillips Community College Foundation, Inc., was dissolved. The Foundation is a subsidiary organization of the University of Arkansas (UA) Foundation, Inc., and was created by PCCUA to continue to secure philanthropic support for PCCUA. The University of Arkansas Foundation, Inc., is a non-profit organization created under and by the laws of the State of Arkansas for charitable and educational purposes to manage and invest private funds raised by and for the benefit of campuses, divisions and units in The University of Arkansas System. The Corporation is exempt from federal income tax under section 501(c)3 of the Internal Revenue Code. It is separate from the University of Arkansas System and is not supported by state funds.

## Gifts to the PCCUA Foundation Fund

Contributions can be made through:

### Monetary Gifts

Donations by cash or check. Checks made payable to Phillips Community College UA Foundation Fund. Securities – Donations of stocks, bonds, and other negotiable securities. Contact the Campus Development officer for more information.

### Gifts of Trusts, Insurance, Wills, and Annuities

Contact the Campus Development Officer for more information. See Officers below.

### Scholarships

Scholarships are awarded to students enrolled at PCCUA. Donors can establish annual or endowed scholarships. Endowments award scholarships in perpetuity.

### Honorarium and Memorial Gifts

Donations in honor or memory of an individual or group may be designation to any division of the College.

DeWitt Campus	Helena-West Helena Campus	Stuttgart Campus
Savanna Bronson	Rhonda St. Columbia	Kylia Neasley
1210 Rice Belt Avenue	P.O. Box 785	2807 Hwy., 165 South, Box A
DeWitt, AR 72042	Helena, AR 72342	Stuttgart, AR 72160
(870) 946-3506, ext. 1608	(870) 338-6474, ext. 1130	(870) 673-4201, ext. 1801
fax: (870) 946-2644	fax: (870) 338-7542	fax: (870) 673-8166
sbisswanger@pccua.edu	rhonda@pccua.edu	kneasley@pccua.edu

## Tuition & Fees

### Tuition

Full-time Students (15 credit hours or more)	
Phillips/Arkansas County resident	\$1155.00
Out-of-District resident (Coahoma, DeSoto, Tunica, Quitman and Bolivar County residents of MS and Shelby County, TN are classified as "out-of-district" rather than "non-Arkansas.")	\$1365.00
Non-Arkansas resident	\$1740.00

**Full-time Students (15 credit hours or more)****NOTE: Credit hours are capped at 15 hrs.****Part-time Students (less than 15 credit hours)**

Phillips/Arkansas County resident: (per semester hour)	\$77.00
Out-of-District resident: (per semester hour)	\$91.00
Non-Arkansas resident: (per semester hour)	\$116.00

**Fees**

Special Services Fee \$10.00 (per credit hour)	(\$150.00 max)
Technology Fee \$9.00 (per credit hour)	(\$135.00 max)
Publication Fee (3 or more credit hours)	\$10.00
Security Fee \$10.00 (per credit hour)	(\$150.00 max)
Facility Fee \$6.00 (per credit hour)	(\$90.00 max)
Online Courses \$10.00 (per credit hour)	(\$150.00 max)

**Course Fees**

Nursing Testing Fee (per semester)	\$40.00
Allied Health Program Fees:	
EMT, Nursing, Medical Laboratory Technician, and Phlebotomy course	\$50.00
EMT Materials Fee	\$150.00
Occupational Therapy Asst. Fee	\$500.00
Registry Exam Fee (PLB 114/ALHE 11404)	\$135.00
Registry Exam Fee (MLS 213/MLSC 21303)	\$215.00
First Aid Certification & Materials Fee (PE 243/PEAC 24343)	\$30.00
Developmental Math Software Fee (MS 1023/MATH 10373)	\$125.00
Lab Fee--Biology, Chemistry & Physical Science courses (Does not cover damage or breakage to non-expendable equipment)	\$10.00
Printing	\$10.00
Commercial Truck Driving (TD 104/TRDR 10404)	\$1,000.00
Construction Trades Program One and Two Fee	
(CC103/CTTE 10043)	\$250.00
(CC113/CTTE 11363)	\$250.00
Cosmetology Kit	\$900.00
Early Childhood Education Field Study & CDA Testing	
(ECD 1001/ECED 20071)	\$350.00
(ECD 1101/ECED 21061)	\$375.00
(Praxis Testing Seminar Fee)	\$130.00
Stuttgart (Bowling)	\$30.00
Fitness Center:	
Non-Credit	\$55.00/semester
Credit	\$25.00/semester
Golf (Phillips/AR County)	\$35.00
Physical Education (PEAC courses)	\$10.00
Music Fee	\$40.00
CPR Certification & Materials Fee	\$60.00
Welding Materials Fee (per credit hour)	\$30.00
HVAC Materials Fee (IT 223/AMST 12343)	\$25.00



<b>Course Fees</b>	
Independent Study	\$100.00
<b>Parking Fines</b>	
Failure to display parking permit	\$15.00
Parking in faculty parking space	\$15.00
Blocking another vehicle	\$15.00
Parked in two (2) spaces	\$30.00
Handicapped parking violation	\$60.00
Speeding	\$60.00
Disobeying a Police Officer	\$100.00
<b>Rowdy Rents Book Rental</b>	
Book Rental Fee (per credit hour)	\$22.00
Non-Return Book Fee	\$66.00
Late Fee (per book/per day)	\$10.00
Course Code Fee	\$10-\$125 per course
<b>Business Office Fees</b>	
Tuition payment plan fee	\$30.00
Late payment fee	\$25.00
Returned check/payment fee	\$25.00
Orientation fee (failure to attend)	\$78.00
Transcript	FREE
Vehicle Registration (per year)	
1st decal	FREE
2nd decal	\$10.00
Graduation	FREE
I.D. Card Replacement	\$10.00

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

## Tuition and Fees

The University of Arkansas Board of Trustees authorize the tuition rates each year. Tuition is currently \$77 per credit hour for Phillips and Arkansas Counties students, \$91 per credit hour for out of district/in-state students and \$116 for out-of-state students. Tuition rates and all fees are subject to change.

Payment of tuition also enables the student to use all campus facilities including the library, Rowdy Rents, and other facilities. 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. A student is not officially registered and is not allowed to attend class until tuition and fees have been paid or financial arrangements have been made.

## 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.

## Security 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 and support campus improvements

## Online Courses Fee

Students enrolled in online courses incur a per credit hour charge 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 or attend any clinical allied health course.

## Other Expenses

Students are expected to obtain their own books, supplies, and consumable materials from Rowdy Rents or vendor of their choice.

## 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/ECED 20071 and ECD 1101/ECED 21061.

## 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 the account has been paid in full.

## Financial Need

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

How to Apply:

1. Visit [www.fasfa.gov](http://www.fasfa.gov) to complete the Free Application for Federal Student Financial Aid (FAFSA) online. This is the fastest and easiest way to apply for aid.
2. Students will receive an Award Letter that outlines their financial aid status within two to three weeks of submitting the FAFSA and all requested documents.
3. First-time PCCUA students who are eligible to receive federal financial aid must submit the following:
  - an official high school transcript/GED;
  - all official college academic transcripts
  - a completed financial aid Student Data Form available on all three campuses.

To be considered a full-time student, federal financial aid requires enrollment in 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 2024-25 academic year is \$7,395, 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 circumstances. Students must remember to complete and submit a FAFSA application every year as soon as possible, usually beginning October 1.

## Federal Supplemental Education Opportunity Grants (FSEOG)

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 (FWS)

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 and incomplete 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 complete at least 67 percent of all credit hours attempted each semester, including remedial courses with a grade of "A", "B", "C", "D" or "CR". An evaluation will be made each semester to determine a student's satisfactory academic progress (SAP).

## Cumulative Grade Point Average (GPA)

Students, including those enrolled for remedial coursework, must maintain a minimum cumulative GPA of 2.0 to be in good standing. Evaluations will be made at the end of each semester to determine student progress for meeting Satisfactory Academic Progress (SAP) 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 standards, (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

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### Part-Time Employment

Many students are employed by the College and a number of agencies in the surrounding community through the federal work study programs. 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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. 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/benefits](http://www.benefits.va.gov/benefits) 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.

In accordance with Title 38 US Code 3679, this educational institution adopts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation & Employment (Chapter 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Deny the student access to any resources that are available to other students who have satisfied their tuition and fees payment.

To qualify for this provision, students must provide a Certificate of Eligibility (COE) from the VA, provide a written request to be certified, and provide additional information needed to properly certify the student's enrollment.

### Prior Credit Policy

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs.

### 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 the Helena-West Helena Campus, Arkansas Rehabilitation Services, 302 Cherry Street, Helena West Helena, AR 72342, (870) 338-2753. For the DeWitt & Stuttgart Campuses, contact Arkansas Rehabilitation Services, 2703 W. 28th Ave./P.O. Box 2560, Pine Bluff, AR 71613, (870) 534-2404.

# Scholarships

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## 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.

## 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 July 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 <https://sams.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 <https://sams.adhe.edu/Scholarship/Details/ACST>.

**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, call (870) 575-8058.

**Career Pathways** Career Pathways is sponsored by the Arkansas Department of Higher Education. Qualified applicants are determined via the following:

- Custodial or noncustodial parents of a dependent child residing in Arkansas and under the age of 21, and whose income is less than 250% of FPL. This includes custodial and noncustodial parents, parents who are justice-involved (currently or previously incarcerated), or minor parents who are not head of household.
- Current (or former) TEA, SNAP, Medicaid or ArKids whose income is less than or equal to 250% of FPL guidelines.

If an applicant qualifies through one of the government benefit categories, income does not have to be verified. For more information, contact Kim Rawls, [krawls@pccua.edu](mailto:krawls@pccua.edu), (870) 946-3506, ext. 1690; Shawndus Gregory, [sgregory@pccua.edu](mailto:sgregory@pccua.edu), (870) 338-6474, ext. 1116 or Toni Carter, [tcarter@pccua.edu](mailto:tcarter@pccua.edu), (870) 673-4201, ext. 1886.

**Governor’s Distinguished Scholarship** This scholarship is for students who meet the following minimum eligibility criteria: either a 32 composite score on a single ACT or 1410 combined in math and critical reasoning score on a single SAT AND either a 3.50 academic grade point average or selection as a National Achievement Finalist or National Merit Finalist. (Those who are named National Merit Finalists or National Achievement Scholars may qualify without meeting the GPA requirement, but must still meet the ACT/SAT requirement). If funding allows, up to 375 Governor’s Distinguished Scholars may be named. If there is a county in Arkansas that does not have a Distinguished Scholar, the highest ranking applicant from that county will be awarded a Governor’s Scholarship at \$5,000 per year.

(Financial need of the student is not a factor in the award of the scholarship, therefore no financial information is required. You do not have to complete the Free Application for Federal Student Aid (FAFSA) to be eligible for this scholarship.)

**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.

**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 go to <http://www.aspsf.org/county-map>.

**State Teacher Education Program (STEP)** The STEP program is a loan repayment program that offers yearly loan repayment grants to current educators teaching in a subject or geographic shortage area in an Arkansas public school. Teachers must reapply each year and are eligible for up to three years.

**Teacher Opportunity Program (TOP)** The Teacher Opportunity Program (TOP) 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.

## Helena Health Foundation Scholarships

The Helena Health Foundation (HHF) has made a tremendous impact on the lives of our students and our Phillips County community through their grant application. HHF scholarships makes it financially possible for students to make the 100% commitment to their education. Due to the rigorous demands of the allied health degree programs, most of our students are unable to have outside employment. Therefore, scholarships assist the students in not only tuition and fees, but also books, equipment, uniforms, etc. This grant program has assisted students in the following areas: Associate Degree Nursing (ADN), Practical Nursing (PN), Medical Laboratory Technology (MLT), Phlebotomy, and Certified Nursing Assistance (CNA).

## 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 \$750 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.

**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 announced each semester, and students must maintain a cumulative 2.5 GPA to renew the scholarship for two consecutive years. Awarded to a Helena-West 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.

**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.

**Bob Hornor Memorial** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays approximately \$650 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA in order to maintain the scholarship.

**CJ Capps Memorial** This scholarship provides \$250 for one semester for a student majoring in an Applied Science field. Recipient must also be a Stuttgart campus student.

**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.

**Cadence Bank** This scholarship provides two \$250 scholarships for full-time students studying any major. One is awarded to a graduating senior from Stuttgart, Carlisle, Hazen, or Brinkley and another to a non-traditional student. To be eligible for selection, the applicant must demonstrate financial need through HUD's median family income guidelines for Arkansas County and maintain a 2.5 GPA.

**Campbell-Gordon** This endowed scholarship will be awarded to an associate degree nursing student on the Helena campus. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA to maintain the scholarship.

**Carl F. "Bo" and Jimmie C. 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.

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

**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.

**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. Students must have and maintain a 2.5 cumulative GPA or higher. Renewable each fall and spring semester. Please see the Director of Public School Relations in DeWitt for the application form.

**DeWitt Lions Club/Ralph Hamilton Memorial** This scholarship will pay \$250 each semester for two (2) years. Student must maintain a 2.0 GPA.

**Dottie Grauman Memorial** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays approximately \$1,300 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA to maintain the scholarship.

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

**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.

**Ed Pat & Betsy Wright** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays \$1,750 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA in order to maintain the scholarship.

**Elmer and Gladys Ferguson Nursing** This scholarship was established by Elmer and 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, a student must have a 2.5 GPA and must maintain a 2.5 cumulative GPA in order to keep the award for two (2) years.

**Farmers and Merchants Bank of DeWitt and Stuttgart** This scholarship provides \$500 per semester for students on the DeWitt and Stuttgart campuses. 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 2.75 GPA. Recipients must be a Prairie, Desha or Arkansas County resident.

**Half Court Scholarship** This one-time scholarship is a foundation sponsored scholarship that provides \$500 to a current high school senior who makes the half-court shot during the event at a DeWitt High School basketball game. Awarded the fall semester after high school graduation.

**Harvey and Hazel Riley Memorial** This scholarship is awarded to a full-time student who is an Arkansas County resident. Recipient must have a 3.0 cumulative GPA to qualify and maintain a 2.0 cumulative GPA in order. The scholarship pays \$500 per semester.

**Helen G. Bonner** The Helen G. Bonner Sophomore Scholarship Fund, established by Mr. Ben Bonner in memory of Mrs. Helen G. Bonner, provides two (2) full-time and four (4) partial scholarships to sophomore students who have completed 21 or more hours at Phillips Community College with a cumulative GPA of at least 2.5. 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 2.5 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 2.5 cumulative GPA.

**Helena Regional Medical Center** This Helena campus scholarship, established in 2003, is awarded to a nursing student based on 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.

**Hendrix Nursing** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays approximately \$650 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA in order to maintain the scholarship.

**Hoskyn Family** This scholarship pays \$250 per year (\$125 per semester). Must be a Stuttgart High School graduate and enrolled in at least 6 hours. Must maintain a 2.5 GPA.

**Jack Whitmore Memorial** This scholarship pays two (2) \$500 scholarships for the fall and spring semester for one female and one male non-traditional student with a 2.5 GPA.

**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 the scholarship. It is awarded each fall and spring semester for four (4) consecutive semesters if recipient meets and maintains criteria. This scholarship pays up to \$200 per semester if funds are available.

**Jane Ferguson** This scholarship pays \$500 per semester for the fall and spring semester for 2 years. Priority will be given to Stuttgart High School graduates, but if no applicant is available, it can be awarded to anyone attending the Stuttgart Campus. Recipients must have and maintain a 2.5 GPA.

**Jimmy and Karen Owens Memorial Scholarship for Caregivers** This provides two (2) \$250 scholarships each fall and spring semester for two (2) years. One \$500 scholarship is awarded to a student during the summer term. They will be awarded to a nursing student entering the Associate Degree Nursing program on the Stuttgart campus. Students must complete all required developmental education courses prior to making application to the nursing program. Students must maintain criteria required by the nursing program. This scholarship also provides \$500 to each 2nd year nursing student.

**John King Nursing** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays \$1,750 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA in order to maintain the scholarship.

**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.

**Ken Reg Trucking** This scholarship provides \$250 each semester to a student enrolled in the Stuttgart CDL program.

**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 cumulative GPA. One scholarship awarded each year.

**Lee Anne 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 Arkansas County residents with a 3.0 cumulative GPA. This scholarship is renewable providing the recipient maintains a 3.0 cumulative GPA.

**Lizzy West Memorial** This scholarship pays \$200 and is awarded each fall and spring semester to a part-time student taking at least six (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 (2) years.

**Mary Ann Gardner Williams Memorial** This scholarship pays \$250 to a student who has a 2.0 cumulative GPA and is enrolled in 12 hours or more. Applicant must be a resident of Arkansas County and a first-time college attendee in the family. The recipient may receive (3) \$250 scholarships each year (spring, summer, and fall).

**Mary Nina Fischer Memorial** This scholarship pays \$250 per year (\$125 per semester). Students must maintain a 2.5 GPA. Preference given to a non-traditional student and student must be enrolled in six (6) hours or more.

**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.

**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 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. Established by her family members.

**Partners Bank** This Helena-West 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.

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

**Patsy Boyd Watts Memorial** Two (2) scholarships will be awarded for \$500 each, every fall and spring to students demonstrating financial need.

**Paul and Marion Hahn** This scholarship provides \$125 one (1) time per year with preference to a nursing, law enforcement, history major or veteran. Student must have 12 college credit hours and maintain a 2.0 cumulative GPA.

**Roberson-Dodd Memorial Nursing** This scholarship is awarded to an Associate Degree Nursing student on the Helena campus. Students must be enrolled full-time and maintain a 2.5 semester GPA. The scholarship is good for two years and pays \$500 per semester.

**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 \$500 each fall and spring.

**Rotary Club of Stuttgart** The Stuttgart Rotary Club provides a scholarship for one year which pays \$1,000 each fall and spring semester. A student who has received the scholarship is eligible to apply for a second year but must reapply.

**Rowdy Mascot** This scholarship provides \$500 per semester. Recipient must enroll full-time and maintain a 2.5 GPA. Tryouts occur on each campus.

**Scott Frazier Memorial** This scholarship is awarded to an associate degree nursing student on the Helena campus. It pays approximately \$1,500 per semester. Recipient must have a 2.5 GPA to qualify and maintain a 2.5 cumulative GPA in order to maintain the scholarship.

**Sherry Criswell Memorial** This scholarship will be awarded to a single parent enrolled in six (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 six (6) hours minimum. It pays \$250 each fall and spring, and recipient must maintain a 2.5 GPA.

**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.

**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 scholarship pays tuition plus mandatory fees and 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-West Helena campus only.

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

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

**Taylor Memorial Scholarship** This scholarship will be awarded to an ADN student on the Helena campus who is enrolled in at least 12 credit hours. Recipient must have a minimum ACT score of 18 and must maintain a 2.5 GPA. It will pay \$250 per semester.

**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.

**Tri-County Fair Queen** This scholarship will provide \$500 per semester for one (1) year to the person who is named the Queen at the Tri-County Fair in Marvell. Recipients must maintain a 2.5 GPA in order to keep the scholarship.

**Warriors for Walt Nursing Scholarship** This scholarship is for a resident of Phillips County or Coahoma County (MS) who is a nursing major on the Helena-West Helena campus. The award pays \$1,750 per semester for two (2) 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 Meins Memorial** This scholarship pays \$250 each fall and spring semester to a DeWitt High School graduate who has a 3.0 GPA and is entering the medical field.

**Will Carter Memorial** This nursing scholarship was originally established by Bill and Sue Carter in memory of their son, Will. This Helena Campus scholarship was reinstated in memory of Lisa Audirsch, a PCCUA nursing graduate and former nursing instructor. The scholarship pays \$500 per semester for two years. A 2.5 GPA is required to maintain the scholarship.

**W. T. Harris Memorial** The W. T. Harris Memorial Fund will provide a qualified student with a scholarship based on 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 two (2) years and will be awarded to a Stuttgart campus student. Must maintain a 2.5 GPA per semester.

## The Great River Promise (GRP)

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

## Grand Prairie Promise

Students attending the Stuttgart campus only are eligible for the Grand Prairie Promise. Students who meet the stated criteria will be able to attend PCCUA Stuttgart campus with college tuition and mandatory fees paid.

Criteria:

- Graduate with a high school diploma, beginning with minimum 2.0 GPA or GED
- Exhaust all other scholarship and financial aid programs first
- Must enroll in fall semester following high school graduation
- Be accepted as a student at PCCUA and complete a PCCUA scholarship application
- Enroll as a full-time student at PCCUA
- There is no geographical restriction for eligibility

Once enrolled and scholarship awarded:

- Student must maintain a 2.0 GPA
- Student must successfully complete 75% of all hours attempted each semester
- Students must reapply annually, award not to exceed 4 semesters during a period not to exceed 3 calendar years from date of high school graduation

## Academic Regulations

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### 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 (6 to 8 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 dean/chair. 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 midterm 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 value points
B	3 value points

C	2 value points
D	1 value point
F	0 value 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
CR	Credit no grade point value
AU	Audit
WC	Withdrawal crisis (only for emergency use)

## Checking Grades Online

PCCUA utilizes Workday for key academic activities, such as reviewing grades online, course schedules, academic advising, financial aid, tuition and fee payments, and more. As a new student, there are onboarding tasks you need to complete in Workday. Once you have activated your institution email and set your password, you are ready to log into Workday.

### Logging into Workday:

- Navigate to [myapps.microsoft.com](https://myapps.microsoft.com) in a web browser.
- Log in with your institution email and password when prompted. You may be prompted to authenticate using an authenticator app or a secure code.
- A dashboard with multiple apps will display. Locate the blue app titled "Workday" and select it.

You are now logged into Workday!

Once logged into Workday, the onboarding items you need to complete will display on the home page in the "Awaiting Your Action" section. Work through those items as soon as possible to be ready for registration. For demo videos on accessing Workday and working through tasks, check out the [Workday Resources for Students page](#).

For assistance with Workday, please email Dr. Johnson at [kjohnson@pccua.edu](mailto:kjohnson@pccua.edu).

## Email Account

Welcome to Phillips Community College.

Phillips Community College utilizes Workday for key academic activities, such as course schedules, academic advising, financial aid, tuition and fee payments, and more. As a new student, there are onboarding tasks you need to complete in Workday. Once you have activated your institution email and set your password, you are ready to log into Workday.

**Setting password and logging into MyRidgenet:** Navigate to <https://passwordreset.microsoftonline.com/passwordreset#!/> in a web browser. Enter your PCCUA email address and click next. Select 'I forgot my password' and click next. Choose to text/call your mobile phone or email your alternate email and click next. Verify your mobile phone or email and choose a new password. You are now logged in and can access MyRidgenet by navigating to [myapps.microsoft.com](https://myapps.microsoft.com).

**Logging into Workday:** Navigate to [myapps.microsoft.com](https://myapps.microsoft.com) in a web browser. Log in with your PCCUA email and password when prompted. You may be prompted to authenticate using an authenticator app or a secure code. A dashboard with multiple apps will display. Locate the blue app titled 'Workday SSO – Production' and select it. You are now logged into Workday! Once logged into Workday, the onboarding items you need to complete will display on the home page in the "Awaiting Your Action" section. Work through these items as soon as possible to be ready for registration. For demo videos on accessing Workday and working through these tasks, check out the [Workday Resources for Students page](#). For assistance with logging into MyRidgenet or Workday, please contact the [PCCUA IT Helpdesk](#).

## 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. 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 the advisor or from the Admissions Office. The student will take the form to the course(s) instructor(s), ask the instructor(s) to complete the form, take the form to an advisor or dean for signatures, take 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 semester.

## 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 semester.

## 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 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 grade point average. When the course is completed, the higher grade will be recorded 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. An "R" will be posted on the transcript.

## Academic Clemency

A student may be given academic clemency for one semester, with a maximum of 21 hours of academic work. 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). No credits earned during the semester for which clemency is granted will count toward graduation requirements. Courses passed during that semester need not be repeated, but a sufficient number of additional credits must be earned to meet 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: <https://www.pccua.edu/student-academic-appeal-process/> 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. With ADHE approval, the college can cancel a program of study. Criteria relating to this include:

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 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 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. For more information, contact the Registrar, Demetric Johnson by email at [djohnson@pccua.edu](mailto:djohnson@pccua.edu).

# 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 10th class day	50%
The 11th 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 fifth class days	50%
The sixth 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 Student Financial Aid funds (SFA), 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 for Arkansas County. 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 for Arkansas County 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.

## Behavioral Policy

Phillips Community College of the University of Arkansas values all members of the campus community and strives to provide a safe educational environment for student development. In order to sustain an environment that promotes responsibility, a specific standard of behavior, respect, and cooperation among community members, PCCUA will provide a route of communication, assessment, intervention, and monitoring of concerning behaviors exhibited by members of the campus community. Details for this policy are available online at the following link: <https://www.pccua.edu/student-discipline-policy/>.

## Use of Electronic Communication

PCCUA has a Computer, Internet, email, 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/acceptable-technology-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 subjected to sexual harassment or discrimination on the basis of gender should immediately report such incidents to the Vice Chancellor of Student Services and Registrar. For students enrolled on the DeWitt and Stuttgart Campuses, report such incidents to the Vice Chancellor for AR County

## 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 sexual discrimination has occurred should report the incident to one of the individuals listed:

**Dr. Kimberley Johnson, Title IX Coordinator**

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

**Rhonda St. Columbia, Deputy Coordinator**

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

**Dr. Kim Kirby, Deputy Coordinator**

Vice Chancellor for Arkansas County  
PCCUA-Stuttgart  
2807 Hwy. 165 S., Box A  
Stuttgart, AR 72160  
(870) 673-4201, ext. 1813

The Title IX policy and procedures can be found at <https://www.pccua.edu/title-ix/>.



## 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 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/student-academic-appeal-process/>.

## 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 and Registrar 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 <https://www.arkleg.state.ar.us/Acts/FTPDocument?path=%2FACTS%2F2017R%2FPublic%2F&file=562.pdf&ddBienniumSession=2017%2F2017R> and <https://www.arkleg.state.ar.us/Acts/FTPDocument?path=%2FACTS%2F2017R%2FPublic%2F&file=859.pdf&ddBienniumSession=2017%2F2017R>. 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 Chancellor for Arkansas County.

## Graduation Requirements

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### “Student Right-to-Know”

#### Graduation Rates

Graduation Rates for 100%, 150%, and 200% of normal time – Cohort Year 2019

Graduation Rate – 100% of normal time 32%

Graduation Rate – 150% of normal time 46%

Graduation Rate – 200% of normal time 60%

Cohort Year 2019

4-year average Student Right-to-Know Completion or Graduation Rate - 44%

4-year average Student Right-to-Know Transfer-out Rate - 11%

For more info: <https://www.pccua.edu/institutional-reports/>

### 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 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 twenty-four (24) 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. In addition, this recognition is acknowledged during the Honor Graduate reception and commencement.

## Apply for Graduation

Fall Graduation	Spring Graduation
November 15, 2024	March 14, 2025

Contact an advisor for degree audits.

## 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. For example, PCCUA discloses student educational records to the National Student Clearinghouse (NSC) under the "school official" exception, in that the NSC has a legitimate educational interest.

"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:

- Inspection and review of 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 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).

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age. 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 Vice Chancellor for Student Services 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 the 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 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.

# Programs of Study

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## College Divisions

- Allied Health
- Applied Technology Workforce Development and Training
- Arts & Sciences
- Business & Information Systems

## Other Education Units

- Secondary Area Career & Technical Center
- Adult Education

# Developmental Education

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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.

# Academic Skills Placement

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Students enrolling at PCCUA are required to provide placement scores before enrolling. PCCUA accepts ACT, NG 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 NG ACCUPLACER test before they can register for courses. PCCUA administers the NG 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 semester until the requirements are successfully completed. The Placement Score chart provides the scores needed for placement in academic skills courses and college gateway coursework.

## Placement Scores in English, Reading, and Mathematics

Placement	NG ACCUPLACER	ACT
EH 1013/ENGL 10383 (Basic Writing I) and EH 1011/ENGL 10181 (Basic Writing I Lab)	225 or below on Writing	13 or below on English

Placement	NG ACCUPLACER	ACT
<b>EH 1023/ENGL 10483</b> (Basic Writing II) and <b>EH 1021/ENGL 10281</b> (Basic Writing II Lab)	226-250 on Writing	14-18 on English
<b>EH 113/ENGL 10103</b> (Composition I)	251 or above on Writing	19 on English
<b>MS 1002/MATH 10072</b> (Remediation for MS 1023/MATH 10373)	227 or below	14 or below
<b>MS 1023/MATH 10373</b> (Elementary Algebra)	228-236 on QAS	15-16 on Math
<b>MS 1121/MATH 11271</b> (Remediation for MS 123/MATH 11003)	237-238	17-18 on Math
<b>MS 123/MATH 11003</b> (College Algebra)	249 or above on QAS	19 ACT
<b>MS 143/MATH 10133</b> (Technical Math)	237 or above on QAS	16 or above on Math
<b>DS 103/READ 00343</b> (Introduction to College Reading Skills) and <b>DS 1031/READ 00441</b> (Reading Lab I)	231 or below on Reading	13 or below on Reading
<b>DS 123/READ 02343</b> (College Reading Strategies) and <b>DS 1231/READ 02441</b> (Reading Lab II)	232-250 on Reading	14-18 on Reading
<b>Exemption from Reading</b>	251 or above on Reading	19 on Reading
<b>EH 1023/ENGL 10483 &amp; EH 113/ENGL 10103 COMBO Helena Only</b>	226-250 on Writing AND Completion of DS 123 or exempt from Reading	14-18 on English AND completion of DS 123 or exempt from Reading

### English Placement (Helena only)

All students needing English remediation for Basic Writing I take EH 1013/ENGL 10383 with EH 1011/ENGL 10181. If a student places into what was

EH 1023/ENGL 10483 with EH 1021/ENGL 10281, that student now takes EH 1131/ENGL 11301, a lab, with EH 113/ENGL 10103, Comp I.

1. Students with an ACT 14-18 who score between 226-250 on the NG ACCUPLACER must enroll in the following corequisite course when they enroll in EH 1131/ENGL 11301 which is linked to EH 113/ENGL 10103. The student should be enrolled in the lab first. EH 113/ENGL 10103 and lab EH 1131/ENGL 11301 and the corequisite SS II, SS 111/UNIV 11261.
2. Students with ACT 13 or below; or a 225 or lower on the NG ACCUPLACER must enroll in the following courses: EH 1013/ENGL 10383 and EH 1011/ENGL 10181 and Student Success I, SS 101/UNIV 10141.

### Math Placement

All students needing math remediation take MS 1023/MATH 10373:

1. Students with ACT 14 or below, or 227 or below on the NG ACCUPLACER must enroll in the following corequisite course: MS 1023/MATH 10373 and lab MS 1002/MATH 10072
2. Students with ACT 15-16, or a 228-236 on the NG ACCUPLACER must enroll in the following course: MS 1023/MATH 10373 NO LAB
3. Students with 17-18 or above, 237-248 on the NG ACCUPLACER QAS or complete MS 1023/MATH 10373 may enroll in either of the following courses:
  - Tech Math, MS 143/MATH 10133
  - College Algebra MS 123/MATH 11003 and MS 1121/MATH 11271
  - Quantitative Reasoning/Literacy, MS 193/MATH 11103 and the Lab-MS 1191/MATH 11971
4. Students with ACT 19 or above, or a 249 or above on the NG ACCUPLACER QAS may enroll in either of the following courses:
  - Tech Math, MS 143/MATH 10133
  - College Algebra MS 123/MATH 11003
  - Quantitative Reasoning/Literacy, MS 193/MATH 11103

## Secondary Area Career & Technical Center

Secondary Area 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.	Adv. Manufacturing Criminal Justice Medical Professions Ed. Welding

## Adult Education

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Adult Education is available to residents of Phillips and Lee Counties. Students may receive Adult Basic Education (ABE), General Adult Education (GAE), and Integrated Education and Training (IET) which provides preparation for the GED test.

# Minimum Degree Requirements

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

	A.A.	A.S.	A.A.S.
<b>GROUP I: English and Fine Arts</b>			
EH 113/ENGL 10103, EH 123/ENGL 10203, (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	
<b>GROUP II: Social Science</b>			
HY 163/HIST 11103, or HY 173/HIST 11203, (HIST 1113/1123) World Civilizations I or II	3	3	
HY 213/HIST 21103 or HY 223/HIST 21203, (HIST 2113/2123) U.S. History	3	3	
Electives: Economics, Geography, History, Political Science, Psychology, Sociology	9	3	3
<b>GROUP III: Natural Science and Mathematics</b>			
Biological Science: General Biology Zoology, Botany	4	8	
Physical Science: Physics, Chemistry, Physical Science	4	8	
Mathematics: *College Algebra, **Technical Math Trigonometry, Geometry, Calculus and Quantitative Reasoning	*3	9	***3
<b>GROUP IV: Physical Education</b>			
Physical Education Courses	1	1	
<b>GROUP V: Computer Technology</b>			
Computer Technology Courses	3	3	3
<b>Total Minimum Semester Hours</b>	48	50	15-18
<b>Required by Course or Area</b>			39-32
<b>Approved Electives</b>	12	10	6-10
<b>Total Minimum Semester Hours for Graduation</b>	60	60	***60

\* College Algebra, College Mathematics, Quantitative Reasoning 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 by ADHE for more than 60 credit hours.

# ACTS Course Numbers

## 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](#).

PCCUA / Common Course Number	ACTS	Course Name	PCCUA / Common Course Number	ACTS	Course Name
BAN 113 / BUSI 10103	BUSI 1013	Introduction to Business	HY 213 / HIST 21103	HIST 2113	United States History to 1877
BAN 213 / ACCT 20003	ACCT 2003	Principles of Accounting I	HY 223 / HIST 21203	HIST 2123	United States History since 1877
BAN 223 / ACCT 20103	ACCT 2013	Principles of Accounting II	MS 123 / MATH 11003	MATH 1103	College Algebra
BAN 233 / BLAW 20303	BLAW 2003	Business Law	MS 133 / MATH 12003	MATH 1203	Trigonometry
BAN 263 / BUSI 20103	BUSI 2013	Business Communications	MS 135 / MATH 13005	MATH 1305	Pre-Calculus
BH 123 / SOCI 12363	SOCI 2013	Theories and Treatment of Social Problems	MS 183 / MATH 10003	MATH 1003	College Mathematics
BMGT 283 / BUSI 21003	BUSI 2103	Business Statistics	MS 193 / MATH 11103	MATH 1113	Quantitative Reasoning
BY 114 / BIOL 10004	BIOL 1014	General Biology I	MS 215 / MATH 24005	MATH 2405	Calculus I
BY 124 / BIOL 10204	BIOL 1024	Botany for Non-Majors	MS 223 / MATH 22003	MATH 2203	Survey of Calculus
BY 134 / BIOL 10504	BIOL 1054	General Zoology	MS 225 / MATH 25005	MATH 2505	Calculus II
BY 144 / BIOL 14444	BIOL 1034	General Botany	MS 233 / MATH 26003	MATH 2603	Calculus III
BY 154 / BIOL 24004	BIOL 2404	Anatomy and Physiology I	MS 253 / MATH 21003	MATH 2103	Math Statistics
BY 164 / BIOL 24104	BIOL 2414	Anatomy and Physiology II	MSC 223 / MUSC 20003	MUSC 1003	Music Appreciation
BY 224 / BIOL 20004	BIOL 2004	Microbiology and Lab	OT 133 / BUSI 11003	BUSI 1103	Keyboarding/Document Processing
CJI 113 / CRJU 10203	CRJU 1023	Introduction to Criminal Justice	PE 223 / HEAL 10003	HEAL 1003	Health & Safety
CT 113 / CPSI 10103	CPSI 1003	Computer Information Systems	PHIL 153 / PHIL 11003	PHIL 1103	Introduction to Philosophy
CY 104 / CHEM 12104	CHEM 1214	Introductory Chemistry	PLS 213 / PLSC 20003	PLSC 2003	American Federal Government
CY 114 / CHEM 14104	CHEM 1414	General Chemistry I	PLS 223 / PLSC 21003	PLSC 2103	State and Local Government
CY 124 / CHEM 14204	CHEM 1424	General Chemistry II	PS 114 / PHSC 10004	PHSC 1004	Physical Science
CY 134 / CHEM 10004	CHEM 1004	Chemistry for Gen Ed Non Majors	PS 144 / ASTR 12034	PHSC 1204	Introduction to Astronomy
CY 204 / CHEM 12204	CHEM 1224	Basic Organic Chemistry	PS 215 / PHYS 20105	PHYS 2014	General Physics I
EH 113 / ENGL 10103	ENGL 1013	Composition I	PS 225 / PHYS 20205	PHYS 2024	General Physics II
EH 123 / ENGL 10203	ENGL 1023	Composition II	PS 235 / PHYS 20305	PHYS 2034	Technical Physics I
EH 233 / ENGL 21103	ENGL 2113	World Literature I	PS 245 / PHYS 20405	PHYS 2044	Technical Physics II
EH 243 / ENGL 21203	ENGL 2123	World Literature II	PSY 213 / PSYC 11003	PSYC 1103	General Psychology
EH 263 / ENGL 26603	ENGL 2663	African-American Literature	PSY 223 / PSYC 21003	PSYC 2103	Human Growth & Development
EH 273 / ENGL 20203	ENGL 2023	Technical Writing	SH 113 / SPAN 10103	SPAN 1013	Beginning Spanish

PCCUA / Common Course Number	ACTS	Course Name	PCCUA / Common Course Number	ACTS	Course Name
EH 283 / ENGL 20103	ENGL 2013	Introduction to Creative Writing	SH 123 / SPAN 10203	SPAN 1023	Beginning Spanish II
ES 213 / ECON 21003	ECON 2103	Principles of Macroeconomics	SH 213 / SPAN 20103	SPAN 2013	Intermediate Spanish
ES 223 / ECON 22003	ECON 2203	Principles of Microeconomics	SH 223 / SPAN 20203	SPAN 2023	Intermediate Spanish II
FA 213 / ARHS 10003	ARTA 1003	Fine Arts	SP 123 / THTR 10003	DRAM 1003	Introduction to Theatre
GEOG 213 / GEOG 21343	GEOG 1103	Introductory Geography	SP 243 / SPCH 24353	SPCH 1003	Fundamentals of Speech
HY 163 / HIST 11103	HIST 1113	World Civilizations I	SY 213 / SOCI 21363	SOCI 1013	Fundamentals of Sociology
HY 173 / HIST 11203	HIST 1123	World Civilizations II			

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

NOTE: Fall 2024, all course numbers at PCCUA changed to Workday numbers. This year only, both Datatel and Workday numbers will be posted on the PCCUA website.



# Associate of Arts Degree

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## 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  
Law & Social Science  
Physical Education  
Political Science/Public Administration

## Associate of Arts in Teaching

The Associate of Arts in Teaching (AAT) is designed for students interested in transferring to a college or university to complete a baccalaureate degree in education. This degree transfers to most four year institutions in Arkansas; however, completing the AAT does not guarantee admission to specific teacher education programs. Students should contact the institution to which they plan to transfer for admission requirements at that institution. Students completing the AAT have acquired the course work, core knowledge, and field experiences needed for transfer or to work in the teaching or teaching related fields. Students enrolled in the AAT must earn a grade of "C" or better in English Composition I, English Composition II, and Quantitative Reasoning OR College Algebra.

## Certificate in General Studies

The PCCUA Certificate in 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.

# Early Childhood Education

## Early Childhood Education

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

Course Code	Title	ACTS Course #	Credits
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 18 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 153/HIST 10293	History of Arkansas		3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
	Any approved 3 credit hour CT course		

**Group VI - Education Core Course - 9 Hours****9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
EN 113/EDHP 11373	Introduction to Education		3
ECD 1103/ECED 14033	Child Development		3
MS 2213/MATH 22173	Mathematical Structures I		3
MS 2223/MATH 22273	Mathematical Structures II		3
MS 163/MATH 16373	Finite Mathematics		3

Total Credits: 60

Revised Date 8/16/2024

# Teaching

## Teaching

Degree Type Associate of Arts

### Group I - English / Fine Arts – 15 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

### Group II - Social Science – 9 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3

### Group III - Sciences and Math – 11 Hours

8 Hours from the following:

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3

### Group IV - Physical Education - None Required

### Group V - Computer Technology – 3 Hours

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
EN 213/EDHP 21373	Computers in Education		3

Group VI - Education Core Course – 12 Hours			
Course Code	Title	ACTS Course #	Credits
EN 113/EDHP 11373	Introduction to Education		3
ECD 1103/ECED 14033	Child Development		3
MS 2213/MATH 22173	Mathematical Structures I		3
MS 2223/MATH 22273	Mathematical Structures II		3
Electives - 10 Hours			
Course Code	Title	ACTS Course #	Credits
HY 153/HIST 10293	History of Arkansas		3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
	Approved Elective Course		
	Total Credits:	60	
Revised Date 8/16/2024			

# General Education

## General Education

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

12 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

### Group II - Social Science – 15 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

**9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

Group V - Computer Technology – 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 213/BUSI 11363	Microcomputer Business Applications		3
Approved Electives – 12 Hours			
Electives from any of the above Groups to total 60 hours			
Course Code	Title	ACTS Course #	Credits
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
	Total Credits:	63	
Revised Date 8/16/2024			



# Agriculture, Food and Life Sciences

## Forestry/Wildlife Management

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

12 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
EH 273/ENGL 20203	Technical Writing	ENGL 2023	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3

### Group II - Social Science – 15 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3

**Group III - Sciences and Math – 11 Hours****8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 213/BUSI 11363	Microcomputer Business Applications		3

**Approved Electives - 12 Hours****12 Hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 213/MATH 21373	Applied Mathematics for Students of Science		3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

Total Credits:	60
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**Revised Date** 8/16/2024

# Business Administration

## Business Administration

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

Course Code	Title	ACTS Course #	Credits
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3

**Group III -Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3
MS 223/MATH 22003	Survey of Calculus	MATH 2203	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Group VI - Required Courses – 18 Hours**

Course Code	Title	ACTS Course #	Credits
BAN 213/ACCT 20003	Principles of Accounting I	ACCT 2003	3
BAN 223/ACCT 20103	Principles of Accounting II	ACCT 2013	3
BAN 233/BLAW 20303	Legal Environment of Business	BLAW 2003	3
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3
BMGT 283/BUSI 21003	Business Statistics	BUSI 2103	3
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3

Total Credits:	60
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**Revised Date** 8/16/2024

# Criminal Justice

## Law & Social Science

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SH 213/SPAN 20103	Intermediate Spanish	SPAN 2013	3
SH 223/SPAN 20203	Intermediate Spanish II	SPAN 2023	3

### Group II - Social Science – 21 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

**15 hours from the following:**

Course Code	Title	ACTS Course #	Credits
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

Approved Electives - 6 Hours

Electives from any of the above groups to total 60 hours

Course Code	Title	ACTS Course #	Credits
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	

Revised Date 8/16/2024

# Education

## Education

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours of the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
SH 213/SPAN 20103	Intermediate Spanish	SPAN 2013	3
SH 223/SPAN 20203	Intermediate Spanish II	SPAN 2023	3

### Group II - Social Science – 18 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3



**12 hours from the following:**

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

Group V - Computer Technology – 3 Hours			
Course Code	Title	ACTS Course #	Credits
EN 213/EDHP 21373	Computers in Education		3
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Group VI - Education Core Course - 6 Hours			
Course Code	Title	ACTS Course #	Credits
EN 113/EDHP 11373	Introduction to Education		3
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
ECD 1103/ECED 14033	Child Development		3
MS 2213/MATH 22173	Mathematical Structures I		3
MS 2223/MATH 22273	Mathematical Structures II		3
Approved Electives - 3 Hours			
Electives from any of the above Groups to total 60 hours			
Course Code	Title	ACTS Course #	Credits
MS 163/MATH 16373	Finite Mathematics		3
	Approved Elective Course		
	Total Credits:	60	
Revised Date 8/16/2024			

# English

## English, Speech, Drama

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
EH 273/ENGL 20203	Technical Writing	ENGL 2023	3
EH 283/ENGL 20103	Creative Writing	ENGL 2013	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SH 213/SPAN 20103	Intermediate Spanish	SPAN 2013	3
SH 223/SPAN 20203	Intermediate Spanish II	SPAN 2023	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3

### Group II - Social Science – 18 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

**12 hours from the following:**

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

Group V - Computer Technology – 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 213/BUSI 11363	Microcomputer Business Applications		3
Approved Electives - 9 Hours			
Electives from any of the above Groups (Group I preferably) to total 60 hours			
Course Code	Title	ACTS Course #	Credits
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	
Revised Date 8/16/2024			

# Physical Education

## Physical Education

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 15 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

**9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4
BY 224/BIOL 20004	Microbiology	BIOL 2004	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

Group IV - Physical Education – 13 Hours			
Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
	Any Selected PEAC Course		1
	Any Selected PEAC Course		1
PEAC 142/PEAC 14242	Fitness Concepts		2
PEAC 143/PEAC 14343	Concepts of Fitness & Wellness		3
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3
PE 233/PEAC 23343	Principles and Problems of Coaching		3
PE 243/PEAC 24343	First Aid		3
Group V - Computer Technology – 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 213/BUSI 11363	Microcomputer Business Applications		3
EN 213/EDHP 21373	Computers in Education		3
Total Credits:		60	
Revised Date 8/16/2024			



# Political Science

## Political Science/Public Administration

Degree Type Associate of Arts

### Group I - English / Fine Arts – 18 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 15 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

**9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 11 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 Hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**3 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

Group V - Computer Technology – 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Political Science Core Courses - 12 Hours			
Course Code	Title	ACTS Course #	Credits
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 153/HIST 10293	History of Arkansas		3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Total Credits:		60	
Revised Date 8/16/2024			

# Certificate

## General Education

## General Studies

Degree Type Certificate

### Group I

#### English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3

### Group II

#### Social Science – 9 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 153/HIST 10293	History of Arkansas		3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

### Group III

#### Sciences / Math – 7 Hours

4 hours from the following:

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

### Group IV - None Required

#### Physical Education - 0 Hours

### Group V

#### Computer Technology - 3 Hours

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

Total Credits: 31

Revised Date 8/2024

# Associate of Science Degree

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## 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  
Business  
Chemistry/Pre-Medicine  
General Science  
Mathematics  
Physics  
Pre-Engineering

# Business

## Business

Degree Type Associate of Science

### Group I - English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

### Group III - Sciences and Math – 14 Hours

4 hours from the following:

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**6 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
MS 223/MATH 22003	Survey of Calculus	MATH 2203	3

**Group IV - Physical Education – 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
	Any approved 3 credit hour CT course		

**Group VI - Required Courses – 21 Hours**

Course Code	Title	ACTS Course #	Credits
BAN 213/ACCT 20003	Principles of Accounting I	ACCT 2003	3
BAN 223/ACCT 20103	Principles of Accounting II	ACCT 2013	3
BAN 233/BLAW 20303	Legal Environment of Business	BLAW 2003	3
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3
BMGT 283/BUSI 21003	Business Statistics	BUSI 2103	3
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
	Business Elective (3 credits)		3
Total Credits:		60	

**Revised Date** 8/16/2024



# General Education

## General Science

Degree Type Associate of Science

### Group I - English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours of the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 30 Hours****12 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**12 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
CY 214/CHEM 21454	Organic Chemistry		4
CY 224/CHEM 22454	Organic Chemistry		4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 144/ASTR 12034	Introduction to Astronomy	PHCS 1204	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**6 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
EN 213/EDHP 21373	Computers in Education		3

**Approved Electives - 5 Hours****Electives from Group III  
May Also Include:**

Course Code	Title	ACTS Course #	Credits
MS 213/MATH 21373	Applied Mathematics for Students of Science		3
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
	Approved Elective Course		
	Approved Elective Course		

Total Credits:	60
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**Revised Date** 8/16/2024

# Biology

## Biology

Degree Type Associate of Science

### Group I - English / Fine Arts – 15 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 Hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 30 Hours****16 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4

**8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
PS 114/PHSC 10004	Physical Science	PHSC 1004	4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**6 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Electives - 5 Hours****Electives from any of the above groups (Group III preferably)****May also include:**

Course Code	Title	ACTS Course #	Credits
MS 213/MATH 21373	Applied Mathematics for Students of Science		3
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	

**Revised Date** 8/16/24

# Chemistry

## Chemistry/Pre-Medicine

Degree Type Associate of Science

Group I - English / Fine Arts – 9 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
Group II - Social Science – 9 Hours			
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III - Sciences and Math – 33 Hours			
8 hours from the following:			
Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4

**16 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
CY 214/CHEM 21454	Organic Chemistry		4
CY 224/CHEM 22454	Organic Chemistry		4

**9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Electives - 5 Hours**

Course Code	Title	ACTS Course #	Credits
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3
MS 213/MATH 21373	Applied Mathematics for Students of Science		3
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

Total Credits:	60
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**Revised Date** 8/16/2024

# Mathematics

## Mathematics

Degree Type Associate of Science

### Group I - English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours of the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 27 Hours****8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4

**8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
CY 214/CHEM 21454	Organic Chemistry		4
CY 224/CHEM 22454	Organic Chemistry		4
PS 215/PHYS 20105	General Physics I	PHYS 2014	5
PS 225/PHYS 20205	General Physics II	PHYS 2024	5

**11 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

Calculus I, II, III - Highly Recommended

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Approved Electives - 8 Hours****Electives from any of the above Groups to total 60 hours**

Course Code	Title	ACTS Course #	Credits
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	

**Revised Date** 8/16/2024



# Pre-Engineering

**Degree Type** Associate of Science

## Group I - English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3

## Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 21 Hours****4 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4

**8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
CY 214/CHEM 21454	Organic Chemistry		4
CY 224/CHEM 22454	Organic Chemistry		4

**9 hours from the following:**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

Calculus I, II, III - Highly Recommended

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Tech and Pre-Engineering - 7 Hours**

Course Code	Title	ACTS Course #	Credits
DR 104/DFTG 10404	Introduction to CAD I		4
DR 114/DFTG 11404	Introduction to CAD II		4
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Electives - 8 Hours****Electives from Groups III to total 60 hours****May also Include:**

Course Code	Title	ACTS Course #	Credits
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	

**Revised Date** 8/16/2024

# Physics

## Physics

Degree Type Associate of Science

### Group I - English / Fine Arts – 12 Hours

9 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 233/ENGL 21103	World Literature I	ENGL 2113	3
EH 243/ENGL 21203	World Literature II	ENGL 2123	3
EH 263/ENGL 26603	African-American Literature	ENGL 2663	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3
MSC 223/MUSC 20003	Music Appreciation	MUSC 1003	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
SP 123/THTR 10003	Introduction to Theatre	DRAM 1003	3
	Foreign Language Elective (3 hours)		3

### Group II - Social Science – 9 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
GEOG 213/GEOG 21343	Introductory Geography	GEOG 1103	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PLS 223/PLSC 21003	State and Local Government	PLSC 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

**Group III - Sciences and Math – 27 Hours****8 hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
BY 134/BIOL 10504	General Zoology (fall semester even years)	BIOL 1054	4
BY 144/BIOL 14444	General Botany (fall semester odd years)	BIOL 1034	4

**5 hours from the following:**

Course Code	Title	ACTS Course #	Credits
PS 215/PHYS 20105	General Physics I	PHYS 2014	5

**14 hours from the following:**

Course Code	Title	ACTS Course #	Credits
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4
CY 124/CHEM 14204	General Chemistry II	CHEM 1424	4
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 133/MATH 12003	Trigonometry	MATH 1203	3
MS 215/MATH 24005	Calculus I	MATH 2405	5
MS 225/MATH 25005	Calculus II	MATH 2505	5
MS 233/MATH 26003	Calculus III	MATH 2603	3

Calculus I, II, III - Highly Recommended

**Group IV - Physical Education - 1 Hour**

Course Code	Title	ACTS Course #	Credits
	Any Selected PEAC Course		1
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3

**Group V - Computer Technology – 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Electives - 8 Hours****Electives from Group III****May also include:**

Course Code	Title	ACTS Course #	Credits
MS 213/MATH 21373	Applied Mathematics for Students of Science		3
BY 124/BIOL 10204	Botany for Non-Majors (spring semester)	BIOL 1024	4
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		

Total Credits:	60
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**Revised Date** 8/16/2024

# Associate of Applied Science Degrees

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## 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 Workforce Development & Training**

Construction Technology  
General Technology  
Graphic Communications

### **Behavioral Health**

### **Business**

Business Management  
Information Systems Technology  
Medical Office Technology

### **Criminal Justice**

### **Early Childhood Education**

# Allied Health

## Health Sciences

**Degree Type** Associate of Applied Science

A student admitted to PCCUA's Associate Degree Nursing (ADN) program who DOES NOT earn a "C" or better in NG 412/NURS 21312, 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.

Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
Group III - Sciences and Math – 11 Hours			
8 hours from the following:			
Course Code	Title	ACTS Course #	Credits
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4
3 hours of the following:			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
	Any approved 3 credit hour CT course		
Group VI - Required Courses - 28 Hours			
Course Code	Title	ACTS Course #	Credits
NG 107/NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions		7
NG 209/NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions		9
NG 312/NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions		12

### Approved Electives - 9 Hours

Course Code	Title	ACTS Course #	Credits
NG 123/NURS 12353	Normal Nutrition		3
NG 223/NURS 22353	Pharmacology for Nurses		3
NG 133/NURS 13353	Dosage Calculation for Nurses		3
NG 1011/NURS 10151	Special Topics in Nursing I		1
NG 1021/NURS 10251	Special Topics in Nursing II		1
NG 2031/NURS 20351	Special Topics in Nursing III		1
NG 2041/NURS 20451	Special Topics in Nursing IV		1
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
BY 224/BIOL 20004	Microbiology	BIOL 2004	4
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
PHIL 153/PHIL 11003	Introduction to Philosophy	PHIL 1103	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
BMGT 283/BUSI 21003	Business Statistics	BUSI 2103	3
Total Credits:		60	

Revised Date 8/18/2024



# Medical Laboratory Technology

**Degree Type** Associate of Applied Science

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 drug 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: 1-773.714.8880, Email: [info@naacsls.org](mailto:info@naacsls.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 NG ACCUPLACER scores taken within the last four (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 NG ACCUPLACER ESL 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
8. Rare exception to the admission policy may be made by the Faculty Committee.

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 (2) 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 three (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

The student must provide the following documents within two (2) weeks of beginning the MLT program:

1. Completed Health Statement
2. Proof of immunization compliance

- Current Td
  - Two (2) Varicella or positive titer
  - Two (2) MMR, if born after 1957 or positive titers
  - Initiation of Hepatitis B series or a positive titer
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.

### **Policies for Progression for Students Admitted in the Medical Laboratory Technology Program**

1. Students in the MLT program must obtain permission from the Director of the MLT program to take required courses for transfer at another college, before enrolling in the course the student expects to transfer to PCCUA.
2. Once admitted to the Medical Laboratory Technology program, students should complete the required curricular pattern within 150% of the time (6 semesters).
3. Students must complete pre-requisites or corequisite general education courses before or with corequisite MLS/MLSC courses
4. A minimum grade of "C" is mandatory in all required MLS/MLSC courses and in the following general education courses:
  - BIOL 10363, Intro to Anatomy
  - CHEM 12104, Chemistry for Health Sciences: An Introduction to Chemistry or CHEM 14104, General Chemistry I
  - BIOL 24004, Anatomy & Physiology I
  - MATH 11003, College Algebra
5. A minimum of 70% of tests in each MLSC course must be passed to successfully complete the course and progress to the next level.
6. Students admitted for the first time to the Medical Laboratory Technology program are allowed a maximum of one readmission to the Program. No required MLSC course may be repeated more than one time.
7. A grade of "C" or better is required in all repeated /MLSC courses to progress to the next level or graduation.
8. MLSC courses older than three (3) years will not count toward meeting curricular requirements for graduation from the Medical Laboratory Technology program.
9. Science and math courses taken more than five (5) years before admission to the Medical Laboratory Technology program must be repeated.
10. Required MLSC courses must be taken in the sequence specified in the Medical Laboratory Technology curricular pattern. Failure in a MLS/MLSC course makes the student ineligible to progress until the course is successfully completed.
11. General education courses may be taken earlier than prescribed or as prescribed in the College Catalog.
12. MLSC courses with a clinical component may not be audited.
13. All MLT students are required to have a current American Heart Association Basic Life Support CPR card before enrolling in respective MLT courses. The card must remain current throughout enrollment in MLT courses. Certification expiring mid semester must be renewed before entry into the respective semester. Electronic certification or recertification is NOT accepted.
14. Students enrolled in the Medical Laboratory Technology 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 Medical Laboratory Technology program supplies the Medical Laboratory Technology Student Handbook upon enrollment and at the beginning of each academic year.

**Group I - English / Fine Arts – 6 Hours**

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3

**Group II - Social Science – 3 Hours**

Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
HY 163/HIST 11103	World Civilizations I	HIST 1113	3
HY 173/HIST 11203	World Civilizations II	HIST 1123	3
HY 213/HIST 21103	United States History to 1877	HIST 2113	3
HY 223/HIST 21203	United States History Since 1877	HIST 2123	3
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3

**Group III - Sciences and Math – 14 Hours**

**11 Hours from the following:**

Course Code	Title	ACTS Course #	Credits
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
CY 104/CHEM 12104	Chemistry I for Health Sciences: Introduction to Chemistry (fall semester)		4
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
CY 114/CHEM 14104	General Chemistry I	CHEM 1414	4

**3 hours of the following**

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3

**Group IV - Physical Education - 0 Hours****Group V - Computer Technology - 3 Hours**

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

**Required Courses - 43 Hours**

Course Code	Title	ACTS Course #	Credits
MLS 114/MLSC 11404	Medical Lab Science Fundamentals		4
MLS 125/MLSC 12505	Hematology		5
MLS 135/MLSC 13505	Immunology & Immunohematology		5
MLS 205/MLSC 20505	Clinical Chemistry		5
MLS 215/MLSC 21505	Pathogenic Microbiology		5
MLS 203/MLSC 20203	Phlebotomy		3
MLS 211/MLSC 21101	Instrumentation, Urinalysis, and Body Fluids		1
MLS 223/MLSC 22303	Clinical Experience I		3
MLS 243/MLSC 24303	Clinical Experience II		3
MLS 263/MLSC 26303	Clinical Experience III		3
MLS 283/MLSC 28303	Clinical Experience IV		3
MLS 213/MLSC 21303	Selected Topics		3

- Courses with a MLS/MLSC prefix must be taken in the sequence prescribed.
- General education courses may be taken earlier than prescribed or as a prescribed co-requisite

Total Credits:

69

**Revised Date** 6/18/2025

# Nursing (ADN)

**Degree Type** Associate of Applied Science

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). 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: <https://www.arsbn.org/nurse-practice-act>. Clinical facilities may also require a criminal background check and/or drug 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.

The Associate Degree Nursing Program at Phillips Community College of the University of Arkansas meets the state education requirements for a registered nursing license in the states of Arkansas, Mississippi, and Tennessee. Phillips Community College of the University of Arkansas has not determined if the Associate Degree Nursing Program at Phillips Community College of the University of Arkansas meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Contact the state regulatory agency for nursing in any other state for which this information is needed. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

- Link to every Nursing Practice Act.
- Link to FAQs regarding the impact of 34 CFR 668.43 on nursing programs

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

The Associate Nursing program at Phillips Community College of the University of Arkansas at Helena-West Helena campus located in Helena-West Helena, Arkansas is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

The curriculum focuses on six (6) 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 24004 (BIOL 2404), Anatomy and Physiology I, within the past five (5) years with a grade of "C" or better. Applicants who repeat any required science course more than one (1) time within the past five (5) years to remove a grade of "W", "EW", "D" or "F" will not be considered for admission.

7. Complete MS 123/MATH 11003 (MATH 1103), College Algebra, and EH 113/ENGL 10103 (ENGL 1013), Composition I, with a grade of "C" or better. Applicants who repeat a required math or English course more than one (1) time within the past five (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 three (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 Learning Center Coordinator 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 three (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 Learning Center Coordinator 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 NG ACCUPLACER ESL 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 (2) 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 three (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 (2) Varicella or a positive titer
  - Two (2) 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 advanced 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 an 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 (2) 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 (1) readmission to the program. No required nursing course may be repeated more than one (1) time.
4. Once admitted to the nursing program, students must complete the required curricular pattern within 150% of the time six (6) semesters.
5. Students must complete prerequisite or corequisite general education courses before or with the corequisite 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 three (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 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.



Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
EH 113/ENGL 10103 (ENGL 1013) Composition I is a Pre-requisite completed before program admission			
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
Group III - Sciences and Math – 11 Hours			
8 hours from the following:			
Course Code	Title	ACTS Course #	Credits
BY 154/BIOL 24004	Anatomy & Physiology I	BIOL 2404	4
BY 164/BIOL 24104	Anatomy & Physiology II	BIOL 2414	4
BY 154/BIOL 24004 (BIOL 2404) Anatomy and Physiology I is a Pre-requisite completed before program admission			
3 hours of the following:			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 123/MATH 11003 (MATH 1103) College Algebra is a Pre-requisite completed before program admission			
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
	Any approved 3 credit hour CT course		
Required Courses - 40 Hours			
Course Code	Title	ACTS Course #	Credits
NG 107/NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions		7
NG 209/NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions		9
NG 312/NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions		12
NG 412/NURS 21312	Concepts of Nursing Care for Patients with Complex Conditions		12
<ul style="list-style-type: none"><li>• Pre-requisites must be completed with a grade of “C” or better before making application to the ADN program.</li><li>• Science courses taken more than 5 years before admission to the ADN program must be repeated.</li><li>• General education courses may be taken earlier than prescribed or as prescribed co-requisites.</li><li>• Courses with a NG prefix must be taken in sequence prescribed.</li><li>• Nursing courses older than 3 years will not count toward meeting curricular requirements for graduation from the Associate Degree Nursing program.</li><li>• In Fall 2025, the program initiated a pilot of a zero-credit, one-hour mandatory Nursing Success course for Levels I, II, and III. If the pilot proves successful, the course will be officially included in the 2026–2027 handbook.</li></ul>			
Total Credits:		63	
Revised Date 8/8/2024			

# Applied Technology Workforce Development & Training

## Construction Technology

Degree Type Associate of Applied Science

### Group I - English / Fine Arts – 9 Hours

6 hours from the following:

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3

### Group II - Social Science – 3 Hours

Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3

### Group III - Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3

### Group IV - Physical Education - 0 Hours

### Group V - Computer Technology - 3 Hours

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3

### Group VI - Required Courses - 35 Hours

Course Code	Title	ACTS Course #	Credits
CC 103/CTTE 10043	Construction I		3
CC 113/CTTE 11363	Construction II		3
CC 001/CTTE 10131	Construction Lab		1
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 001/AMST 10151	Industrial Electricity Lab		1
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 223/AMST 12343	Principles of HVAC		3
WG 115/WELD 11595	Introduction to Welding		5
WG 125/WELD 12595	Arc Welding I		5
WG 145/WELD 14595	Inert Gas Welding I		5

Electives - 7 Hours			
Course Code	Title	ACTS Course #	Credits
WG 135/WELD 13595	Arc Welding II		5
WG 165/WELD 16595	Inert Gas Welding II		5
IT 1203/AMST 12303	Intro to Manufacturing		3
PEAC 142/PEAC 14242	Fitness Concepts		2
Total Credits:		60	
Revised Date 8/16/2024			

# General Technology (Manufacturing Emphasis)

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 9 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Group VI - Required Courses - 39 Hours			
Course Code	Title	ACTS Course #	Credits
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 001/AMST 10151	Industrial Electricity Lab		1
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 214/AMST 11404	Introduction to Programmable Logic Controllers		4
IT 223/AMST 12343	Principles of HVAC		3
IT 243/AMST 14303	Hydraulics and Pneumatics		3
IT 273/AMST 17303	Principles of Industrial Machines		3
IT 1203/AMST 12303	Intro to Manufacturing		3
IT 1213/AMST 12133	Design for Manufacturing		3
IT 1223/AMST 12203	Manufacturing Production Processes		3
IT 1233/AMST 12333	Manufacturing Power & Equipment Systems		3
IT 1231/AMST 12301	Manufacturing Power Lab		1
IT 1273/AMST 12703	Engineering Design & Problem Solving		3

**Electives - Electives - 3 Hours**

Course Code	Title	ACTS Course #	Credits
WG 115/WELD 11595	Introduction to Welding		5
WG 1153/WELD 11793	Introduction to Welding I		3
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3
PE 243/PEAC 24343	First Aid		3
PEAC 143/PEAC 14343	Concepts of Fitness & Wellness		3
Total Credits:		60	

**Revised Date** 8/18/2024

# Graphic Communications

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 9 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
PR 274/GDES 27404	Computer Graphics		4
Group VI - Required Courses - 42 Hours			
Course Code	Title	ACTS Course #	Credits
	ART 133/ARTS 10003 Free Hand Drawing and Design or PR 133/GDES 13303 Illustration I		3
ART 263/ARTS 26343	Art Seminar		3
CT 233/CPSI 13343	Programming/Coding for Web Design		3
NT 253/GDES 25303	Digital Image Production I		3
NT 273/GDES 27303	Digital Image Production II		3
PR 103/GDES 10303	Graphic Art & Design I		3
PR 113/GDES 11303	Graphic Art & Design II		3
PR 114/GDES 11404	Printmaking		4
PR 123/GDES 12303	Graphic Design Typography		3
PR 164/GDES 16404	Digital Photography		4
PR 224/GDES 22404	Two Dimensional Design		4
PR 233/GDES 23303	Printing and Layout Design		3
Total Credits:		60	

**Revised Date** 8/18/2024

# Behavioral Health

## Behavioral Health Technology

Degree Type Associate of Applied Science

Group I - English/Fine Arts - 9 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
Group II - Social Science - 12 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
SY 223/SOCI 22363	The Family		3
Group III - Science & Math - 6 Hours			
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 3 Hours			
Course Code	Title	ACTS Course #	Credits
PE 223/HEAL 10003	Health and Safety	HEAL 1003	3
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
	3 Hours of Technology Electives		3
Specialized Course Requirements - 21 Hours			
Course Code	Title	ACTS Course #	Credits
BH 103/HBHE 10003	Health Care Delivery		3
BH 113/HBHE 11003	Chronic and Infectious Disease		3
BH 123/SOCI 12363	Theories and Treatment of Social Problems	SOCI 2013	3
BH 133/HBHE 13003	Behavioral Health Issues: Drug Abuse, Dom. Violence/ Abuse, Case Management		3
BH 143/HBHE 14003	Practicum in Behavioral Health		3
BH 153/HBHE 15003	Practicum Seminar in Behavioral Health		3
OT 113/HIMT 11303	Medical Terminology I		3

Approved Electives - 6 Hours

Electives from any of the approved electives in the AA transfer program to total 60 hours

Course Code	Title	ACTS Course #	Credits
	Approved Elective Course		
	Approved Elective Course		
	Approved Elective Course		
Total Credits:		60	

Revised Date 8/16/2024



# Business

## Business Management

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
Group II - Social Science – 6 Hours			
Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
ES 223/ECON 22003	Principles of Microeconomics	ECON 2203	3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Group VI - Required Courses - 42 Hours			
Course Code	Title	ACTS Course #	Credits
BAN 113/BUSI 10103	Introduction to Business	BUSI 1013	3
BAN 213/ACCT 20003	Principles of Accounting I	ACCT 2003	3
BAN 223/ACCT 20103	Principles of Accounting II	ACCT 2013	3
BAN 233/BLAW 20303	Legal Environment of Business	BLAW 2003	3
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3
BAN 283/ACCT 28333	Computerized Accounting		3
BMGT 233/BUSI 23333	Principles of Management		3
BMGT 273/BUSI 27353	Business Management Internship		3
BMGT 283/BUSI 21003	Business Statistics	BUSI 2103	3
CT 1233/BUSI 12353	Advanced MS Office Applications		3
CT 1283/BUSI 12853	Integrated Office Projects		3
CT 233/CPSI 13343	Programming/Coding for Web Design		3
CT 273/CPSI 27343	Relational Database Applications		3
OT 133/BUSI 11003	Keyboarding/Document Processing	BUSI 1103	3
Total Credits:		60	

**Revised Date** 8/16/2024

# Information Systems Technology

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Group VI - Required Courses - 30 Hours			
Course Code	Title	ACTS Course #	Credits
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3
CT 163/CPSI 16343	Introduction to Programming/Coding in Visual Basic		3
CT 173/ISYS 17303	Network Administration		3
NT 123/ISYS 12333	MS Networking Essentials		3
NT 133/ISYS 13333	Help Desk Support		3
NT 143/ISYS 14333	Linux Operating Systems		3
NT 163/ISYS 16303	Introduction to Cloud Computing		3
NT 173/ISYS 17333	Introduction to Virtualization		3
NT 193/ISYS 19303	Maintaining and Managing PC's		3
NT 213/ISYS 21303	Information Security Essentials: Intro to Cyber Security		3
Information Systems Technology Degree Options			
Programming/Coding Option - 15 Hours			
Course Code	Title	ACTS Course #	Credits
CT 233/CPSI 13343	Programming/Coding for Web Design		3
CT 263/CPSI 26343	Coding in Java/Java Script		3
CT 273/CPSI 27343	Relational Database Applications		3
CT 293/CPSI 19343	Programming/Coding in C#		3
CT 1243/CPSI 12443	Web Applications Coding		3

**Cyber Security Option - 15 Hours**

Course Code	Title	ACTS Course #	Credits
CYS 103/ISYS 10303	Scripting Fundamentals		3
CYS 113/ISYS 11303	Advanced Linux Operating Systems		3
CYS 123/ISYS 12303	Intrusion Detection/Prevention		3
CYS 133/ISYS 13303	Network Security Fundamentals		3
CYS 143/ISYS 14303	Ethical Hacking/Network Defense		3
Total Credits:		60	

**Revised Date** 8/18/2024

# Medical Office Technology

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
Group II - Social Science – 3 Hours			
Course Code	Title	ACTS Course #	Credits
ES 213/ECON 21003	Principles of Macroeconomics	ECON 2103	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Group VI - Required Courses - 39 Hours			
Course Code	Title	ACTS Course #	Credits
BAN 213/ACCT 20003	Principles of Accounting I	ACCT 2003	3
BAN 263/BUSI 20103	Business Communication	BUSI 2013	3
BAN 283/ACCT 28333	Computerized Accounting		3
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
CT 1233/BUSI 12353	Advanced MS Office Applications		3
CT 1283/BUSI 12853	Integrated Office Projects		3
OT 113/HIMT 11303	Medical Terminology I		3
OT 123/HIMT 12303	Medical Terminology II		3
OT 133/BUSI 11003	Keyboarding/Document Processing	BUSI 1103	3
OT 153/HIMT 15303	Introduction to Medical Coding (fall semester)		3
OT 203/HIMT 20303	Electronic Health Records		3
OT 263/HIMT 26303	Intermediate Medical Coding (spring semester)		3
OT 1213/HIMT 12103	Medical Office Internship		3

### Approved Electives - 6 Hours

Course Code	Title	ACTS Course #	Credits
BAN 113/BUSI 10103	Introduction to Business	BUSI 1013	3
BAN 223/ACCT 20103	Principles of Accounting II	ACCT 2013	3
BMGT 233/BUSI 23333	Principles of Management		3
CT 233/CPSI 13343	Programming/Coding for Web Design		3
CT 273/CPSI 27343	Relational Database Applications		3
NT 133/ISYS 13333	Help Desk Support		3
NT 193/ISYS 19303	Maintaining and Managing PC's		3
Total Credits:		60	

**Revised Date** 8/18/2024

# Early Childhood Education

## Early Childhood Education

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 6 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
Group II - Social Science – 9 Hours			
Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
SY 223/SOCI 22363	The Family		3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 3 Hours			
Course Code	Title	ACTS Course #	Credits
ECD 113/ECED 11053	Health, Safety & Nutrition		3
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
EN 213/EDHP 21373	Computers in Education		3
	3 hours of CT/CPSI electives		
Group VI - Required Courses - 35 Hours			
Course Code	Title	ACTS Course #	Credits
ECD 1001/ECED 20071	Field Experience I		1
ECD 1003/ECED 10143	Fundamentals of Childcare		3
ECD 1101/ECED 21061	Field Experience II		1
ECD 1103/ECED 14033	Child Development		3
ECD 1203/ECED 12003	Application of Childcare		3
ECD 103/ECED 10103	Foundations of Early Childhood Education		3
ECD 213/ECED 21053	Child Guidance		3
ECD 223/ECED 22053	Math & Science for ECED		3
ECD 243/ECED 24053	Infant/Toddler Curriculum		3
ECD 253/ECED 25053	Literacy and Language Arts		3
ECD 263/ECED 26053	Preschool Curriculum		3
ECD 283/ECED 28053	Future Perspectives		3
ECD 293/ECED 29053	Practicum		3

Approved Electives - 1 Hour			
Course Code	Title	ACTS Course #	Credits
SS 111/UNIV 11261	Student Success II		1
EN 113/EDHP 11373	Introduction to Education		3
	Other Approved Electives		
	Total Credits:	60	
Revised Date 8/18/2024			

# Criminal Justice

## Criminal Justice

**Degree Type** Associate of Applied Science

Group I - English / Fine Arts – 9 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
EH 123/ENGL 10203	Composition II	ENGL 1023	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
Group II - Social Science – 12 Hours			
Course Code	Title	ACTS Course #	Credits
BH 123/SOCI 12363	Theories and Treatment of Social Problems	SOCI 2013	3
PLS 213/PLSC 20003	American Federal Government	PLSC 2003	3
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
Group III - Sciences and Math – 3 Hours			
Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 143/MATH 10133	Technical Mathematics		3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3
Group IV - Physical Education - 0 Hours			
Group V - Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 153/CPSI 15343	Computer Operating Systems		3
Group VI - Criminal Justice - 30 Hours			
Course Code	Title	ACTS Course #	Credits
CJI 103/CRJU 10303	Law Enforcement (fall semester)		3
CJI 113/CRJU 10203	Introduction to Criminal Justice (fall semester)	CRJU 1023	3
CJI 123/CRJU 12303	Advanced Law Enforcement (spring semester)		3
CJI 143/CRJU 14303	Juvenile Justice (spring semester)		3
CJI 163/CRJU 16303	Correction Systems and Practices (fall semester)		3
CJI 213/CRJU 24073	Legal Aspects of Law Enforcement (fall semester)		3
CJI 233/CRJU 20483	Criminal Procedures and Evidence (fall semester)		3
CJI 243/CRJU 26073	Investigation and Courtroom Protocols (fall semester)		3
CJI 263/CRJU 26373	Criminology (fall semester)		3
CJI 273/CRJU 27373	CJI Internship (spring semester)		3



Approved Electives - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CJI 1113/CRJU 11153	Foundations Criminal Justice (spring semester)		3
CJI 1123/CRJU 11233	Special Topics in Advanced Law Enforcement (spring semester)		3
	Other Approved Electives		
	Total Credits:	60	
Revised Date 8/16/2024			

# Technical Certificates

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## 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 Workforce Development & Training

Advanced Manufacturing  
Construction Technology  
Graphic Communications  
Welding

### Behavioral Health

### Cosmetology

### Early Childhood Education

### Technical Certificate in Teaching

# Allied Health

## Phlebotomy

### Degree Type Technical Certificate

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 drug 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: 1-773-714-8880, Email: [info@naacls.org](mailto: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 NG ACCUPLACER scores taken within the last four (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 NG ACCUPLACER ESL 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
8. Rare exception to the admission policy 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 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.

### 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 three (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

The student must provide the following documents within two (2) weeks of beginning the Phlebotomy program:

1. Completed Health Statement
2. Proof of immunization compliance
  - Current Td
  - Two (2) Varicella or positive titer
  - Two (2) MMR, if born after 1957 or positive titers
  - Initiation of Hepatitis B series or positive titer
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.

## Policies for Progression for Students Admitted in the Phlebotomy Curriculum

1. Students in the Phlebotomy program must obtain permission from the Director of the MLT program to take required courses for transfer at another college, before enrolling in the course the student expects to transfer to PCCUA.
2. Once admitted to the Phlebotomy program, students should complete the required curricular pattern within 150% of the time (3 semesters).
3. Students must complete pre-requisites or corequisite general education courses before or with corequisite phlebotomy courses.
4. Students admitted for the first time to the Phlebotomy program are allowed a maximum of one readmission to the program. No required PLB course may be repeated more than one time.
5. A minimum grade of "C" is mandatory in all required PLB/ALHE courses and in the following general education courses:
  - BY 103/BIOL 10363, Intro to Anatomy
  - OT 113/HIMT 11303, Medical Terminology I
  - MS 143/MATH 10133, Elementary Algebra or higher
6. A minimum of 70% of tests in PLB 114/ALHE 11404 and PLB 124/ALHE 12404 must be passed to successfully complete the course and progress to PLB 134/ALHE 13404.
7. Students who fail to earn a minimum grade of "C" in both PLB 114/ALHE 11404 and PLB 124/ALHE 12404 must withdraw from the corequisite course, PLB 134/ALHE 13404.
8. Students who fail to earn a minimum grade of "C" in PLB 134/ALHE 13404 must repeat all required corequisite courses, PLB 114/ALHE 11404 and PLB 124/ALHE 12404 regardless of the previous grade earned.
9. General education courses may be taken earlier than prescribed or as prescribed in the College Catalog.
10. Science and math courses taken more than five (5) years before admission to the Phlebotomy program must be repeated.
11. Phlebotomy courses with a clinical component may not be audited.
12. All phlebotomy students are required to have a current American Heart Association Basic Life Support CPR card before enrolling in respective PLB courses. The card must remain current throughout enrollment in PLB courses. Certification expiring mid semester must be renewed before entry into the respective semester. Electronic certification or recertification is NOT accepted.
13. Students enrolled in the Phlebotomy 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 Phlebotomy program supplies the Phlebotomy Student Handbook upon enrollment and at the beginning of each academic year.

Group I			
English / Fine Arts – 3 Hours			
Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
Group II - None Required			
Social Science - 0 Hours			
Group III			
Sciences and Math – 6 Hours			
3 hours of the following			
Course Code	Title	ACTS Course #	Credits
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
3 hours of the following			
Course Code	Title	ACTS Course #	Credits
MS 1023/MATH 10373	Elementary Algebra		3
Group IV - None Required			
Physical Education - 0 Hours			
Group V			
Computer Technology - 3 Hours			
Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
Required Courses			
Course Code	Title	ACTS Course #	Credits
OT 113/HIMT 11303	Medical Terminology I		3
PLB 114/ALHE 11404	Phlebotomy Procedures		4
PLB 124/ALHE 12404	Special Techniques		4
PLB 134/ALHE 13404	Phlebotomy Skills		4
Level I courses must be in progress or completed before making an application to the Phlebotomy Program.			
Total Credits:		27	
Revised Date 6/2025			

# Practical Nursing

**Degree Type** Technical Certificate

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: <https://www.arsbn.org/nurse-practice-act>. Clinical facilities may also require a criminal background check and/or drug 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 corequisite nursing course. The Arkansas State Board of Nursing can be contacted at: 1123 S. University Avenue, Suite 800, Little Rock, AR 72204, 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. Complete EH 113/ENGL 10103 (ENGL 1013), Composition I and MS 143/MATH 10133 Technical Math or MS 1123 , Intermediate Algebra, or higher, with a grade of "C" or better. Applicants who repeat EH 113/ENGL 10103 (ENGL 1013) or MS 1123, MS 143/MATH 10133 or higher more than one (1) time in the past five (5) years to remove a grade of "D", "F", "W", or "EW" will not be considered for admission.
6. Document a total 9th grade reading level on the Nelson-Denny Reading Test by the application deadline. The Nelson-Denny Reading Test must be taken at PCCUA within three (3) months of: (1) the PN 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 Nelson-Denny Reading Test. Students on the DeWitt campus should contact the PN Program Coordinator on the DeWitt Campus to schedule a time to take the Nelson-Denny Reading Test. The Nelson-Denny Reading test may only be taken once per application year.
7. Document a minimum score of 47 on the ATI Critical Thinking Exam by the application deadline. This exam must be taken at PCCUA within three (3) months of: (1) the PN 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 DeWitt campus should contact the PN Program Coordinator on the DeWitt 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.
8. Submit a completed PN Program application to the PN Program Coordinator on the DeWitt campus. The application must be in the Nursing Department on the DeWitt campus by June 1st for admission to the fall semester and October 1st for admission to the spring semester.
9. BY 154/BIOL 24004 and BY 164/BIOL 24104 with a grade of "C" or better taken within the last five (5) years may be substituted for PNP 103/PNUR 10363 prior to admission to the PN program.
10. Students who speak English as a second language and take the NG ACCUPLACER ESL 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
11. 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 from highest to lowest by the score earned on the ATI Critical Thinking Exam.
2. When two (2) or more 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 DeWitt 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 classes will be filled from the waiting list.
4. Applicants not selected for admission and/or applicants who elect not to enroll in the Practical Nursing Program must repeat the application process which includes but is not limited to: submitting a new application to the Practical Nursing Program as well as repeating the Nelson-Denny Reading and ATI Critical Thinking exams within three (3) months of the application deadline.

### 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 (2) Varicella or a positive titer
  - Two (2) 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.

1. 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.
2. Applications may be obtained from the PN Program Coordinator on the DeWitt campus.
3. 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. No late applications will be accepted.
4. Students seeking admission by transfer 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.

- When two (2) or more transfer 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 DeWitt campus.
- 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 three (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.
- 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). Students seeking alternate admission to Level III, must demonstrate proficiency in taking a complete set of vital signs (BP, P, RR), 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 (3) 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 (3) 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 (4) years.

### Policies for Progression for Students Admitted in the PN Program

- 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 student enrolls in a PNP course for credit, the student does not have the option to withdraw from the course and request course substitution. For example, once a student enrolls in PNP 103/PNUR 10363 for credit, the student may not use BY 154/BIOL 24004 (BIOL 2404) and BY 164/BIOL 24104 (BIOL 2414) as a substitution for PNP 103/PNUR 10363.
- Students admitted for the first time to Level I of the Practical Nursing Program are allowed a maximum of one (1) readmission to the program. No required nursing course may be repeated more than one time.
- All students who repeat a required practical nursing course also must repeat all required corequisite nursing courses regardless of a previously earned grade of "C" or better in the corequisite nursing course(s). A grade of "C" or better is required in all repeated nursing courses to progress to the next level or graduation.
- Once admitted to the nursing program, students should complete the required curricular pattern within 150% of the time four (4) semesters.
- In Level I, PNP 103/PNUR 10363 and PNP 109/PNUR 10969 are corequisites. A student who withdraws or is dismissed from one (1) course must withdraw from the other.
- Nursing courses may not be audited.
- 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.
- A minimum grade of "C" is mandatory in required nursing courses.
- 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 nursing program supplies the PN Student Handbook upon enrollment and at the beginning of each academic year.
- 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.



## Group I

### English / Fine Arts – 3 Hours

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3

## Group II - None Required

### Social Science - 0 Hours

## Group III

### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
	MS 1123 or MS 143 Intermediate Algebra or Technical Mathematics		

## Group IV - None Required

### Physical Education - 0 Hours

## Group V - None Required

### Computer Technology - 0 Hours

## Required Courses

Course Code	Title	ACTS Course #	Credits
PNP 109/PNUR 10969	Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions		9
PNP 103/PNUR 10363	Human Structure and Function		3
PNP 112/PNUR 11212	Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions		12
PNP 212/PNUR 21212	Concepts of Practical Nursing in the Care of Patients with Complex Conditions		12

- 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.
- BY154/BIOL 24004 (BIOL 2404) and BY164/BIOL 24104 (BIOL 2414) with a grade of C or better taken within the last five (5) years may be substituted for PNP 103/PNUR 10363 prior to admission to the PN program.
- 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.

Total Credits: 42

Revised Date 8/2024

# Applied Technology Workforce Development & Training

## Advanced Manufacturing

Degree Type Technical Certificate

### Group I

#### English / Fine Arts – 6 Hours

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

### Group II - None Required

#### Social Science - 0 Hours

### Group III

#### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 1023/MATH 10373	Elementary Algebra		3

### Group IV - None Required

#### Physical Education - 0 Hours

### Group V - None Required

#### Computer Technology - 0 Hours

### Group VI

#### Required Courses - 26 Hours

Course Code	Title	ACTS Course #	Credits
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 001/AMST 10151	Industrial Electricity Lab		1
IT 273/AMST 17303	Principles of Industrial Machines		3
IT 1203/AMST 12303	Intro to Manufacturing		3
IT 1213/AMST 12133	Design for Manufacturing		3
IT 1223/AMST 12203	Manufacturing Production Processes		3
IT 1233/AMST 12333	Manufacturing Power & Equipment Systems		3
IT 1231/AMST 12301	Manufacturing Power Lab		1
IT 1273/AMST 12703	Engineering Design & Problem Solving		3

Total Credits: 35

Revised Date 8/2024

# Construction Technology

Degree Type Technical Certificate

## Group I

### English / Fine Arts – 4 Hours

Course Code	Title	ACTS Course #	Credits
EH 1013/ENGL 10383	EH 1013 Basic Writing I		3
EH 1011/ENGL 10181	EH 1011 Basic Writing I Lab		1

## Group II - None Required

### Social Science - 0 Hours

## Group III

### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 143/MATH 10133	Technical Mathematics		3

## Group IV - None Required

### Physical Education - 0 Hours

## Group V - None Required

### Computer Technology - 0 Hours

## Required Courses

Course Code	Title	ACTS Course #	Credits
CC 103/CTTE 10043	Construction I		3
CC 113/CTTE 11363	Construction II		3
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 223/AMST 12343	Principles of HVAC		3
WG 115/WELD 11595	Introduction to Welding		5

Total Credits: 30

Revised Date 8/2024

# Graphic Communications

Degree Type Technical Certificate

## Group I

### English / Fine Arts – 3 Hours

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3

## Group II - None Required

### Social Science - 0 Hours

## Group III

### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 1023/MATH 10373	Elementary Algebra		3

## Group IV - None Required

### Physical Education - 0 Hours

## Group V

### Computer Technology - 3 Hours

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
PR 274/GDES 27404	Computer Graphics		4

## Group VI - Required Courses

Course Code	Title	ACTS Course #	Credits
	ART 133/ARTS 10003 Free Hand Drawing and Design or PR 133/GDES 13303 Illustration I		3
NT 253/GDES 25303	Digital Image Production I		3
NT 273/GDES 27303	Digital Image Production II		3
PR 103/GDES 10303	Graphic Art & Design I		3
PR 113/GDES 11303	Graphic Art & Design II		3
PR 123/GDES 12303	Graphic Design Typography		3
PR 233/GDES 23303	Printing and Layout Design		3
Total Credits:		30	

Revised Date 8/2024

# Welding Technology

Degree Type Technical Certificate

## Group I

### English / Fine Arts – 3 Hours

Course Code	Title	ACTS Course #	Credits
EH 1013/ENGL 10383	EH 1013 Basic Writing I		3
EH 1011/ENGL 10181	EH 1011 Basic Writing I Lab		1

## Group II - None Required

### Social Science - 0 Hours

## Group III

### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 1023/MATH 10373	Elementary Algebra		3

## Group IV - None Required

### Physical Education - 0 Hours

## Group V - None Required

### Computer Technology - 0 Hours

## Group VI - Required Courses

Course Code	Title	ACTS Course #	Credits
WG 115/WELD 11595	Introduction to Welding		5
WG 125/WELD 12595	Arc Welding I		5
	WG 133/WELD 11073 Welding Blueprint Reading or IT 163/AMST 16303 Basics of Blueprints and Industrial Measurements		3
WG 135/WELD 13595	Arc Welding II		5
WG 145/WELD 14595	Inert Gas Welding I		5
WG 165/WELD 16595	Inert Gas Welding II		5
Total Credits:		34	

Revised Date 8/2024

# Behavioral Health

## Behavioral Health Technology

Degree Type Technical Certificate

### Group I

#### English / Fine Arts – 6 Hours

Course Code	Title	ACTS Course #	Credits
EH 113/ENGL 10103	Composition I	ENGL 1013	3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3

### Group II

#### Social Science – 9 Hours

9 Hours from the following:

Course Code	Title	ACTS Course #	Credits
PSY 213/PSYC 11003	General Psychology	PSYC 1103	3
PSY 223/PSYC 21003	Human Growth and Development	PSYC 2103	3
SY 213/SOCI 21363	Fundamentals of Sociology	SOCI 1013	3
SY 223/SOCI 22363	The Family		3

### Group III

#### Sciences and Math – 3 Hours

Course Code	Title	ACTS Course #	Credits
MS 1023/MATH 10373	Elementary Algebra		3

### Group IV

#### Computer Technology - 3 Hours

3 Hours from the following:

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 213/BUSI 11363	Microcomputer Business Applications		3
EN 213/EDHP 21373	Computers in Education		3

### Group V - None Required

#### Computer Technology - 0 Hours

#### Required Courses

Course Code	Title	ACTS Course #	Credits
BH 103/HBHE 10003	Health Care Delivery		3
BH 113/HBHE 11003	Chronic and Infectious Disease		3
BH 133/HBHE 13003	Behavioral Health Issues: Drug Abuse, Dom. Violence/ Abuse, Case Management		3
	OT 113/HIMT 11303 Medical Terminology I or PE 223/ HEAL 10003 Health and Safety		3
Total Credits:		33	

Revised Date 8/2024

# Cosmetology

## Cosmetology

Degree Type Technical Certificate

Group I - English / Fine Arts - None Required
Group II - Social Science - None Required
Group III - Science / Math - None Required
Group IV - Physical Education - None Required
Group V - Computer Technology - None Required
Group VI

### Fall or Spring Enrollment:

Required Courses			
Course Code	Title	ACTS Course #	Credits
COSM 105/COSM 10555	Cosmetology Science and Theory I		5
COSM 104/COSM 10444	Cosmetology Practical Applications I		4
COSM 106/COSM 10646	Clinical Experience I		6
Required Courses			
Course Code	Title	ACTS Course #	Credits
COSM 205/COSM 20555	Cosmetology Science and Theory II		5
COSM 204/COSM 10454	Cosmetology Practical Applications II		4
COSM 206/COSM 10656	Clinical Experience II		6
Required Courses			
Course Code	Title	ACTS Course #	Credits
COSM 305/COSM 20305	Cosmetology Science and Theory III		5
COSM 304/COSM 20444	Cosmetology Practical Applications III		4
COSM 406/COSM 20656	Clinical Experience III		6
Summer Enrollment - 6 hours			

\*\*This course is used to meet State clock-hour requirements

Course Code	Title	ACTS Course #	Credits
COSM 306/COSM 20646	Cosmetology Theory and Practical Application		6

### Elective

\*\*This course is used to meet State clock-hour requirements

Course Code	Title	ACTS Course #	Credits
COSM 293/COSM 19353	Special Problems		3
COSM 506/COSM 20746	Clinical Experience IV		6

Total Credits: 45

Revised Date 8/2024

# Early Childhood Education

## Early Childhood Education

Degree Type Technical Certificate

### Group I

#### English / Fine Arts – 3 Hours

Course Code	Title	ACTS Course #	Credits
EH 1013/ENGL 10383	EH 1013 Basic Writing I or higher English		3

### Group II - None Required

#### Social Science - 0 Hours

### Group III

#### Sciences and Math – 3 Hours

- Any math course

### Group IV

#### Physical Education - 3 Hours

Course Code	Title	ACTS Course #	Credits
ECD 113/ECED 11053	Health, Safety & Nutrition		3

### Group V - None Required

#### Computer Technology - 0 Hours

### Group VI Option I - Required Courses - 11 Hours

Course Code	Title	ACTS Course #	Credits
ECD 1001/ECED 20071	Field Experience I		1
ECD 1003/ECED 10143	Fundamentals of Childcare		3
ECD 1101/ECED 21061	Field Experience II		1
ECD 1103/ECED 14033	Child Development		3
ECD 1203/ECED 12003	Application of Childcare		3

### Group VI Option II - Required Courses - 9 Hours

Only available with instructor/dean approval

Course Code	Title	ACTS Course #	Credits
ECD 103/ECED 10103	Foundations of Early Childhood Education		3
EN 113/EDHP 11373	Introduction to Education		3
ECD 1103/ECED 14033	Child Development		3



## Directed Electives

Option I - 10 Hours / Option II - 12 Hours

Course Code	Title	ACTS Course #	Credits
ECD 103/ECED 10103	Foundations of Early Childhood Education		3
ECD 213/ECED 21053	Child Guidance		3
ECD 223/ECED 22053	Math & Science for ECED		3
ECD 243/ECED 24053	Infant/Toddler Curriculum		3
ECD 253/ECED 25053	Literacy and Language Arts		3
ECD 263/ECED 26053	Preschool Curriculum		3
EN 213/EDHP 21373	Computers in Education		3
SY 223/SOCI 22363	The Family		3
Other Approved 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 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 Credits:	30
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**Revised Date** 8/2024

# Teaching

## Teaching

Degree Type Technical Certificate

### Group I

#### English / Fine Arts – 9 Hours

Course Code	Title	ACTS Course #	Credits
EH 1013/ENGL 10383	EH 1013 Basic Writing I		3
SP 243/SPCH 24353	Fundamentals of Speech	SPCH 1003	3
FA 213/ARHS 10003	Fine Arts	ARTA 1003	3

### Group II - None Required

#### Social Science - 0 Hours

### Group III

#### Sciences and Math – 13 Hours

Course Code	Title	ACTS Course #	Credits
BY 114/BIOL 10004	General Biology I	BIOL 1014	4
	MS 123/MATH 11003 College Algebra or MS 193/MATH 11103 Quantitative Reasoning		3
MS 2213/MATH 22173	Mathematical Structures I		3
MS 2223/MATH 22273	Mathematical Structures II		3

### Group IV - None Required

#### Physical Education - 0 Hours

### Group V

#### Computer Technology - 3 Hours

3 hours from the following:

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
EN 213/EDHP 21373	Computers in Education		3

### Required Courses

Course Code	Title	ACTS Course #	Credits
EN 113/EDHP 11373	Introduction to Education		3
ECD 1103/ECED 14033	Child Development		3

Total Credits: 31

Revised Date 8/2024

# Certificates of Proficiency

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## 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 Workforce Development & Training**

Advanced Manufacturing  
Agriculture Mechanics & Equipment Machine Technology  
CDL/Truck Driving  
Construction Technology  
Graphic Communications  
Horticulture Operations  
HVAC  
Heavy Equipment Operation & Maintenance  
Welding (General, Inert, Mild)

### **Business**

Accounting  
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 Professions Education

### **Certificate of of Proficiency in Teaching**

# Allied Health

## Emergency Medical Technician

**Degree Type** Certificate of Proficiency

The EMT Program is a one-semester certificate of proficiency program. Upon successful completion of three courses (EMT 1010/EMSC 10110, Emergency Medical Training course, OT 113/HIMT 11303, Medical Terminology I and BH 113/HBHE 11003, 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/EMSC 10110 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 preclude certification as an EMT. In addition, clinical facilities also may require a criminal background check and/or drug 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 should 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/EMSC 10110 is limited to 20 students, interested individuals are encouraged to register early. Enrollment in the EMT 1010/EMSC 10110 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, NG ACCUPLACER, scores taken within the last four (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 NG 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. Transportation to clinical sites is not provided.

### 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 (2) Varicella or a positive titer
  - Two (2) 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 drug testing
7. Provide written proof of professional liability insurance within four (4) weeks of the first class meeting. Students who fail to provide proof of professional liability insurance within the first four (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 two (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.

**Group I - None Required**

**English / Fine Arts - 0 Hours**

**Group II - None Required**

**Social Science - 0 Hours**

**Group III - None Required**

**Science / Math - 0 Hours**

**Group IV - None Required**

**Physical Education - 0 Hours**

**Group V - None Required**

**Computer Technology - 0 Hours**

**Group VI**

**Required Courses - 16 Hours**

Course Code	Title	ACTS Course #	Credits
EMT 1010/EMSC 10110	Emergency Medical Training		10
OT 113/HIMT 11303	Medical Terminology I		3
BH 113/HBHE 11003	Chronic and Infectious Disease		3
Total Credits:		16	

**Revised Date** 8/2024

# Nursing Assistant

## Degree Type Certificate of Proficiency

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 drug 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. Applicants also should be aware that violation of any federal, state, or local drug law or conviction of a crime may preclude certification as a nursing assistant. The Office of Long-Term Care may be contacted at: Post Office Box 8059, Slot S409, Little Rock, AR 72203-1437, (501) 682-6789 or by e-mail at <https://humanservices.arkansas.gov/about-dhs/dms>.

## Admission

The Nursing Assistant Program may be offered every semester. Since enrollment in NA/ISHP courses is limited to 12 students, interested individuals are encouraged to register early. Enrollment in the NA/ISHP courses are 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, NG ACCUPLACER, scores taken within the last four (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 NG ACCUPLACER ESL 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/ISHP 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 (2) Varicella or a positive titer
  - Two (2) 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 drug 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.

**Group I - None Required**

**English / Fine Arts - 0 Hours**

**Group II - None Required**

**Social Science - 0 Hours**

**Group III - None Required**

**Science / Math - 0 Hours**

**Group IV - None Required**

**Physical Education - 0 Hours**

**Group V - None Required**

**Computer Technology - 0 Hours**

**Group VI**

**Required Courses - 10 Hours**

Course Code	Title	ACTS Course #	Credits
NA 103/ISHP 10303	Nursing Assistant Clinical		3
NA 107/ISHP 10707	Nursing Assistant Theory		7
Total Credits:		10	

**Revised Date** 8/2024



# Applied Technology Workforce Development & Training

## Advanced Manufacturing

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

### Required Courses - 13 Hours

Course Code	Title	ACTS Course #	Credits
IT 1203/AMST 12303	Intro to Manufacturing		3
IT 1213/AMST 12133	Design for Manufacturing		3
IT 1223/AMST 12203	Manufacturing Production Processes		3
IT 1233/AMST 12333	Manufacturing Power & Equipment Systems		3
IT 1231/AMST 12301	Manufacturing Power Lab		1
Total Credits:		13	

Revised Date 8/2024

# Agri Mechanics & Equipment/Machine Technology

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

Required Courses - 15 Hours

Course Code	Title	ACTS Course #	Credits
AFLS 2203/AGRI 12003	Small Engines/Power Units		3
IT 133/AMST 13303	Industrial Electricity		3
IT 001/AMST 10151	Industrial Electricity Lab		1
MMT 114/ELTE 11404	Basic Electricity/Electronics I		4
MMT 144/ELTE 14404	Industrial Mechanics		4
Total Credits:		15	

Revised Date 8/2024

# CDL/Truck Driving

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 17 Hours

Course Code	Title	ACTS Course #	Credits
TD 104/TRDR 10404	Truck Driving I		4
TD 103/TRDR 10303	Truck Driving II		3
TD 102/TRDR 10202	Truck Maintenance and Road Safety		2
TD 112/TRDR 11202	Road Regulations and Rules		2
TD 106/TRDR 10606	Road Internship		6
Total Credits:		17	

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# Construction Technology

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 22 Hours

Course Code	Title	ACTS Course #	Credits
CC 103/CTTE 10043	Construction I		3
CC 001/CTTE 10131	Construction Lab		1
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 001/AMST 10151	Industrial Electricity Lab		1
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 223/AMST 12343	Principles of HVAC		3
WG 115/WELD 11595	Introduction to Welding		5
Total Credits:		22	

Revised Date 8/2024

# General Welding Techniques

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 15 Hours

Course Code	Title	ACTS Course #	Credits
WG 115/WELD 11595	Introduction to Welding		5
WG 125/WELD 12595	Arc Welding I		5
WG 145/WELD 14595	Inert Gas Welding I		5
Total Credits:		15	

Revised Date 8/2024

# Graphic Communications

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 13 Hours

Course Code	Title	ACTS Course #	Credits
	ART 133/ARTS 10003 Free Hand Drawing and Design or PR 133/GDES 13303 Illustration I		3
NT 253/GDES 25303	Digital Image Production I		3
PR 103/GDES 10303	Graphic Art & Design I		3
PR 224/GDES 22404	Two Dimensional Design		4
Total Credits:		13	

Revised Date 8/2024

# HVAC

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 12 Hours

Course Code	Title	ACTS Course #	Credits
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 133/AMST 13303	Industrial Electricity		3
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 223/AMST 12343	Principles of HVAC		3
Total Credits:		12	

Revised Date 8/2024

# Heavy Equipment Operations & Maintenance

Degree Type Certificate of Proficiency

Group I - None Required

English/Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 16 Hours

Course Code	Title	ACTS Course #	Credits
IT 173/AMST 17003	Industrial Heavy Equipment		3
IT 113/INEG 10103	Industrial Safety and Sanitation		3
IT 163/AMST 16303	Basics of Blueprints & Industrial Measurements		3
IT 283/AMST 20803	Advanced Excavator		3
IT 293/AMST 20903	Advanced Backhoe		3
PE 201/PEAC 20141	Community First Aid		1
Total Credits:		16	

Revised Date 8/2024



# Horticulture Operations

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

Required Courses - 8 Hours

Course Code	Title	ACTS Course #	Credits
AFLS 1012/AFLS 10102	Careers in Agriculture		2
AFLS 1203/AFLS 12003	Introduction to Plant Science		3
AFLS 2000/AFLS 10000	Horticulture Lab		0
AFLS 2003/AFLS 10103	Principles of Horticulture		3
Total Credits:		8	

Revised Date 8/2024

# Inert Gas Welding

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 15 Hours

Course Code	Title	ACTS Course #	Credits
WG 115/WELD 11595	Introduction to Welding		5
WG 145/WELD 14595	Inert Gas Welding I		5
WG 165/WELD 16595	Inert Gas Welding II		5
Total Credits:		15	

Revised Date 8/2024

# Mild Steel Welding

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 15 Hours

Course Code	Title	ACTS Course #	Credits
WG 115/WELD 11595	Introduction to Welding		5
WG 125/WELD 12595	Arc Welding I		5
WG 135/WELD 13595	Arc Welding II		5
Total Credits:		15	

Revised Date 8/2024

# Business

## Accounting

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

### Required Courses - 12 Hours

Course Code	Title	ACTS Course #	Credits
BAN 103/BUSI 10353	Introduction to Accounting		3
BAN 213/ACCT 20003	Principles of Accounting I	ACCT 2003	3
BAN 223/ACCT 20103	Principles of Accounting II	ACCT 2013	3
BAN 283/ACCT 28333	Computerized Accounting		3
Total Credits:		12	

Revised Date 8/2024

# Business

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 15 Hours

Course Code	Title	ACTS Course #	Credits
BAN 103/BUSI 10353	Introduction to Accounting		3
BAN 113/BUSI 10103	Introduction to Business	BUSI 1013	3
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
OT 133/BUSI 11003	Keyboarding/Document Processing	BUSI 1103	3
	Business Elective (3 credits)		3
Total Credits:		15	

Revised Date 8/2024

# Cyber Security

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 18 Hours

Course Code	Title	ACTS Course #	Credits
NT 123/ISYS 12333	MS Networking Essentials		3
NT 143/ISYS 14333	Linux Operating Systems		3
NT 213/ISYS 21303	Information Security Essentials: Intro to Cyber Security		3
CYS 103/ISYS 10303	Scripting Fundamentals		3
CYS 113/ISYS 11303	Advanced Linux Operating Systems		3
CYS 123/ISYS 12303	Intrusion Detection/Prevention		3
Total Credits:		18	

Revised Date 8/2024

# MS Operating Systems Desktop Support

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

Required Courses - 12 Hours

Course Code	Title	ACTS Course #	Credits
	CT 113/CPSI 10103 Computer Information Systems or CT 153/CPSI 15343 Computer Operating Systems		3
CT 173/ISYS 17303	Network Administration		3
NT 133/ISYS 13333	Help Desk Support		3
NT 163/ISYS 16303	Introduction to Cloud Computing		3
Total Credits:		12	

Revised Date 8/2024

# Maintaining & Managing Personal Computers

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 12 Hours

Course Code	Title	ACTS Course #	Credits
	CT 113/CPSI 10103 Computer Information Systems or CT 153/CPSI 15343 Computer Operating Systems		3
NT 123/ISYS 12333	MS Networking Essentials		3
NT 193/ISYS 19303	Maintaining and Managing PC's		3
	NT 213/ISYS 21303 Information Security Essentials or NT 133/ISYS 13333 Help Desk Support		3
Total Credits:		12	

Revised Date 8/2024



# Medical Coding

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 17 Hours

Course Code	Title	ACTS Course #	Credits
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
OT 113/HIMT 11303	Medical Terminology I		3
OT 123/HIMT 12303	Medical Terminology II		3
OT 153/HIMT 15303	Introduction to Medical Coding (fall semester)		3
OT 263/HIMT 26303	Intermediate Medical Coding (spring semester)		3
OT 292/HIMT 29202	Medical Coding Certification Prep		2
Total Credits:		17	

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# Programming/Coding

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

Required Courses - 18 Hours

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
CT 163/CPSI 16343	Introduction to Programming/Coding in Visual Basic		3
CT 233/CPSI 13343	Programming/Coding for Web Design		3
CT 263/CPSI 26343	Coding in Java/Java Script		3
CT 293/CPSI 19343	Programming/Coding in C#		3
CT 1243/CPSI 12443	Web Applications Coding		3
Total Credits:		18	

Revised Date 8/2024

# Cosmetology

## Cosmetology Manicuring

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

### Required Courses - 18 Hours

Course Code	Title	ACTS Course #	Credits
COSM 155/COSM 15545	Cosmetology Manicuring Theory		5
COSM 1510/COSM 15110	Cosmetology Manicuring Lab		10
COSM 153/COSM 15343	Nail Technology		3
Total Credits:		18	

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# Early Childhood Education

## Early Childhood Education

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

## Group VI

### Childcare Training & Observation - 17 Hours

Course Code	Title	ACTS Course #	Credits
ECD 1001/ECED 20071	Field Experience I		1
ECD 1003/ECED 10143	Fundamentals of Childcare		3
ECD 1101/ECED 21061	Field Experience II		1
ECD 1103/ECED 14033	Child Development		3
ECD 1203/ECED 12003	Application of Childcare		3
ECD 113/ECED 11053	Health, Safety & Nutrition		3
ECD 103/ECED 10103	Foundations of Early Childhood Education		3

### DIRECT ASSESSMENT PROGRAM ENTRANCE REQUIREMENTS

1. 18 years or older
2. Hold high school diploma or equivalent
3. Be able to speak, read, and write well enough to fulfill responsibilities
4. Sign a statement of ethical conduct
5. Must be employed as a lead caregiver in a group of at least 8 children ages 3-5 (10 children must be enrolled in the total program)
6. 480 hours of experience working with children ages birth to five years (within the last five years)

### TRAINING PROVIDED

1. Minimum of 120 clock hours of formal CDA training (minimum of 10 hours each area):
  1. Safety health, and learning environment
  2. Physical and intellectual development
  3. Social and emotional development
  4. Developing interpersonal relationships
  5. Management of program operation
  6. Commitment to teaching and professionalism
  7. Observing and recording children's behavior
  8. Child growth and development
2. Observations on teaching site
3. Writing resume, portfolio, competency statements
4. All training necessary to pass the CDA Assessment
5. CPR for infants and children

**FEES:** A fee of \$350 is assessed for Early Childhood Field Experience I (ECD 1001/ECED 20071) and \$375 is assessed for Field Experience II (ECD 1101/ECED 21061).

For information, call Christi Freeman (870) 673-4201, ext. 1840 or Yvette Robertson Barnes at (870) 338-6474, ext. 1307.

Total Credits:

17

Revised Date 8/2024

# Other Certificates

## Law Enforcement

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

### Required Courses - 9 Hours

Course Code	Title	ACTS Course #	Credits
CJI 103/CRJU 10303	Law Enforcement (fall semester)		3
CJI 113/CRJU 10203	Introduction to Criminal Justice (fall semester)	CRJU 1023	3
3 hours from the following:			
Course Code	Title	ACTS Course #	Credits
CJI 123/CRJU 12303	Advanced Law Enforcement (spring semester)		3
CJI 143/CRJU 14303	Juvenile Justice (spring semester)		3
CJI 1103/CRJU 11033	Special Topics in Law Enforcement		3
CJI 1123/CRJU 11233	Special Topics in Advanced Law Enforcement (spring semester)		3
Total Credits:		9	

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# Medical Professions Education

Degree Type Certificate of Proficiency

Group I - None Required

English / Fine Arts - 0 Hours

Group II - None Required

Social Science - 0 Hours

Group III - None Required

Science / Math - 0 Hours

Group IV - None Required

Physical Education - 0 Hours

Group V - None Required

Computer Technology - 0 Hours

Group VI

## Required Courses - 12 Hours

Course Code	Title	ACTS Course #	Credits
BY 103/BIOL 10363	Introduction to Anatomy & Physiology		3
MPE 113/ISHP 11003	Introduction to Medical Professions		3
MPE 123/ISHP 12003	Introduction to Medical Procedures		3
OT 113/HIMT 11303	Medical Terminology I		3

## Non-Required Courses

Course Code	Title	ACTS Course #	Credits
MPE 133/ISHP 13303	Medical Apprenticeship I		3
MPE 143/ISHP 14003	Medical Apprenticeship II		3

Total Credits:	12
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# Teaching

## Teaching

Degree Type Certificate of Proficiency

### Group I - None Required

#### English / Fine Arts - 0 Hours

### Group II - None Required

#### Social Science - 0 Hours

### Group III

#### Science & Math - 3 Hours from the following

Course Code	Title	ACTS Course #	Credits
MS 123/MATH 11003	College Algebra	MATH 1103	3
MS 193/MATH 11103	Quantitative Reasoning	MATH 1113	3

### Group IV

#### Computer Technology - 3 Hours from the following

Course Code	Title	ACTS Course #	Credits
CT 113/CPSI 10103	Computer Information Systems	CPSI 1003	3
EN 213/EDHP 21373	Computers in Education		3

### Group V - None Required

#### Computer Technology - 0 Hours

### Group VI

#### Required Courses - 6 Hours

Course Code	Title	ACTS Course #	Credits
EN 113/EDHP 11373	Introduction to Education		3
ECD 1103/ECED 14033	Child Development		3
Total Credits:		12	

Revised Date 8/2024



# Courses

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NOTE: Fall 2024, all course numbers at PCCUA changed to Workday numbers. This year only, both Datatel and Workday numbers will be posted on the PCCUA website.

## Behavioral Health

### **BH 103/HBHE 10003 : Health Care Delivery**

Lecture Hours 3 Credits 3

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/HBHE 11003 : Chronic and Infectious Disease**

Lecture Hours 3 Credits 3

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/SOCI 12363 : Theories and Treatment of Social Problems**

ACTS Equivalent Course Number SOCI 2013

Lecture Hours 3 Credits 3

Theories and Treatments of Social Problems, BH 123/SOCI 12363 (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/HBHE 13003 : Behavioral Health Issues: Drug Abuse, Dom. Violence/Abuse, Case Management**

Lecture Hours 3 Credits 3

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/HBHE 14003 : Practicum in Behavioral Health**

Lecture Hours 3 Credits 3

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.

#### **Prerequisites**

BH 103/HBHE 10003: Health Care Delivery; BH 113/HBHE 11003: Chronic and Infectious Disease; BH 123/SOCI 12363: Theories and Treatment of Social Problems

#### **Corequisites**

BH 153/HBHE 15003: Practicum Seminar in Behavioral Health

### **BH 153/HBHE 15003 : Practicum Seminar in Behavioral Health**

Lecture Hours 3 Credits 3

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.

#### **Corequisites**

BH 143/HBHE 14003: Practicum in Behavioral Health

# Cosmetology

## **COSM 104/COSM 10444 : Cosmetology Practical Applications I**

**Credits 4**

This course allows students hands on experience with hairstyling, manicuring, and aesthetics to combine the basic theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate learning by the completion of required practical and clinical activities.

## **COSM 105/COSM 10555 : Cosmetology Science and Theory I**

**Credits 5**

This course includes a basic study of hairstyling, manicuring, and aesthetics. Curriculum includes topics such as the basic principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon department.

## **COSM 106/COSM 10646 : Clinical Experience I**

**Credits 6**

This course is designed for students to gain experience integrating basic cosmetology skills into a salon environment. Students perform basic techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

## **COSM 153/COSM 15343 : Nail Technology**

**Credits 3**

The study of the nails, its parts, diseases, and the anatomy as applied to the hands and arms.

## **COSM 155/COSM 15545 : Cosmetology Manicuring Theory**

**Credits 5**

This lecture course covers the principles of manicuring and pedicuring.

## **COSM 204/COSM 10454 : Cosmetology Practical Applications II**

**Credits 4**

This course is a continued study into the intermediate skill applications that allow students hands on experience with hairstyling, manicuring, and aesthetics to combine the intermediate theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate learning and continuation by completion of required practical and clinical activities.

## **COSM 205/COSM 20555 : Cosmetology Science and Theory II**

**Credits 5**

This course provides a continued study into the intermediate concepts of hairstyling, manicuring, and aesthetics. Curriculum includes topics such as the intermediate principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon department.

## **COSM 206/COSM 10656 : Clinical Experience II**

**Credits 6**

This course is designed for students to gain experience integrating intermediate cosmetology skills into a salon environment. Students perform intermediate techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

## **COSM 293/COSM 19353 : Special Problems**

**Credits 3**

Training in subjects in which student may be deficient and/or the practice of cosmetology.

## **COSM 304/COSM 20444 : Cosmetology Practical Applications III**

**Credits 4**

This course allows students hands on experience with hairstyling, manicuring, and aesthetics to combine the advanced theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate advancement by completion of required practical and clinical activities. This course prepares students to take the cosmetology licensing exam given by the Arkansas Department of Health-Cosmetology section.

## **COSM 305/COSM 20305 : Cosmetology Science and Theory III**

**Credits 5**

This course includes the advanced study of hairstyling, manicuring, and aesthetics. Curriculum includes topics such as the advanced principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are the concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon deportment. This course prepares students to take the cosmetology licensing exam given by the Arkansas Department of Health-Cosmetology section.

## **COSM 306/COSM 20646 : Cosmetology Theory and Practical Application**

**Credits 6**

Includes instruction on all aspects of cosmetology. Practical application on mannequins, students and outside patrons in clinical setting is emphasized.

## **COSM 406/COSM 20656 : Clinical Experience III**

**Credits 6**

This course is designed for students to gain experience integrating cosmetology skills in a salon environment. Students perform techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business. This course prepares students to take the cosmetology licensing exam given by the Arkansas Department of Health-Cosmetology section.

## **COSM 506/COSM 20746 : Clinical Experience IV**

**Credits 6**

Students gain experience in advanced theory and practical applications in hairstyling, manicuring, and aesthetics using mannequins, students and outside patrons. Under supervision of a licensed instructor, the site for the clinical is in the cosmetology lab which is operated as an actual beauty salon business. This course is designed for students who need additional clinical hours to gain more experience to prepare for the state licensure exam.

### **Prerequisites**

COSM 406/COSM 20656: Clinical Experience III

## **COSM 1510/COSM 15110 : Cosmetology Manicuring Lab**

**Credits** 10

375 contact hours. Students develop manicuring skills through practical application.

## **Early Childhood Education**

### **ECD 103/ECED 10103 : Foundations of Early Childhood Education**

**Lecture Hours** 3 **Credits** 3

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting Early Childhood Education and learn how to develop an effective program designed uniquely for children (**ages birth to 8**). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children.

### **ECD 113/ECED 11053 : Health, Safety & Nutrition**

**Lecture Hours** 3 **Credits** 3

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 181/ECED 18051 : Management Practice for Child Care Centers**

**Lecture Hours** 1 **Credits** 1

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/ECED 20051 : CDA Renewal/Running and Maintaining a Daycare Business**

**Lecture Hours** 1 **Credits** 1

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 213/ECED 21053 : Child Guidance**

**Lecture Hours** 3 **Credits** 3

This course relates principles of child development to appropriate methods of guiding children's behavior for children Birth through Pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various childcare settings are practiced.

#### **Prerequisites**

[ECD 1103/ECED 14033](#) or departmental approval.

### **ECD 223/ECED 22053 : Math & Science for ECED**

**Lecture Hours** 3 **Credits** 3

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.

#### **Prerequisites**

[ECD 1103/ECED 14033](#) or departmental approval.

## **ECD 243/ECED 24053 : Infant/Toddler Curriculum**

**Lecture Hours 3 Credits 3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 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 Child Development and Early Learning Standards: Birth through 60 Months.

### **Prerequisites**

[ECD 1103](#)/ECED 14033 or departmental approval.

## **ECD 253/ECED 25053 : Literacy and Language Arts**

**Lecture Hours 3 Credits 3**

This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children **birth through pre-kindergarten, including children with special needs** with language rich environments by incorporating the four areas of language: speaking, listening, writing and reading.

### **Prerequisites**

[ECD 1103](#)/ECED 14033 or departmental approval.

## **ECD 263/ECED 26053 : Preschool Curriculum**

**Lecture Hours 3 Credits 3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (three through 5) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development.

## **ECD 283/ECED 28053 : Future Perspectives**

**Lecture Hours 3 Credits 3**

This course introduces students to current research in the field of early childhood education. Students will develop a knowledge base of the NAEYC Code of Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate Degree Standards.

### **Prerequisites**

[ECD 1103](#)/ECED 14033 or departmental approval.

## **ECD 293/ECED 29053 : Practicum**

**Lecture Hours 3 Credits 3**

Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student's work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses.

### **Prerequisites**

[ECD 1103](#)/ECED 14033 or departmental approval.

## **ECD 1001/ECED 20071 : Field Experience I**

**Credits 1**

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.

### **Corequisites**

Enrollment in [ECD 1003](#)/ECED 10143

## **ECD 1003/ECED 10143 : Fundamentals of Childcare**

**Lecture Hours 3 Credits 3**

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children (**ages birth to eight**). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children.

### **Corequisites**

Enrollment in [ECD 1001/ECED 20071](#)

## **ECD 1101/ECED 21061 : Field Experience II**

**Credits 1**

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.

### **Corequisites**

Enrollment in [ECD 1203/ECED 12003](#)

## **ECD 1103/ECED 14033 : Child Development**

**Lecture Hours 3 Credits 3**

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/ECED 12003 : Application of Childcare**

**Lecture Hours 3 Credits 3**

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.

### **Corequisites**

Enrollment in [ECD 1101/ECED 21061](#)

## **Academic Skills**

### **DS 103/READ 00343 : Introduction to College Reading Skills**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

ACCUPLACER Next Generation Reading score of 231 or below

### **Corequisites**

[DS 1031/READ 00441](#)

## **DS 123/READ 02343 : College Reading Strategies**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

Completion of [DS 103/READ 00441](#) with a grade of "C" or better or ACCUPLACER Next Generation Reading score of 232-250

### **Corequisites**

[DS 1231/READ 02441](#)

## **DS 1031/READ 00441 : Reading Lab I**

**Lab Hours 1 Credits 1**

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.

### **Corequisites**

[DS 103/READ 00343](#): Introduction to College Reading Skills

## **DS 1231/READ 02441 : Reading Lab II**

**Lab Hours 1 Credits 1**

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.

### **Corequisites**

[DS 123/READ 02343](#): College Reading Strategies

# **Advanced Manufacturing Technology**

## **IN 114/MSTE 11404 : Instrumentation Principles**

**Lecture/Lab Hours 4 Credits 4**

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

## **IT 001/AMST 10151 : Industrial Electricity Lab**

**Lab Hours 1 Credits 1**

Lab for Industrial Electricity [IT 133](#)

### **Corequisites**

[IT 133/AMST 13303](#): Industrial Electricity

## **IT 113/INEG 10103 : Industrial Safety and Sanitation**

**Lecture Hours 3 Credits 3**

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/AMST 13303 : Industrial Electricity**

**Lecture Hours 3 Credits 3**

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.

### **Corequisites**

[IT 001/AMST 10151](#): Industrial Electricity Lab

## **IT 163/AMST 16303 : Basics of Blueprints & Industrial Measurements**

**Lecture Hours 3 Credits 3**

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 173/AMST 17003 : Industrial Heavy Equipment**

**Lecture Hours 3 Credits 3**

This course will provide instruction in the use of heavy equipment, including, but not limited to, bulldozer, excavator, backhoe, forklift, and bucket truck. Training will include lecture, the use of simulators, and hands on training.

## **IT 214/AMST 11404 : Introduction to Programmable Logic Controllers**

**Lecture Hours 4 Credits 4**

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/AMST 12343 : Principles of HVAC**

**Lecture Hours 3 Credits 3**

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/AMST 13333 : Contemporary Supervision**

**Lecture Hours 3 Credits 3**

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/AMST 14303 : Hydraulics and Pneumatics**

**Lecture Hours 3 Credits 3**

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/AMST 15303 : Automated Production**

**Lecture Hours 3 Credits 3**

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/AMST 16333 : Inventory Control**

**Lecture Hours 3 Credits 3**

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/AMST 17303 : Principles of Industrial Machines**

**Lecture Hours 3 Credits 3**

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 283/AMST 20803 : Advanced Excavator**

**Lecture Hours 3 Credits 3**

Advanced Excavator will introduce students to the operation, safety, and maintenance of excavators.

## **IT 293/AMST 20903 : Advanced Backhoe**

**Lecture Hours 3 Credits 3**

Advanced Backhoe will introduce students to the operation, safety, and maintenance of backhoes.

## **IT 1203/AMST 12303 : Intro to Manufacturing**

**Lecture Hours 3 Credits 3**

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/AMST 12133 : Design for Manufacturing**

**Lecture Hours 3 Credits 3**

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/AMST 12203 : Manufacturing Production Processes**

**Lecture Hours 3 Credits 3**

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 1231/AMST 12301 : Manufacturing Power Lab**

**Lab Hours 1 Credits 1**

Lab for IT1233/AMST 12333

### **Corequisites**

IT 1233/AMST 12333: Manufacturing Power & Equipment Systems

## **IT 1233/AMST 12333 : Manufacturing Power & Equipment Systems**

**Lecture Hours 3 Credits 3**

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.

### **Corequisites**

IT 1231/AMST 12301: Manufacturing Power Lab

## **IT 1243/AMST 12403 : Manufacturing Materials**

**Lecture Hours 3 Credits 3**

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/AMST 12503 : The Manufacturing Enterprise**

**Lecture Hours 3 Credits 3**

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/AMST 12633 : Manufacturing Equipment Maintenance and Operations**

**Lecture Hours 3 Credits 3**

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/AMST 12703 : Engineering Design & Problem Solving**

**Lecture Hours 3 Credits 3**

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.

# **Agriculture, Food and Life Sciences**

## **AFLS 1012/AFLS 10102 : Careers in Agriculture**

**Lecture Hours 2 Credits 2**

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/AFLS 12001 : Rice Production**

**Lecture Hours 1 Credits 1**

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/AFLS 12003 : Introduction to Plant Science**

**Lecture Hours 3 Credits 3**

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

## **AFLS 1211/AFLS 12101 : Oilseed Production**

**Lecture Hours 1 Credits 1**

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/AFLS 12201 : Wheat & Feed Grain Production**

**Lecture Hours 1 Credits 1**

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/AFLS 12301 : Integrated Pest Management**

**Lecture Hours 1 Credits 1**

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/AFLS 10000 : Horticulture Lab**

**Credits 0**

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.

### **Corequisites**

[AFLS 2003/AFLS 10103: Principles of Horticulture](#)

## **AFLS 2003/AFLS 10103 : Principles of Horticulture**

**Lecture/Lab Hours 3 Credits 3**

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 corequisite ([AFLS 2000/AFLS 10000](#)) laboratory. It is suggested that the student complete Botany prior to attempting this class.

### **Corequisites**

[AFLS 2000/AFLS 10000: Horticulture Lab](#)

## **AFLS 2101/AFLS 11031 : Crop Science Lab**

**Lab Hours 1 Credits 1**

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

### **Corequisites**

[AFLS 2103/AFLS 11043: Crop Science](#)

## **AFLS 2103/AFLS 11043 : Crop Science**

**Lecture/Lab Hours 3 Credits 3**

Principles of crop production and their application to the growth and development of major agronomic crop species.

### **Prerequisites**

[AFLS 1203/AFLS 12003: Introduction to Plant Science](#)

### **Corequisites**

[AFLS 2101/AFLS 11031: Crop Science Lab](#)

## **AFLS 2203/AGRI 12003 : Small Engines/Power Units**

**Lecture Hours 3 Credits 3**

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/AFLS 12033 : Soil & Water Engineering**

**Lecture Hours 3 Credits 3**

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/AFLS 12043 : General Horticulture**

**Lecture/Lab Hours 3 Credits 3**

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/AGRI 26101 : Ag Policy**

**Lecture Hours 1 Credits 1**

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/AGRI 27101 : Ag Cooperatives**

**Lecture Hours 1 Credits 1**

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/AGRI 28101 : Ag Marketing**

**Lecture Hours 1 Credits 1**

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 133/ARTS 10003 : Free Hand Drawing and Design**

**Lecture Hours 3 Credits 3**

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

## **ART 143/ARTS 14343 : Drawing**

**Lecture Hours 3 Credits 3**

A continuation of [ART 133](#).

### **Prerequisites**

ART 133/ARTS 10003: Free Hand Drawing and Design; or departmental approval.

## **ART 263/ARTS 26343 : Art Seminar**

**Lab Hours 3 Credits 3**

Students will work in the studio on projects in their chosen discipline.

### **Prerequisites**

Minimum of one art class.

# **Biology**

## **BY 103/BIOL 10363 : Introduction to Anatomy & Physiology**

**Lecture Hours 3 Credits 3**

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/BIOL 10004 : General Biology I**

**ACTS Equivalent Course Number BIOL 1014**

**Lecture Hours 3 Lab Hours 3 Credits 4**

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/BIOL 10204 : Botany for Non-Majors (spring semester)**

**ACTS Equivalent Course Number** BIOL 1024

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

General Botany is a lecture-laboratory course designed to familiarize the student with basic botany principles related to the fundamental structure of plants and their economic importance. Concepts examined include plant reproduction, the scientific method, photosynthesis, genetics, and ecology. The basic processes and features of vascular and nonvascular plants; photosynthesis; heredity; morphology are also surveyed in this lab science course for non-science majors.

## **BY 134/BIOL 10504 : General Zoology (fall semester even years)**

**ACTS Equivalent Course Number** BIOL 1054

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

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/BIOL 14444 : General Botany (fall semester odd years)**

**ACTS Equivalent Course Number** BIOL 1034

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

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

## **BY 154/BIOL 24004 : Anatomy & Physiology I**

**ACTS Equivalent Course Number** BIOL 2404

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

Anatomy & Physiology I, 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.

### **Prerequisites**

College-level placement in English and reading or successful completion of required developmental courses.

## **BY 163/BIOL 16343 : Anatomy & Physiology I (Selected Topics)**

**Lecture Hours** 3 **Credits** 3

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.

### **Prerequisites**

Department approval.

## **BY 164/BIOL 24104 : Anatomy & Physiology II**

**ACTS Equivalent Course Number** BIOL 2414

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

Anatomy & Physiology II, 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.

### **Prerequisites**

[BY 154/BIOL 24004](#) (BIOL 2404) with a C or by permission of the instructor.

## **BY 201/BIOL 20141 : Special Topics in Biological Science**

**Credits 1**

Readings and/or projects in selected disciplines of the biological sciences will be assigned.

### **Prerequisites**

Departmental approval and consent by the instructor who will direct the work.

## **BY 202/BIOL 20242 : Special Topics in Biological Science**

**Credits 2**

Readings and/or projects in selected disciplines of the biological sciences will be assigned.

### **Prerequisites**

Departmental approval and consent by the instructor who will direct the work.

## **BY 223/BIOL 22343 : Environmental Science**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[BY 114/BIOL 10004](#) (BIOL 1014) or [BY 124/BIOL 10204](#).

## **BY 224/BIOL 20004 : Microbiology**

**ACTS Equivalent Course Number** BIOL 2004

**Lecture Hours 3 Lab Hours 3 Credits 4**

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/BIOL 10031 : Biology Lab**

**Lab Hours 3 Credits 1**

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/BIOL 10043, or its equivalence.

### **Prerequisites**

[BY 113/BIOL 10043](#)

# **Business Administration**

## **BAN 103/BUSI 10353 : Introduction to Accounting**

**Lecture Hours 3 Credits 3**

Elementary accounting principles, including lectures, problems, and laboratory practices. Emphasis on procedures, forms, and practical application. (CEP students may enroll).

## **BAN 113/BUSI 10103 : Introduction to Business**

**ACTS Equivalent Course Number** BUSI 1013

**Lecture Hours 3 Credits 3**

An introduction to business organization and procedure. (CEP students may enroll).

## **BAN 213/ACCT 20003 : Principles of Accounting I**

**ACTS Equivalent Course Number** ACCT 2003

**Lecture Hours** 3 **Credits** 3

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.

### **Prerequisites**

BAN 103/BUSI 10353: Introduction to Accounting; or departmental approval.

## **BAN 223/ACCT 20103 : Principles of Accounting II**

**ACTS Equivalent Course Number** ACCT 2013

**Lecture Hours** 3 **Credits** 3

A continuation of [BAN 213/ACCT 20003](#) (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.

### **Prerequisites**

BAN 213/ACCT 20003: Principles of Accounting I; (ACCT 2003) or departmental approval.

## **BAN 233/BLAW 20303 : Legal Environment of Business**

**ACTS Equivalent Course Number** BLAW 2003

**Lecture Hours** 3 **Credits** 3

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/BUSI 20103 : Business Communication**

**ACTS Equivalent Course Number** BUSI 2013

**Lecture Hours** 3 **Credits** 3

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.

### **Prerequisites**

EH 113/ENGL 10103: Composition I; CT 113/CPSI 10103: Computer Information Systems; or departmental approval.

## **BAN 283/ACCT 28333 : Computerized Accounting**

**Lecture Hours** 3 **Credits** 3

This course provides an innovative, integrated learning software package that covers the major components of a computerized accounting system.

### **Prerequisites**

CT 113/CPSI 10103: Computer Information Systems; BAN 213/ACCT 20003: Principles of Accounting I; or departmental approval.

# **Business Management**

## **BMGT 233/BUSI 23333 : Principles of Management**

**Lecture Hours** 3 **Credits** 3

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/BUSI 27353 : Business Management Internship**

**Lab Hours 9 Credits 3**

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.

### **Prerequisites**

Departmental approval.

## **BMGT 283/BUSI 21003 : Business Statistics**

**ACTS Equivalent Course Number BUSI 2103**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

ACT Math score of 17 or above, or 237-248 or above on the NG ACCUPLACER QAS.

## **CDL/Truck Driving**

### **TD 102/TRDR 10202 : Truck Maintenance and Road Safety**

**Credits 2**

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/TRDR 10303 : Truck Driving II**

**Credits 3**

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.

### **Prerequisites**

[TD 104/TRDR 10404](#)

### **TD 104/TRDR 10404 : Truck Driving I**

**Credits 4**

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/TRDR 10606 : Road Internship**

**Credits 6**

Students will complete an internship of direct road driving which includes pre and post trip applications under the direct supervision of the CDL/Truck Driving Instructor. Students will gain experience in combining classroom theory with on the road driving.

### **Corequisites**

[TD 102/TRDR 10202](#), [TD 103/TRDR 10303](#), [TD 104/TRDR 10404](#), [TD 112/TRDR 11202](#) and Commercial Driver's License (CDL).



## **TD 112/TRDR 11202 : Road Regulations and Rules**

**Credits 2**

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.

## **TD 122/TRDR 12202 : CDL Refresher**

**Lecture/Lab Hours 30 Credits 2**

This course provides refresher training for individuals with an expired CDL license or those who need to update driver training skills. The course will also cover skills for hazmat, double and triples, and tanker certifications.

# **Chemistry**

## **CY 104/CHEM 12104 : Chemistry I for Health Sciences: Introduction to Chemistry (fall semester)**

**Lecture Hours 3 Lab Hours 3 Credits 4**

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/CHEM 11353 : General Chemistry (Selected Topics)**

**Lecture Hours 3 Credits 3**

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 11003 (MATH 1103), College Algebra, prior approval of both instructor and Dean.

### **Prerequisites**

High school algebra and departmental approval.

## **CY 114/CHEM 14104 : General Chemistry I**

**ACTS Equivalent Course Number CHEM 1414**

**Lecture Hours 3 Lab Hours 3 Credits 4**

General Chemistry I 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. Corequisites for this course are college algebra ([MS 123/MATH 11003](#) (MATH 1103)) and applied mathematics for students of science ([MS 213/MATH 21373](#)).

### **Prerequisites**

High school algebra or departmental approval.

### **Corequisites**

[MS 123/MATH 11003](#) (MATH 1103) & [MS 213/MATH 21373](#)

## **CY 123/CHEM 12353 : General Chemistry (Selected Topics)**

**Lecture Hours 3 Credits 3**

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 dean.

### **Prerequisites**

[CY 113/CHEM 11353](#) or [CY 114/CHEM 14104](#) (CHEM 1414) and departmental approval.

## **CY 124/CHEM 14204 : General Chemistry II**

**ACTS Equivalent Course Number** CHEM 1424

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

General Chemistry II is a continuation of [CY 114/CHEM 14104](#) (CHEM 1414). This course treats in detail the states of matter, the energy relationships involved in physical and chemical changes, equilibrium and kinetics. The laboratory emphasizes quantitative analysis.

### **Prerequisites**

[CY 114/CHEM 14104](#) (CHEM 1414); [MS 123/MATH 11003](#) (MATH 1103); [MS 213/MATH 21373](#)

## **CY 134/CHEM 10004 : Chemistry I for General Education/Non Majors**

**ACTS Equivalent Course Number** CHEM 1004

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

This survey course introduces Chemistry as it applies to the real world. Includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education. Not appropriate for science majors. Lab required. **This is an algebra-based chemistry course and it is strongly recommended that the student should have completed College Algebra with a "C" or better.**

## **CY 204/CHEM 12204 : Chemistry II for Health Sciences: An Introduction to Organic and Biochemistry (spring semester)**

**ACTS Equivalent Course Number** CHEM 1224

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

Chemistry II for Health Sciences: An Introduction to Organic and Biochemistry 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.

### **Prerequisites**

[MS 1023/MATH 10373](#) and [CY 104/CHEM 12104](#) (CHEM 1214) or departmental approval.

## **CY 213/CHEM 21353 : Organic Chemistry (Selected Topics)**

**Lecture Hours** 3 **Credits** 3

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 Dean.

### **Prerequisites**

General Chemistry and departmental approval.

## **CY 214/CHEM 21454 : Organic Chemistry**

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

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.

### **Prerequisites**

[CY 124/CHEM 14204](#) (CHEM 1424)

## **CY 223/CHEM 22353 : Organic Chemistry (Selected Topics)**

**Lecture Hours** 3 **Credits** 3

A continuation of [CY 213/CHEM 21353](#), emphasizing structure-reaction relationship and mechanistic pathways. There is no laboratory requirement for this course.

### **Prerequisites**

[CY 214/CHEM 21454](#) or [CY 213/CHEM 21353](#)

## **CY 224/CHEM 22454 : Organic Chemistry**

**Lecture Hours 3 Lab Hours 3 Credits 4**

A continuation of [CY 214/CHEM 21454](#), emphasizing structure-reaction relationships and mechanistic pathways.

### **Prerequisites**

[CY 214/CHEM 21454](#): Organic Chemistry

## **CY 1131/CHEM 13351 : General Chemistry (Selected Topics)**

This lab is offered only to students enrolled in [CY 113/CHEM 11353](#) online or to students who have received credit for [CY 113/CHEM 11353](#).

# **Computer Technology**

## **CT 113/CPSI 10103 : Computer Information Systems**

**ACTS Equivalent Course Number CPSI 1003**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

Keyboarding and/or computer skills.

## **CT 153/CPSI 15343 : Computer Operating Systems**

**Lecture Hours 3 Credits 3**

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 163/CPSI 16343 : Introduction to Programming/Coding in Visual Basic**

**Lecture/Lab Hours 3 Credits 3**

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.

### **Prerequisites**

[CT 113/CPSI 10103](#) (CPSI 1003) or departmental approval.

## **CT 173/ISYS 17303 : Network Administration**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[CT 113/CPSI 10103](#) (CPSI 1003) or departmental approval.

## **CT 213/BUSI 11363 : Microcomputer Business Applications**

**Lecture Hours 3 Credits 3**

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).

### **Prerequisites**

Keyboarding and/or computer skills.

## **CT 233/CPSI 13343 : Programming/Coding for Web Design**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[CT 113](#) (CPSI 1003) or departmental approval.

## **CT 263/CPSI 26343 : Coding in Java/Java Script**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[CT 163/CPSI 16343](#): Introduction to Programming/Coding in Visual Basic

## **CT 273/CPSI 27343 : Relational Database Applications**

**Lecture Hours 3 Credits 3**

This course introduces the student to a general knowledge of database design, administration, and application development using Microsoft Access.

### **Prerequisites**

[CT 113/CPSI 10103](#) (CPSI 1003) or departmental approval.

## **CT 293/CPSI 19343 : Programming/Coding in C#**

**Lecture/Lab Hours 3 Credits 3**

This course focuses on advanced programming concepts using Microsoft C#. Students will develop applications using decision structure, method calling, arrays, and parameter passing.

### **Prerequisites**

[CT 163/CPSI 16343](#) or departmental approval.

## **CT 1233/BUSI 12353 : Advanced MS Office Applications**

**Lecture Hours 3 Credits 3**

This course focuses on the advanced concepts of Word, Excel, and PowerPoint.

### **Prerequisites**

[CT 113/CPSI 10103](#) (CPSI 1003) or departmental approval.

## **CT 1243/CPSI 12443 : Web Applications Coding**

**Lecture Hours 3 Credits 3**

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/CPSI 13343](#) 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.

### **Prerequisites**

[CT 233/CPSI 13343](#): Programming/Coding for Web Design

## **CT 1283/BUSI 12853 : Integrated Office Projects**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[CT 273/CPSI 27343](#) and [CT 1233/BUSI 12353](#)

# Construction

## **CC 001/CTTE 10131 : Construction Lab**

**Lab Hours 1 Credits 1**

Lab for Construction I [CC 103/CTTE 10043](#)

### **Corequisites**

[CC 103/CTTE 10043: Construction I](#)

## **CC 103/CTTE 10043 : Construction I**

**Lecture Hours 3 Credits 3**

This course provides an overview of basic safety, math, rigging, communication, and employability skills as well as an introduction to hand tools, power tools, blueprint reading, orientation of the trades, and other construction skills needed on job sites.

## **CC 113/CTTE 11363 : Construction II**

**Lecture Hours 3 Credits 3**

This course introduces students to a variety of advanced construction methods for various types of horizontal formwork systems used in construction including masonry and the basic types of scaffolding used in masonry construction. In addition, students will be trained to use mobile crane operations and various pieces of light construction equipment used at construction sites such as an aerial lift and forklifts.

# Criminal Justice

## **CJI 103/CRJU 10303 : Law Enforcement (fall semester)**

**Lecture Hours 3 Credits 3**

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.

## **CJI 113/CRJU 10203 : Introduction to Criminal Justice (fall semester)**

**ACTS Equivalent Course Number** CRJU 1023

**Lecture Hours 3 Credits 3**

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.

## **CJI 123/CRJU 12303 : Advanced Law Enforcement (spring semester)**

**Lecture Hours 3 Credits 3**

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.

## **CJI 143/CRJU 14303 : Juvenile Justice (spring semester)**

**Lecture Hours 3 Credits 3**

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.

### **CJI 163/CRJU 16303 : Correction Systems and Practices (fall semester)**

**Lecture Hours 3 Credits 3**

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.

### **CJI 213/CRJU 24073 : Legal Aspects of Law Enforcement (fall semester)**

**Lecture Hours 3 Credits 3**

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.

### **CJI 233/CRJU 20483 : Criminal Procedures and Evidence (fall semester)**

**Lecture Hours 2 Lab Hours 1 Credits 3**

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.

### **CJI 243/CRJU 26073 : Investigation and Courtroom Protocols (fall semester)**

**Lecture Hours 3 Credits 3**

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.

### **CJI 263/CRJU 26373 : Criminology (fall semester)**

**Lecture Hours 3 Credits 3**

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.

### **CJI 273/CRJU 27373 : CJI Internship (spring semester)**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

Departmental approval

### **CJI 1103/CRJU 11033 : Special Topics in Law Enforcement**

**Lecture Hours 3 Credits 3**

This course is a continuation of [CJI 103/CRJU 10303](#). It introduces the student to special topics in law enforcement with an emphasis on society, the criminal justice system and community relations.

### **CJI 1113/CRJU 11153 : Foundations Criminal Justice (spring semester)**

**Lecture Hours 3 Credits 3**

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.

## **CJI 1123/CRJU 11233 : Special Topics in Advanced Law Enforcement (spring semester)**

**Lecture Hours 3 Credits 3**

This course is a continuation of [CJI 123/CRJU 12303](#). It introduces the student to special topics in corrections, policing, security, and other enforcement.

## **Cyber Security**

### **CYS 103/ISYS 10303 : Scripting Fundamentals**

**Lecture Hours 3 Credits 3**

This course offers an in-depth introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

#### **Prerequisites**

[NT 143/ISYS 14333: Linux Operating Systems](#); [CT 163/CPSI 16343: Introduction to Programming/Coding in Visual Basic](#)

### **CYS 113/ISYS 11303 : Advanced Linux Operating Systems**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

[NT 143/ISYS 14333: Linux Operating Systems](#)

### **CYS 123/ISYS 12303 : Intrusion Detection/Prevention**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

[NT 123/ISYS 12333: MS Networking Essentials](#)

### **CYS 133/ISYS 13303 : Network Security Fundamentals**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

[NT 123/ISYS 12333](#) or departmental approval.

### **CYS 143/ISYS 14303 : Ethical Hacking/Network Defense**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

[CYS 103/ISYS 10303: Scripting Fundamentals](#); [CYS 113/ISYS 11303: Advanced Linux Operating Systems](#); [CYS 123/ISYS 12303: Intrusion Detection/Prevention](#); [CYS 133/ISYS 13303: Network Security Fundamentals](#)

## Drafting

### **DR 104/DFTG 10404 : Introduction to CAD I**

**Lecture/Lab Hours 4 Credits 4**

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/DFTG 11404 : Introduction to CAD II**

**Lecture/Lab Hours 4 Credits 4**

This course is designed to apply the drafting skills learned in [DR 104/DFTG 10404](#) 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.

## Economics

### **ES 213/ECON 21003 : Principles of Macroeconomics**

**ACTS Equivalent Course Number** ECON 2103

**Lecture Hours 3 Credits 3**

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/ECON 22003 : Principles of Microeconomics**

**ACTS Equivalent Course Number** ECON 2203

**Lecture Hours 3 Credits 3**

A continuation of [ES 213/ECON 21003](#) (ECON 2103), including the behavior of decision makers in the economy, taxation, income distribution, and current economic problems.

#### **Prerequisites**

[ES 213/ECON 21003](#) (ECON 2103) or departmental approval.

## Education

### **EN 113/EDHP 11373 : Introduction to Education**

**Lecture/Lab Hours 3 Credits 3**

Introduction to the history, principles, techniques, and objectives of public education. Thirty-two hours of field based experience is required.

### **EN 183/EDHP 18373 : Driver's Education**

**Lecture Hours 3 Lab Hours 1.5 Credits 3**

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/EDHP 21373 : Computers in Education**

**Lecture Hours 3 Credits 3**

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/EDHP 22373 : Testing Seminar**

**Lecture Hours 3 Credits 3**

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.

## **Emergency Medical Technician**

### **EMT 101/EMSC 10131 : EMT Refresher**

**Lecture Hours 24 Credits 1**

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/EMSC 10202 : First Responders**

**Lecture Hours 40 Credits 2**

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/EMSC 10110 : Emergency Medical Training**

**Lecture Hours 144 Lab Hours 48 Credits 10**

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.

## **Emergency Services Communication**

### **/ESCO 15003 : Emergency Services Communication I**

**Lecture Hours 3 Credits 3**

This course covers the basic rules, regulations and operating practices along with electrical theory, with a focus on VHF and UHF communications. Students successfully completing this course will receive an FCC Part 97 license (amateur radio service - Technician) and privileges to operate FM Voice, Digital (computer) Television, Single Sideband Voice and satellites.

### **/ESCO 15103 : Emergency Services Communication II**

**Lecture Hours 3 Credits 3**

Students successfully completing the Technician Class License will be eligible for this course. This course focuses on communication within the High Frequency spectrum, with concentration in regulations and electrical theory below 30 Mhz. Successful completion of this course and Element 3 of the FCC Part 97 exam will convey the privileges of the Amateur Radio Service - General Class (pre-requisite is ESCO 15003 Emergency Services Communication I).

#### **Prerequisites**

[/ESCO 15003: Emergency Services Communication I](#)

## **/ESCO 15203 : Emergency Services Communication III**

**Lecture Hours 3 Credits 3**

Students successfully completing the General Class License will be eligible for this course. This course specializes operating practices, advanced electronics theory, antenna and radio equipment design. Students successfully completing this course and element 4 of the FCC Part 97 exam will be granted the privileges and responsibilities of the Extra Class license. (pre-requisite is ESCO 15103 Emergency Services Communication II).

### **Prerequisites**

[/ESCO 15103: Emergency Services Communication II](#)

## **English**

### **EH 113/ENGL 10103 : Composition I**

**ACTS Equivalent Course Number** ENGL 1013

**Lecture Hours 3 Credits 3**

Composition I is de-signed 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.

### **Prerequisites**

Completion of [EH 1023/ENGL 10483](#) with a grade of "C" or higher, ACT English score of 19 or above, or ACCUPLACER Next Generation Writing score of 251 or higher.

### **Corequisites**

[SS 111/UNIV 11261](#) or [SS 110/UNIV 11060](#) ([SS 110/UNIV 11060](#) required for ADN and PN Allied Health majors).

### **EH 123/ENGL 10203 : Composition II**

**ACTS Equivalent Course Number** ENGL 1023

**Lecture Hours 3 Credits 3**

Composition II is a continuation of [EH 113/ENGL 10103](#) (ENGL 1013) and is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods and critical thinking.

### **Prerequisites**

[EH 113/ENGL 10103](#) (ENGL 1013) with a minimum grade of "C".

### **EH 233/ENGL 21103 : World Literature I**

**ACTS Equivalent Course Number** ENGL 2113

**Lecture Hours 3 Credits 3**

World Literature I 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.

### **Prerequisites**

[EH 113/ENGL 10103](#) (ENGL 1013) and [EH 123/ENGL 10203](#) (ENGL 1023) or by consent of the instructor.

### **EH 243/ENGL 21203 : World Literature II**

**ACTS Equivalent Course Number** ENGL 2123

**Lecture Hours 3 Credits 3**

World Literature II 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.

### **Prerequisites**

[EH 113/ENGL 10103](#) (ENGL 1013) and [EH 123/ENGL 10203](#) (ENGL 1023) or by consent of the instructor.

## **EH 263/ENGL 26603 : African-American Literature**

**ACTS Equivalent Course Number** ENGL 2663

**Lecture Hours** 3 **Credits** 3

African-American Literature 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).

### **Prerequisites**

[EH 113/ENGL 10103 \(ENGL 1013\)](#)

## **EH 273/ENGL 20203 : Technical Writing**

**ACTS Equivalent Course Number** ENGL 2023

**Lecture Hours** 3 **Credits** 3

Technical Writing 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 10103 \(ENGL 1013\)](#) (Composition I) with a "C" or better.

### **Prerequisites**

[EH 113/ENGL 10103 \(ENGL 1013\)](#)

## **EH 283/ENGL 20103 : Creative Writing**

**ACTS Equivalent Course Number** ENGL 2013

**Lecture Hours** 3 **Credits** 3

Creative Writing offers practical experience in the techniques of writing poetry and fiction.

### **Prerequisites**

[EH 113/ENGL 10103 \(ENGL 1013\)](#)

## **EH 1011/ENGL 10181 : EH 1011 Basic Writing I Lab**

**Lab Hours** 1 **Credits** 1

Computer lab setting designed to assist students with grammar/mechanics skills through exercises, writing and tutorial instruction.

### **Corequisites**

[EH 1013/ENGL 10383](#)

## **EH 1013/ENGL 10383 : EH 1013 Basic Writing I**

**Lecture Hours** 3 **Credits** 3

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.

### **Prerequisites**

ACCUPLACER Next Generation Writing score of 225 or below.

### **Corequisites**

[EH 1011/ENGL 10181](#)

## **EH 1021/ENGL 10281 : Basic Writing II Lab**

**Lab Hours** 1 **Credits** 1

Computer lab setting designed to assist students in reinforcing writing skills studied in the classroom through practice and tutoring/instruction.

### **Corequisites**

[EH 1023/ENGL 10483](#)

## **EH 1023/ENGL 10483 : Basic Writing II**

**Lecture Hours 3 Credits 3**

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 10103 (ENGL 1013).

### **Prerequisites**

Completion of [EH 1013/ENGL 10383](#) with a grade of "C" or higher or ACCUPLACER Next Generation Writing score of 226-250.

### **Corequisites**

[EH 1021/ENGL 10281](#) and [SS 101/UNVI 10141](#)

## **EH 1131/ENGL 11301 : Composition I Lab**

**Lecture Hours 1**

This lab will be designed to provide remediation to students whose ACCUPLACER NG score or ACT score would have placed them in [EH 1023/ENGL 10483](#) prior to this semester.

### **Corequisites**

[EH 113/ENGL 10103](#) for students with an ACCUPLACER NG score between 226 and 250 (Helena) or an ACT score between 14 and 18.

## **SS 101/UNIV 10141 : Student Success I**

**Lecture Hours 1 Credits 1**

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.

### **Corequisites**

[EH 1023/ENGL 10483: Basic Writing II](#)

## **SS 110/UNIV 11060 : Student Success II**

**Lecture Hours 1 Credits 0**

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.**

### **Corequisites**

[EH 113/ENGL 10103 \(ENGL 1013\)](#)

## **SS 111/UNIV 11261 : Student Success II**

**Lecture Hours 1 Credits 1**

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.

### **Corequisites**

[EH 113/ENGL 10103 \(ENGL 1013\)](#)

## Fine Arts

### **FA 213/ARHS 10003 : Fine Arts**

**ACTS Equivalent Course Number** ARTA 1003

**Lecture Hours** 3 **Credits** 3

Fine Arts, FA 213/ARHS 10003 (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.

## Freshman Seminar

### **SOS 103/UNIV 10363 : First Year Experience**

**Lecture Hours** 3 **Credits** 3

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/UNIV 11161 : Study Skills and Strategies in Mathematics**

**Lecture Hours** 1 **Credits** 1

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/GEOG 21343 : Introductory Geography**

**ACTS Equivalent Course Number** GEOG 1103

**Lecture Hours** 3 **Credits** 3

Introductory Geography, GEOG 213/GEOG 21343 (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/GDES 10303 : Graphic Art & Design I**

**Lecture Hours** 3 **Credits** 3

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/GDES 11303 : Graphic Art & Design II**

**Lecture Hours** 3 **Credits** 3

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.

**Prerequisites**

PR 103/GDES 10303: Graphic Art & Design I

## **PR 114/GDES 11404 : Printmaking**

**Lecture/Lab Hours 4 Credits 4**

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/GDES 12303 : Graphic Design Typography**

**Lecture Hours 3 Credits 3**

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/GDES 13303 : Illustration I**

**Lecture Hours 3 Credits 3**

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/GDES 14303 : Illustration II**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[PR 133/GDES 13303](#) or departmental approval.

## **PR 164/GDES 16404 : Digital Photography**

**Lecture Hours 4 Credits 4**

An introduction to the basic concepts of digital photography and preparing the images for print through applied studio problems.

## **PR 224/GDES 22404 : Two Dimensional Design**

**Lecture Hours 4 Credits 4**

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/GDES 23303 : Printing and Layout Design**

**Lecture Hours 3 Credits 3**

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/GDES 27404 : Computer Graphics**

**Lecture Hours 4 Credits 4**

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

# History

## **HY 153/HIST 10293 : History of Arkansas**

**Lecture Hours 3 Credits 3**

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 213/HIST 21103 (HIST 2113) or HY 223/HIST 21203 (HIST 2123) before enrolling in this course.

## **HY 163/HIST 11103 : World Civilizations I**

**ACTS Equivalent Course Number HIST 1113**

**Lecture Hours 3 Credits 3**

This course is the study of world civilizations to early modern period. This course surveys the development of society from Paleolithic Era. This course provides the historical context for selected cultures which reflect the development of social, political and economic interactions between major world civilizations. It also includes an examination of religion, philosophy, and rhetoric as reflected in those societies. Students enrolled in the course will develop and utilize critical thinking and communication skills in order to gain a global and historical perspective.

## **HY 173/HIST 11203 : World Civilizations II**

**ACTS Equivalent Course Number HIST 1123**

**Lecture Hours 3 Credits 3**

This course is the study of world civilizations from the modern period to the present. This course provides the historical context for selected cultures which reflect the development of social, political and economic interactions between major world civilizations. It also includes an examination of religion, philosophy, and rhetoric as reflected in those societies. Students enrolled in the course will develop and utilize critical thinking and communication skills in order to gain a global and historical perspective.

## **HY 213/HIST 21103 : United States History to 1877**

**ACTS Equivalent Course Number HIST 2113**

**Lecture Hours 3 Credits 3**

United States History to 1877, HY 213/HIST 21103 (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/HIST 21203 : United States History Since 1877**

**ACTS Equivalent Course Number HIST 2123**

**Lecture Hours 3 Credits 3**

United States History Since 1877, HY 223/HIST 21203 (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.

# Humanities

## **HUM 203/HUMN 10303 : Leadership Development**

**Lecture Hours 3 Credits 3**

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/HUMN 25003 : Humanities Study of Another Culture**

**Lecture Hours 3 Credits 3**

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.

# Maintenance Mechanics Technology

## **MMT 101/MSTE 10131 : Forklift Certification**

**Lecture Hours 1 Lab Hours 15 Credits 1**

This is a 1-hour credit course designed to prepare students for a certification in forklift driving. This OSHA compliant course can be offered for credit or non-credit and is an industry-based skill. Students will learn how to safely operate a forklift, how to perform daily maintenance and inspections of the forklift, recognize potential hazards involving forklift operation, and demonstrate how to handle heavy loads keeping the forklift stable.

## **MMT 113/ELTE 11303 : Principles of Technology**

**Lecture Hours 3 Credits 3**

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/ELTE 11404 : Basic Electricity/Electronics I**

**Lecture/Lab Hours 4 Credits 4**

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/ELTE 13404 : Basic Shop**

**Lecture/Lab Hours 4 Credits 4**

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/ELTE 14404 : Industrial Mechanics**

**Lecture/Lab Hours 4 Credits 4**

A comprehensive study of the principles and applications of v-belts, flat belts, gears, chains, sprockets, and pulleys.

## **MMT 154/MSTE 15404 : Programmable Controls**

**Lecture/Lab Hours 4 Credits 4**

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/MSTE 11444 : Machine Shop Technology I**

**Lecture/Lab Hours 4 Credits 4**

An introductory study of operational principles, nomenclature, parts, maintenance, and development of skills in lathe and milling machine operations.

## **MMT 224/MSTE 22404 : Machine Shop Technology II**

**Lecture/Lab Hours 4 Credits 4**

A continuation of [MMT 214/MSTE 11444](#) with emphasis on repair of equipment using machine shop tools.

### **Prerequisites**

[MMT 214/MSTE 11444: Machine Shop Technology I](#)

## **MMTO 104/MSTE 10404 : Fundamentals of Mechanics**

**Lecture/Lab Hours 4 Credits 4**

A course designed to introduce a student to the fundamentals of mechanics through planned shop experiences.



## **MMTO 114/MSTE 11434 : Basic Shop**

**Lecture/Lab Hours 4 Credits 4**

A fundamental course in manipulative skills including tool sharpening, painting, cold metal, piping, and basic component repair.

## **Mathematics**

### **MS 123/MATH 11003 : College Algebra**

**ACTS Equivalent Course Number MATH 1103**

**Lecture Hours 3 Credits 3**

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.

#### **Prerequisites**

Completion of [MS 1023](#)/MATH 10373 with a grade of "C" or higher, ACT Math score of 19 or above, or ACCUPLACER Next Generation QAS score of 249 or higher. Students with a 17-18 on the NG ACCUPLACER QAS may enroll as long as they enroll in the corequisite [MS 1121](#)/MATH 11271 lab.

### **MS 133/MATH 12003 : Trigonometry**

**ACTS Equivalent Course Number MATH 1203**

**Lecture Hours 3 Credits 3**

Trigonometry 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 College Algebra, or the equivalent, with a "C" or better.

#### **Prerequisites**

Two years of high school algebra, and either a 19 on the Enhanced ACT Math, 460 or above on the Recentered SAT qualitative assessment, 66 or above on the ACCUPLACER Next Generation Algebra Test, a "C" or better in College Algebra, [MS 123](#)/MATH 11003 (MATH 1103), or a faculty recommendation.

### **MS 135/MATH 13005 : Pre-Calculus**

**ACTS Equivalent Course Number MATH 1305**

**Lecture Hours 5 Credits 5**

Pre-Calculus 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.

#### **Prerequisites**

[MS 123](#)/MATH 11003 (MATH 1103)

### **MS 143/MATH 10133 : Technical Mathematics**

**Lecture Hours 3 Credits 3**

This mathematics course is designed to provide mathematical tools needed by students enrolled in selected technical and occupational (AAS) Programs. The course incorporates mathematics that help 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.

#### **Prerequisites**

Completion of [MS 1023](#)/MATH 10373 with a grade of "C" or higher or ACCUPLACER Next Generation QAS score of 237 or above.

## **MS 163/MATH 16373 : Finite Mathematics**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[MS 123/MATH 11003](#) (MATH 1103)

## **MS 183/MATH 10003 : College Mathematics**

**ACTS Equivalent Course Number** MATH 1003

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

ACT Math score of 19 or above or ACCUPLACER Next Generation QAS score of 249 or above.

## **MS 193/MATH 11103 : Quantitative Reasoning**

**ACTS Equivalent Course Number** MATH 1113

**Lecture Hours 3 Credits 3**

This is a comprehensive mathematics course designed for general education core and for degrees not requiring College Algebra. A strong emphasis will be placed on critical thinking, mathematical modeling, and technology. The majority of the course includes topics from general concepts of functions. Projects, group work, reading, and writing.

### **Prerequisites**

ACT Math score of 19 or above, or ACCUPLACER Next Generation Elementary Algebra score of 78 or higher. Students with a score of 17-18 or above on the ACT, 237-248 on the NG ACCUPLACER, must enroll in [MS 193/MATH 11103](#) (MATH 1113) with a corequisite [MS 1191/MATH 11791](#) lab.

## **MS 213/MATH 21373 : Applied Mathematics for Students of Science**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

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.

## **MS 215/MATH 24005 : Calculus I**

**ACTS Equivalent Course Number** MATH 2405

**Lecture Hours 5 Credits 5**

Calculus I 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 11003](#) (MATH 1103)) and Trigonometry ([MS 133/MATH 12003](#) (MATH 1203)), or the equivalent, with a "C" or better.

### **Prerequisites**

[MS 123/MATH 11003](#) (MATH 1103) and [MS 133/MATH 12003](#) (MATH 1203). [MS 133/MATH 12003](#) (MATH 1203) may be taken concurrently with departmental approval.

## **MS 223/MATH 22003 : Survey of Calculus**

**ACTS Equivalent Course Number** MATH 2203

**Lecture Hours** 3 **Credits** 3

Survey of Calculus 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.

### **Prerequisites**

[MS 123/MATH 11003](#) (MATH 1103)

## **MS 225/MATH 25005 : Calculus II**

**ACTS Equivalent Course Number** MATH 2505

**Lecture Hours** 5 **Credits** 5

Calculus II is a continuation of [MS 215/MATH 24005](#) (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 24005](#) (MATH 2405)) and Trigonometry ([MS 133/MATH 12003](#) (MATH 1203)), or the equivalent, with a "C" or better.

### **Prerequisites**

[MS 215/MATH 24005](#) (MATH 2405)

## **MS 233/MATH 26003 : Calculus III**

**ACTS Equivalent Course Number** MATH 2603

**Lecture Hours** 3 **Credits** 3

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 25005](#) (MATH 2505)) with a "C" or better.

### **Prerequisites**

[MS 225/MATH 25005](#) (MATH 2505)

## **MS 253/MATH 21003 : Math Statistics**

**ACTS Equivalent Course Number** MATH 2103

**Lecture Hours** 3 **Credits** 3

Math Statistics 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.

### **Prerequisites**

[MS 123/MATH 11003](#) (MATH 1103)

## **MS 1002/MATH 10072 : Elementary Algebra Lab**

**Lab Hours** 2 **Credits** 2

This lab will be required in lieu of Pre-Algebra. Students testing into what was Pre-Algebra will not be remediated in this lab that accompanies Elementary Algebra.

## **MS 1023/MATH 10373 : Elementary Algebra**

**Lecture Hours** 3 **Credits** 3

This course provides an alternative to Basic Math. Topics include exponents, polynomials, factoring, linear equations, quadratic equations, graphs and functions.

### **Corequisites**

[MS 1002/MATH 10072](#) for students with an ACT of 14 or below or a 227 on the ACCUPLACER.

## **MS 1121/MATH 11271 : College Algebra Support Lab**

**Lab Hours 1 Credits 1**

This lab will be required in lieu of Intermediate Algebra. Students testing into what was Intermediate Algebra will now be remediated in this lab that accompanies their College Algebra course.

## **MS 1191/MATH 11971 : Quantitative Reasoning Lab**

**Lab Hours 1 Credits 1**

This lab will be required for a student with a score of 17 or 18 on the ACT or its equivalent on Accuplacer or a similar exam who want to concurrently enroll in Quantitative Reasoning.

### **Corequisites**

[MS 193/MATH 11103: Quantitative Reasoning](#)

## **MS 2213/MATH 22173 : Mathematical Structures I**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[MS 123/MATH 11003 \(MATH 1103\)](#)

## **MS 2223/MATH 22273 : Mathematical Structures II**

**Lecture Hours 3 Credits 3**

This course covers topics in geometry and measurement, statistics and probability and is designed for students majoring in elementary education.

### **Prerequisites**

[MS 123/MATH 11003 \(MATH 1103\)](#)

# **Medical Laboratory Technology**

## **MLS 114/MLSC 11404 : Medical Lab Science Fundamentals**

**Lecture Hours 3 Lab Hours 3/week Credits 4**

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.

### **Corequisites**

[CY 104/CHEM 12104 \(CHEM 1214\)](#), [MS 123/MATH 11003 \(MATH 1103\)](#), [BY 103/BIOL 10363](#) and [EH 113/ENGL 10103 \(ENGL 1013\)](#)

## **MLS 125/MLSC 12505 : Hematology**

**Lecture Hours 3 Lab Hours 6/week Credits 5**

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.

### **Prerequisites**

[MLS 114/MLSC 11404](#), [BY 103/BIOL 10363](#), [CY 104/CHEM 12104 \(CHEM 1214\)](#), [MS 123/MATH 11003 \(MATH 1103\)](#), [EH 113/ENGL 10103 \(ENGL 1013\)](#)

### **Corequisites**

[MLS 135/MLSC 13505](#), [BY 154/BIOL 24004 \(BIOL 2404\)](#), [EH 123/ENGL 10203 \(ENG 1023\)](#)

## **MLS 135/MLSC 13505 : Immunology & Immunohematology**

**Lecture Hours 3 Lab Hours 6/week Credits 5**

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.

### **Prerequisites**

[MLS 114/MLSC 11404](#), [CY 104/CHEM 12104](#) (CHEM 1214), [MS 123/MATH 11003](#) (MATH 1103), [BY 103/BIOL 10363](#), [EH 113/ENGL 10103](#) (ENGL 1013)

### **Corequisites**

[MLS 125/MLSC 12505](#), [BY 154/BIOL 24004](#) (BIOL 2402), [EH 123/ENGL 10203](#) (ENGL 1023)

## **MLS 203/MLSC 20203 : Phlebotomy**

**Lecture Hours 3 Credits 3**

Principles and techniques of specimen collection particularly blood collection by venipuncture and microsampling.

### **Prerequisites**

[CY 104/CHEM 12104](#) (CHEM 1214), [BY 154/BIOL 24004](#) (BIOL 2404), [MS 123/MATH 11003](#) (MATH 1103), [BY 103/BIOL 10363](#), [EH 113/ENGL 10103](#) (ENGL 1013), [EH 123/ENGL 10203](#) (ENGL 1023), [MLS 114/MLSC 11404](#), [MLS 125/MLSC 12505](#), [MLS 135/MLSC 13505](#). An approved Social Science [PSY 213/PSYC 11003](#) (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163/HIST 11103](#) (HIST 1113), [HY 173/HIST 11203](#) (HIST 1123), [ES 213/ECON 21003](#) (ECON 2103), [ES 223/ECON 22003](#) (ECON 2203), [PLS 213/PLSC 20003](#) (PLSC 2003)

### **Corequisites**

[MLS 205/MLSC 20505](#), [MLS 211/MLSC 21101](#), [MLS 215/MLSC 21505](#), [CT 113/CPSI 10103](#) (CPSI 1003)

## **MLS 205/MLSC 20505 : Clinical Chemistry**

**Lecture Hours 3 Lab Hours 6/week Credits 5**

Theory and application to include principles, testing, and pathological states in the area of urinalysis and clinical chemistry.

### **Prerequisites**

[CY 104/CHEM 12104](#) (CHEM 1214), [BY 154/BIOL 24004](#) (BIOL 2404), [MS 123/MATH 11003](#) (MATH 1103), [BY 103/BIOL 10363](#), [EH 113/ENGL 10103](#) (ENGL 1013), [EH 123/ENGL 10203](#) (ENGL 1023), [MLS 114/MLSC 11404](#), [MLS 125/MLSC 12505](#), [MLS 135/MLSC 13505](#). An approved Social Science [PSY 213/PSYC 11003](#) (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163/HIST 11103](#) (HIST 1113), [HY 173/HIST 11203](#) (HIST 1123), [ES 213/ECON 21003](#) (ECON 2103), [ES 223/ECON 22003](#) (ECON 2203), [PLS 213/PLSC 20003](#) (PLSC 2003)

### **Corequisites**

[MLS 203/MLSC 20203](#), [MLS 211/MLSC 21101](#), [MLS 215/MLSC 21505](#), [CT 113/CPSI 10103](#) (CPSI 1003)

## **MLS 211/MLSC 21101 : Instrumentation, Urinalysis, and Body Fluids**

**Lecture Hours 1 Credits 1**

A basic study of urine laboratory instrumentation, urinalysis, and body fluids.

### **Prerequisites**

[CY 104/CHEM 12104](#) (CHEM 1214), [BY 154/BIOL 24004](#) (BIOL 2404), [MS 123/MATH 11003](#) (MATH 1103), [BY 103/BIOL 10363](#), [EH 113/ENGL 10103](#) (ENGL 1013), [EH 123/ENGL 10203](#) (ENGL 1023), [MLS 114/MLSC 11404](#), [MLS 125/MLSC 12505](#), [MLS 135/MLSC 13505](#). An approved Social Science [PSY 213/PSYC 11003](#) (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163/HIST 11103](#) (HIST 1113), [HY 173/HIST 11203](#) (HIST 1123), [ES 213/ECON 21003](#) (ECON 2103), [ES 223/ECON 22003](#) (ECON 2203), [PLS 213/PLSC 20003](#) (PLSC 2003)

### **Corequisites**

[MLS 203/MLSC 20203](#), [MLS 205/MLSC 20505](#), [MLS 215/MLSC 21505](#), [CT 113/CPSI 10103](#) (CPSI 1003)

## MLS 213/MLSC 21303 : Selected Topics

Lecture Hours 3 Credits 3

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505, [MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [MLS 215](#)/MLSC 21505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003), [CT 113](#)/CPSI 10103 (CPSI 1003) SY 213

### Corequisites

[MLS 223](#)/MLSC 22303, [MLS 243](#)/MLSC 24303, [MLS 263](#)/MLSC 26303, [MLS 283](#)/MLSC 28303

## MLS 215/MLSC 21505 : Pathogenic Microbiology

Lecture Hours 3 Lab Hours 6/week Credits 5

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003)

### Corequisites

[MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [CT 113](#)/CPSI 10103 (CPSI 1003)

## MLS 223/MLSC 22303 : Clinical Experience I

Lab Hours 36/week for 4 weeks Credits 3

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505, [MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [MLS 215](#)/MLSC 21505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003), [CT 113](#)/CPSI 10103 (CPSI 1003)

### Corequisites

[MLS 213](#)/MLSC 21303, [MLS 243](#)/MLSC 24303, [MLS 263](#)/MLSC 26303, [MLS 283](#)/MLSC 28303

## MLS 243/MLSC 24303 : Clinical Experience II

**Lab Hours** 36/week for 4 weeks **Credits** 3

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505, [MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [MLS 215](#)/MLSC 21505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003), [CT 113](#)/CPSI 10103 (CPSI 1003)

### Corequisites

[MLS 213](#)/MLSC 21303, [MLS 223](#)/MLSC 22303, [MLS 263](#)/MLSC 26303, [MLS 283](#)/MLSC 28303

## MLS 263/MLSC 26303 : Clinical Experience III

**Lab Hours** 36/week for 4 weeks **Credits** 3

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505, [MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [MLS 215](#)/MLSC 21505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003), [CT 113](#)/CPSI 10103 (CPSI 1003)

### Corequisites

[MLS 213](#)/MLSC 21303, [MLS 223](#)/MLSC 22303, [MLS 243](#)/MLSC 24303, [MLS 283](#)/MLSC 28303

## MLS 283/MLSC 28303 : Clinical Experience IV

**Lab Hours** 36/week for 4 weeks **Credits** 3

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.

### Prerequisites

[CY 104](#)/CHEM 12104 (CHEM 1214), [BY 154](#)/BIOL 24004 (BIOL 2404), [MS 123](#)/MATH 11003 (MATH 1103), [BY 103](#)/BIOL 10363, [EH 113](#)/ENGL 10103 (ENGL 1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MLS 114](#)/MLSC 11404, [MLS 125](#)/MLSC 12505, [MLS 135](#)/MLSC 13505, [MLS 203](#)/MLSC 20203, [MLS 205](#)/MLSC 20505, [MLS 211](#)/MLSC 21101, [MLS 215](#)/MLSC 21505. An approved Social Science [PSY 213](#)/PSYC 11003 (PSYC 1103), SY 213/SOCI 21363 (SOCI 1013), [HY 163](#)/HIST 11103 (HIST 1113), [HY 173](#)/HIST 11203 (HIST 1123), [ES 213](#)/ECON 21003 (ECON 2103), [ES 223](#)/ECON 22003 (ECON 2203), [PLS 213](#)/PLSC 20003 (PLSC 2003), [CT 113](#)/CPSI 10103 (CPSI 1003)

### Corequisites

[MLS 213](#)/MLSC 21303, [MLS 223](#)/MLSC 22303, [MLS 243](#)/MLSC 24303, [MLS 263](#)/MLSC 26303

## Medical Office Technology

### OT 113/HIMT 11303 : Medical Terminology I

**Lecture Hours** 3 **Credits** 3

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/HIMT 12303 : Medical Terminology II**

**Lecture Hours 3 Credits 3**

This course is a continuation of [OT 113/HIMT 11303](#).

### **Prerequisites**

[OT 113/HIMT 11303: Medical Terminology I](#)

## **OT 133/BUSI 11003 : Keyboarding/Document Processing**

**ACTS Equivalent Course Number BUSI 1103**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[OT 1033/BUSI 14353](#) or departmental approval

## **OT 153/HIMT 15303 : Introduction to Medical Coding (fall semester)**

**Lecture Hours 3 Credits 3**

This course is designed to give students a basic introduction to coding in medical offices.

### **Prerequisites**

[OT 113/HIMT 11303](#), [BY 103/BIOL 10363](#) or departmental approval

## **OT 203/HIMT 20303 : Electronic Health Records**

**Lecture Hours 3 Credits 3**

This course is designed to familiarize students with the capabilities of an Electronic Health Records program. Students will use a computer program to maintain patient files, schedule appointments, store treatment information, enter diagnosis with procedures to locate medical codes for billing, and submit claims to an insurance company.

### **Prerequisites**

[OT 113/HIMT 11303](#), [CT 113/CPSI 10103 \(CPSI 1003\)](#) or departmental approval

## **OT 223/BUSI 22353 : Administrative Support Procedures**

**Lecture Hours 3 Credits 3**

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).

### **Prerequisites**

[OT 133/BUSI 11003 \(BUSI 1103\)](#) and [CT 113/CPSI 10103 \(CPSI 1003\)](#) or departmental approval

## **OT 263/HIMT 26303 : Intermediate Medical Coding (spring semester)**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[OT 153/HIMT 15303: Introduction to Medical Coding \(fall semester\)](#)

## **OT 292/HIMT 29202 : Medical Coding Certification Prep**

**Lecture Hours 2 Credits 2**

This class is designed to prepare students to take a national certification exam for Medical Coding.

## **OT 1033/BUSI 14353 : Introduction to Keyboarding**

**Lecture Hours 3 Credits 3**

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 1213/HIMT 12103 : Medical Office Internship**

**Lab Hours 9 Credits 3**

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.

### **Prerequisites**

Departmental approval

## **Medical Professions Education**

### **MPE 113/ISHP 11003 : Introduction to Medical Professions**

**Lecture Hours 3 Credits 3**

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/ISHP 12003 : Introduction to Medical Procedures**

**Lecture Hours 3 Credits 3**

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/ISHP 13303 : Medical Apprenticeship I**

**Lab Hours 135 Credits 3**

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/ISHP 14003 : Medical Apprenticeship II**

**Lab Hours 135 Credits 3**

This course is a continuation of [MPE 133/ISHP 13303](#) 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 223/MUSC 20003 : Music Appreciation**

**ACTS Equivalent Course Number MUSC 1003**

**Lecture Hours 3 Credits 3**

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.

# Network Technology

## NT 123/ISYS 12333 : MS Networking Essentials

Lecture Hours 3 Credits 3

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.

### Prerequisites

[CT 113/CPSI 10103](#) (CPSI 1003)

## NT 133/ISYS 13333 : Help Desk Support

Lecture Hours 3 Credits 3

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.

### Prerequisites

[CT 113/CPSI 10103](#) (CPSI 1003)

## NT 143/ISYS 14333 : Linux Operating Systems

Lecture/Lab Hours 3 Credits 3

The focus of this course is to provide students with introductory and advanced coverage of Linux System Administration.

### Prerequisites

[CT 113/CPSI 10103](#) (CPSI 1003)

## NT 163/ISYS 16303 : Introduction to Cloud Computing

Lecture Hours 3 Credits 3

This course introduces essential characteristics of a cloud environment, various cloud services and deployment models, the role of virtualization in cloud computing, and major cloud providers. Students will explore some of the challenges of cloud deployment, with emphasis in the area of security. Students will gain knowledge in the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management. The course will also cover the concepts and objectives of the CompTia Cloud+ certification exam.

### Prerequisites

[CT 173/ISYS 17303: Network Administration](#)

## NT 173/ISYS 17333 : Introduction to Virtualization

Lecture Hours 3 Credits 3

This course is designed to teach students advanced topics in virtualization and how it relates to networks, storage, servers, data, desktops, and applications. Students will learn to create and configure virtual machines using VMware, vSphere, and Microsoft Hyper-V through virtual lab activities and simulations.

### Prerequisites

[NT 163/ISYS 16303](#)

## NT 193/ISYS 19303 : Maintaining and Managing PC's

Lecture Hours 3 Credits 3

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.

### Prerequisites

[CT 113/CPSI 10103](#) (CPSI 1003)

## **NT 213/ISYS 21303 : Information Security Essentials: Intro to Cyber Security**

**Lecture Hours 3 Credits 3**

This course provides a fundamental foundation in the essential elements of cybersecurity. Topics will include understanding of cybersecurity measures (offense and defense), techniques for securing systems, legal and ethical issues, basic intrusion detection and recovery methods, and the role of cybersecurity professionals. This course is designed for business and non-business majors.

### **Prerequisites**

[NT 123/ISYS 12333: MS Networking Essentials](#)

## **NT 253/GDES 25303 : Digital Image Production I**

**Lecture Hours 3 Credits 3**

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/GDES 27303 : Digital Image Production II**

**Lecture/Lab Hours 3 Credits 3**

Recommended completion of [PR 103/GDES 10303](#) and enrollment in [PR 113/GDES 11303](#). Study of animation techniques: storyboarding, 3-D Modeling, image maps and textures, lighting and motion studies and rendering options.

### **Prerequisites**

[NT 253/GDES 25303](#) or departmental approval

## **NT 1101/ISYS 11001 : A+ Certification Prep**

**Lecture Hours 1 Credits 1**

This course prepares students to take the A+ Industry Certification exam. Curriculum will cover hands-on simulations using a virtualization software, study videos with instructional demonstrations, and online practice exams.

## **NT 1201/ISYS 12001 : Network+ Certification Prep**

**Lecture Hours 1 Credits 1**

This course prepares students to take the Network+ Industry Certification exam. Curriculum will cover hands-on simulations using a virtualization software, study videos with instructional demonstrations, and online practice exams.

## **NT 1301/ISYS 13001 : Security+ Certification Prep**

**Lecture Hours 1 Credits 1**

This course prepares students to take the Security+ Industry Certification exam. Curriculum will cover hands-on simulations using a virtualization software, study videos with instructional demonstrations, and online practice exams.

## **Nursing (ADN)**

### **NG 107/NURS 10757 : Concepts of Nursing Care for Patients with Chronic, Stable Conditions**

**Lecture Hours 6/week Clinical Hours 3/week Credits 7**

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.

### **Prerequisites**

Acceptance into the ADN Program, [BY 154/BIOL 24004](#) (BIOL 2404), [EH 113/ENGL 10103](#) (ENGL1013), [MS 123/MATH 11003](#) (MATH 1103)

### **Corequisites**

[BY 164/BIOL 24104](#) (BIOL 2414), [PSY 213/PSYC 11003](#) (PSYC 1103)

## **NG 123/NURS 12353 : Normal Nutrition**

**Lecture Hours 3 Credits 3**

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/NURS 13353 : Dosage Calculation for Nurses**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

Acceptance into the ADN program.

### **Corequisites**

[NG 107/NURS 10757: Concepts of Nursing Care for Patients with Chronic, Stable Conditions](#)

## **NG 209/NURS 20959 : Concepts of Nursing Care for Patients with Acute, Stable Conditions**

**Lecture Hours 6/week Clinical Hours 9/week Credits 9**

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.

### **Prerequisites**

[BY 154/BIOL 24004 \(BIOL 2404\)](#), [BY 164/BIOL 24104 \(BIOL 2414\)](#), [EH 113/ENGL 10103 \(ENGL1013\)](#), [MS 123/MATH 11003 \(MATH 1103\)](#), [NG 107/NURS 10757](#), and [PSY 213/PSYC 11003 \(PSYC 1103\)](#)

### **Corequisites**

[EH 123/ENGL 10203 \(ENGL 1023\)](#)

## **NG 223/NURS 22353 : Pharmacology for Nurses**

**Lecture Hours 3 Credits 3**

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/NURS 21212 : Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions**

**Lecture Hours 7/week Clinical Hours 15/week Credits 12**

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.

### **Prerequisites**

[BY 154/BIOL 24004 \(BIOL 2404\)](#), [BY 164/BIOL 24104 \(BIOL 2414\)](#), [EH 113/ENGL 10103 \(ENGL1013\)](#), [EH 123/ENGL 10203 \(ENGL 1023\)](#), [MS 123/MATH 11003 \(MATH 1103\)](#), [NG 107/NURS 10757](#), and [PSY 213/PSYC 11003 \(PSYC 1103\)](#)

### **Corequisites**

3 credit hour computer course

## **NG 401/NURS 24031 : NCLEX Prep**

**Lecture Hours 1 Credits 1**

This elective course is not required and is designed to foster success on the first licensure exam attempt on the NCLEX-RN exam. Students will gain in-depth knowledge of the testing process including test taking strategies and skills that involve the understanding of the strategy of test items.

### **Prerequisites**

[BY 154](#)/BIOL 24004 (BIOL 2404), [BY 164](#)/BIOL 24104 (BIOL 2414), [EH 113](#)/ENGL 10103 (ENGL1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MS 123](#)/MATH 11003 (MATH 1103), and [PSY 213](#)/PSYC 11003 (PSYC 1103), an approved 3 credit hour computer course, [NG 107](#)/NURS 10757, [NG 209](#)/NURS 20959, [NG 312](#)/NURS 21212

### **Corequisites**

[NG 412](#)/NURS 21312: Concepts of Nursing Care for Patients with Complex Conditions

## **NG 412/NURS 21312 : Concepts of Nursing Care for Patients with Complex Conditions**

**Lecture Hours 7/week Clinical Hours 15/week Credits 12**

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.

### **Prerequisites**

[BY 154](#)/BIOL 24004 (BIOL 2404), [BY 164](#)/BIOL 24104 (BIOL 2414), [EH 113](#)/ENGL 10103 (ENGL1013), [EH 123](#)/ENGL 10203 (ENGL 1023), [MS 123](#)/MATH 11003 (MATH 1103), [NG 107](#)/NURS 10757, [NG 209](#)/NURS 20959, [NG 312](#)/NURS 21212, [PSY 213](#)/PSYC 11003 (PSYC 1103), an 3 credit hour computer course

## **NG 1011/NURS 10151 : Special Topics in Nursing I**

**Lecture Hours 1 Credits 1**

This course will increase the student's knowledge and understanding of a topic in nursing related to the care of patients with chronic, stable conditions. Students will fulfil an individualized plan of study by independently watching films, conducting web-based research, and/or reading and summarizing journal articles. Enrollment in this course is limited to students currently enrolled in [NG 107](#)/NURS 10757.

## **NG 1021/NURS 10251 : Special Topics in Nursing II**

**Lecture Hours 1 Credits 1**

This course will increase the student's knowledge and understanding of a topic in nursing related to the care of patients with acute, stable conditions. Students will fulfil an individualized plan of study by independently watching films, conducting web-based research, and/or reading and summarizing journal articles. Enrollment in this course is limited to students currently enrolled in [NG 209](#)/NURS 20959.

## **NG 2031/NURS 20351 : Special Topics in Nursing III**

**Lecture Hours 1 Credits 1**

This course will increase the student's knowledge and understanding of a topic in nursing related to the care of patients with chronic and acute, unstable conditions. Students will fulfil an individualized plan of study by independently watching films, conducting web-based research, and/or reading and summarizing journal articles. Enrollment in this course is limited to students currently enrolled in [NG 312](#)/NURS 21212.

## **NG 2041/NURS 20451 : Special Topics in Nursing IV**

**Lecture Hours 1 Credits 1**

This course will increase the student's knowledge and understanding of a topic in nursing related to the care of patients with complex conditions. Students will fulfil an individualized plan of study by independently watching films, conducting web-based research, and/or reading and summarizing journal articles. Enrollment in this course is limited to students currently enrolled in [NG 412](#)/NURS 21312.

# Nursing (PN)

## **PNP 103/PNUR 10363 : Human Structure and Function**

**Lecture Hours** 48 **Credits** 3

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.

### **Prerequisites**

[EH 113](#)/ENGL 10103 (ENGL 1013), [MS 143](#)/MATH 10133 or [MS 1123](#) or higher

## **PNP 109/PNUR 10969 : Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions**

**Lecture Hours** 7/wk **Clinical Hours** 6/wk **Credits** 9

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.

### **Prerequisites**

[EH 113](#)/ENGL 10103 (ENGL 1013), [MS 143](#)/MATH 10133, or [MS 1123](#) or higher

## **PNP 112/PNUR 11212 : Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions**

**Lecture Hours** 8/week **Clinical Hours** 12/week **Credits** 12

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.

### **Prerequisites**

[EH 113](#)/ENGL 10103 (ENGL 1013), [MS 143](#)/MATH 10133, or [MS 1123](#) or higher, [PNP 103](#)/PNUR 10363, and [PNP 109](#)/PNUR 10969

## **PNP 212/PNUR 21212 : Concepts of Practical Nursing in the Care of Patients with Complex Conditions**

**Lecture Hours** 8/week **Clinical Hours** 12/week **Credits** 12

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.

### **Prerequisites**

[EH 113](#)/ENGL 10103 (ENGL 1013), [MS 143](#)/MATH 10133, or [MS 1123](#) or higher, [PNP 103](#)/PNUR 10363, [PNP 109](#)/PNUR 10969, [PNP 112](#)/PNUR 11212

# Nursing Assistant

## NA 103/ISHP 10303 : Nursing Assistant Clinical

**Lab Hours** 135 **Credits** 3

(Hours exceed Office of LTC requirements) 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.

### Corequisites

[NA 107/ISHP 10707](#)

## NA 107/ISHP 10707 : Nursing Assistant Theory

**Lecture Hours** 105 **Credits** 7

(Hours exceed Office of LTC requirements) 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.

### Corequisites

[NA 103/ISHP 10303: Nursing Assistant Clinical](#)

# Philosophy

## PHIL 153/PHIL 11003 : Introduction to Philosophy

**ACTS Equivalent Course Number** PHIL 1103

**Lecture Hours** 3 **Credits** 3

Introduction to Philosophy, PHIL 153/PHIL 11003 (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.

# Phlebotomy

## PLB 114/ALHE 11404 : Phlebotomy Procedures

**Lab Hours** 6.4/week for 10 weeks **Credits** 4

Basic anatomy and physiology of body systems involved in phlebotomy sites; collection equipment and techniques involved in performance of venipuncture.

### Prerequisites

Acceptance to the program

### Corequisites

[PLB 124/ALHE 12404](#) and [PLB 134/ALHE 13404](#)

## PLB 124/ALHE 12404 : Special Techniques

**Lab Hours** 6.4/week for 10 weeks **Credits** 4

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.

### Corequisites

[PLB 114/ALHE 11404](#) and [PLB 134/ALHE 13404](#)

## **PLB 134/ALHE 13404 : Phlebotomy Skills**

**Lab Hours** 32/week for 6 weeks **Credits** 4

Performing and managing specimen collections in the health care setting.

### **Corequisites**

[PLB 114/ALHE 11404](#) and [PLB 124/ALHE 12404](#)

## **Physical Education**

### **PE 102/PEAC 10242 : Teaching Tennis**

**Lab Hours** 3 **Credits** 2

This course emphasizes teaching methods and skill proficiency. This course is recommended for physical education majors.

### **PE 201/PEAC 20141 : Community First Aid**

**Lecture Hours** 1 **Credits** 1

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.

### **PE 223/HEAL 10003 : Health and Safety**

**ACTS Equivalent Course Number** HEAL 1003

**Lecture Hours** 3 **Credits** 3

Health and Safety, PE 223/HEAL 10003 (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/PEAC 23343 : Principles and Problems of Coaching**

**Lecture Hours** 3 **Credits** 3

A study of the principles, problems, and other aspects of athletic programs that coaches face during their careers.

### **PE 243/PEAC 24343 : First Aid**

**Lecture Hours** 3 **Credits** 3

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.

### **PEAC 101/PEAC 10141 : Beginning Bowling**

**Lab Hours** 2 **Credits** 1

Instruction and participation in bowling.

### **PEAC 121/PEAC 12141 : Badminton/Pickleball**

**Lab Hours** 2 **Credits** 1

Instruction and participation in badminton and pickleball.

### **PEAC 131/PEAC 13141 : Physical Conditioning**

**Lab Hours** 2 **Credits** 1

Basic conditioning including weight training, stretching, and aerobic workouts on the exercise equipment in the Fitness Center.

### **PEAC 141/PEAC 14141 : Weight Training**

**Lab Hours** 3 **Credits** 1

Instruction and participation in weight training.



## **PEAC 142/PEAC 14242 : Fitness Concepts**

**Lab Hours 3 Credits 2**

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/PEAC 14343 : Concepts of Fitness & Wellness**

**Lab Hours 3 Credits 3**

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/PEAC 15141 : Recreational Games**

**Lab Hours 2 Credits 1**

Instruction and participation in a variety of recreational games.

## **PEAC 171/PEAC 17141 : Aerobic Exercise**

**Lab Hours 2 Credits 1**

Teaches low-impact routines for improved physical fitness.

## **PEAC 181/PEAC 18141 : Beginning Golf**

**Lab Hours 2 Credits 1**

Includes basic fundamentals, history, terminology and scoring of golf.

## **PEAC 191/PEAC 19141 : Introduction to Dance**

**Lab Hours 2 Credits 1**

Practice in the basic movements of jazz, ballet and tap dance.

## **PEAC 211/PEAC 21101 : Beginning Volleyball**

**Lab Hours 2 Credits 1**

Instruction and participation in volleyball.

## **PEAC 221/PEAC 12151 : Beginning Tennis**

**Lab Hours 2 Credits 1**

Instruction and participation in tennis.

## **PEAC 231/PEAC 13151 : Intermediate Tennis**

**Lab Hours 2 Credits 1**

A continuation of the fundamentals of tennis with emphasis on the advanced skills, strategy, and knowledge of doubles play.

### **Prerequisites**

[PEAC 221/PEAC 12151](#) or instructor consent

## **PEAC 241/PEAC 14161 : Fitness Walking/Jogging**

**Lab Hours 2 Credits 1**

Instruction and participation in vigorous walking/jogging for cardiovascular development and improvement.

## **PEAC 251/PEAC 15151 : Beginning Basketball**

**Lab Hours 2 Credits 1**

Instruction and participation in basketball.

## **PEAC 261/PEAC 16161 : Advanced Aerobic Exercise**

**Lab Hours 2 Credits 1**

Offers more vigorous routines for further toning and general fitness.

### **Prerequisites**

[PEAC 171/PEAC 17141: Aerobic Exercise](#)

## **PEAC 271/PEAC 17151 : Flag Football**

**Lab Hours 2 Credits 1**

Instruction and participation in flag football.

## **PEAC 281/PEAC 18161 : Intermediate Golf**

**Lab Hours 2 Credits 1**

Advanced skill techniques and strategies of golf are developed.

### **Prerequisites**

[PEAC 181/PEAC 18141](#) or consent.

## **PEAC 291/PEAC 19161 : Martial Arts II**

**Lab Hours 2 Credits 1**

Basic skills and techniques of the martial arts.

## **PEAC 1121/PEAC 11251 : Beginning Soccer**

**Lab Hours 2 Credits 1**

Instruction and participation in soccer.

## **PEAC 1131/PEAC 11341 : Intermediate Soccer**

**Lab Hours 2 Credits 1**

Instruction and participation in advanced skills, techniques, and strategies of soccer.

### **Prerequisites**

[PEAC 1121/PEAC 11251](#) or instructor consent.

## **PEAC 1141/PEAC 11441 : Softball**

**Lab Hours 2 Credits 1**

Instruction and participation in softball.

## **PEAC 1151/PEAC 11541 : Yoga**

**Lab Hours 2 Credits 1**

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/PEAC 19171 : Martial Arts II**

**Lab Hours 2 Credits 1**

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.

### **Prerequisites**

"C" grade or better in [PEAC 291/PEAC 19161](#)

# Physics

## PS 114/PHSC 10004 : Physical Science

**ACTS Equivalent Course Number** PHSC 1004

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

Physical Science, PS 114/PHSC 10004 (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.**

### **Prerequisites**

MS 1023/MATH 10373: Elementary Algebra

## PS 144/ASTR 12034 : Introduction to Astronomy

**ACTS Equivalent Course Number** PHSC 1204

**Lecture Hours** 3 **Lab Hours** 3 **Credits** 4

PS 144/ASTR 12034 (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.

### **Prerequisites**

MS 1023/MATH 10373: Elementary Algebra

## PS 215/PHYS 20105 : General Physics I

**ACTS Equivalent Course Number** PHYS 2014

**Lecture Hours** 4 **Lab Hours** 3 **Credits** 5

General Physics I, 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.

### **Prerequisites**

MS 123/MATH 11003 (MATH 1103) and MS 133/MATH 12003 (MATH 1203) or departmental approval

## PS 225/PHYS 20205 : General Physics II

**ACTS Equivalent Course Number** PHYS 2024

**Lecture Hours** 4 **Lab Hours** 3 **Credits** 5

General Physics II, PS 225/PHYS 20205 (PHYS 2024), is a trigonometry-based survey of the principles of classical electromagnetism and optics (topics covered include electricity, magnetism, light, and modern physics).

### **Prerequisites**

PS 215/PHYS 20105: General Physics I

## PS 235/PHYS 20305 : Technical Physics I

**ACTS Equivalent Course Number** PHYS 2034

**Lecture Hours** 4 **Lab Hours** 3 **Credits** 5

Technical Physics I, PS 235/PHYS 20305 (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 Corequisite or have completed Calculus I with a "C" or better.

### **Prerequisites**

MS 215/MATH 24005: Calculus I

## **PS 245/PHYS 20405 : Technical Physics II**

**ACTS Equivalent Course Number** PHYS 2044

**Lecture Hours** 4 **Lab Hours** 3 **Credits** 5

Technical Physics II, PS 245/PHYS 20405 (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 Corequisite.

### **Prerequisites**

PS 235/PHYS 20305: Technical Physics I

## **Political Science**

### **PLS 213/PLSC 20003 : American Federal Government**

**ACTS Equivalent Course Number** PLSC 2003

**Lecture Hours** 3 **Credits** 3

American Federal Government, PLS 213/PLSC 20003 (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/PLSC 21003 : State and Local Government**

**ACTS Equivalent Course Number** PLSC 2103

**Lecture Hours** 3 **Credits** 3

State and Local Government, PLS 223/PLSC 21003 (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.

## **Psychology**

### **PSY 213/PSYC 11003 : General Psychology**

**ACTS Equivalent Course Number** PSYC 1103

**Lecture Hours** 3 **Credits** 3

General Psychology, PSY 213/PSYC 11003 (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/PSYC 21003 : Human Growth and Development**

**ACTS Equivalent Course Number** PSYC 2103

**Lecture Hours** 3 **Credits** 3

Human Growth and Development, 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.

### **Prerequisites**

[PSY 213/PSYC 11003](#) (PSYC 1103) or consent of the instructor

## **PSY 243/PSYC 20133 : Abnormal Psychology**

**Lecture Hours 3 Credits 3**

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.

### **Prerequisites**

[PSY 213/PSYC 11003](#) (PSYC 1103) or consent of the instructor

## **Sociology**

### **SY 213/SOCI 21363 : Fundamentals of Sociology**

**ACTS Equivalent Course Number** SOCI 1013

**Lecture Hours 3 Credits 3**

Fundamental Sociology, [SY 213/SOCI 21363](#) (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/SOCI 22363 : The Family**

**Lecture Hours 3 Credits 3**

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/SPAN 11181 : Introduction to Spanish Conversation**

**Lecture Hours 1 Credits 1**

Introduction to Spanish Conversation is designed to develop oral language skills at the beginning level.

### **SH 113/SPAN 10103 : Beginning Spanish**

**ACTS Equivalent Course Number** SPAN 1013

**Lecture Hours 3 Credits 3**

Beginning Spanish, SH 113/SPAN 10103 (SPAN 1013), 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/SPAN 10203 : Beginning Spanish II**

**ACTS Equivalent Course Number** SPAN 1023

**Lecture Hours 3 Credits 3**

Beginning Spanish II, 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. [SH 123/SPAN 10203](#) (SPAN 1023) is a continuation of [SH 113/SPAN 10103](#) (SPAN 1013). 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 10103](#) (SPAN 1013) with a "C" or better.

### **Prerequisites**

[SH 113/SPAN 10103](#) (SPAN 1013) with a "C" or better or by consent of the instructor

## **SH 213/SPAN 20103 : Intermediate Spanish**

**ACTS Equivalent Course Number** SPAN 2013

**Lecture Hours** 3 **Credits** 3

Intermediate Spanish, 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 20103 (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 10203](#) (SPAN 1023) with a "C" or better.

### **Prerequisites**

Completion of [SH 113/SPAN 20103](#) (SPAN 1013) and [SH 123/SPAN 10203](#) (SPAN 1023) with a "C" or better.

## **SH 223/SPAN 20203 : Intermediate Spanish II**

**ACTS Equivalent Course Number** SPAN 2023

**Lecture Hours** 3 **Credits** 3

Intermediate Spanish II, 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 20103](#) (SPAN 2013).

### **Prerequisites**

Completion of [SH 213/SPAN 20103](#) (SPAN 2013) with a "C" or better

## **Speech**

### **SP 123/THTR 10003 : Introduction to Theatre**

**ACTS Equivalent Course Number** DRAM 1003

**Lecture Hours** 3 **Credits** 3

Introduction to Theatre, [SP 123/THTR 10003](#) (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/SPCH 24353 : Fundamentals of Speech**

**ACTS Equivalent Course Number** SPCH 1003

**Lecture Hours** 3 **Credits** 3

A fundamentals course dealing with human communications from daily experiences to public speaking situations. Some emphasis is placed on enunciation and articulation.

### **Prerequisites**

[EH 113/ENGL 10103: Composition I](#)

### **SP 263/SPCH 26353 : Oral Interpretation**

**Lecture Hours** 3 **Credits** 3

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/SPCH 27353 : Basic Acting Techniques**

**Lecture Hours** 3 **Credits** 3

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.

# Welding

## **WG 115/WELD 11595 : Introduction to Welding**

Lecture/Lab Hours 5 Credits 5

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/WELD 12595 : Arc Welding I**

Lecture/Lab Hours 5 Credits 5

This course is designed to teach Shielded Metal Arc Welding applications in welding mild, steel, flat and horizontal position.

### **Prerequisites**

[WG 115/WELD 11595: Introduction to Welding](#)

## **WG 133/WELD 11073 : Welding Blueprint Reading**

Lecture Hours 3 Credits 3

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/WELD 13595 : Arc Welding II**

Lecture/Lab Hours 5 Credits 5

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.

### **Prerequisites**

[WG 125/WELD 12595](#) or departmental approval

## **WG 145/WELD 14595 : Inert Gas Welding I**

Lecture/Lab Hours 5 Credits 5

This course provides instruction and practical application in gas tungsten arc welding (tig) and gas metal arc welding (mig).

### **Prerequisites**

[WG 115/WELD 11595: Introduction to Welding](#)

## **WG 155/WELD 15595 : Pipe Welding**

Lecture/Lab Hours 5 Credits 5

This course will consist of welding V-Butt joints on plate steel found in the welding of pipe.

### **Prerequisites**

[WG 135/WELD 13595: Arc Welding II](#)

## **WG 165/WELD 16595 : Inert Gas Welding II**

Lecture/Lab Hours 5 Credits 5

This course emphasizes welding applications of ferrous, nonferrous, stainless steel and alloy metals in horizontal, vertical and overhead positions.

### **Prerequisites**

[WG 145/WELD 14595: Inert Gas Welding I](#)

## **WG 175/WELD 17595 : Certification Welding**

Lecture/Lab Hours 5 Credits 5

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.

### **Prerequisites**

[WG 155/WELD 15595: Pipe Welding](#)

## **WG 1152/WELD 11692 : Introcution to Welding II**

**Lecture Hours 2 Credits 2**

This course is a continuation of WG 1153/WELD 11793 and completes the requisite for the student to receive credit for [WG 115/WELD 11595](#). WG 1152/WELD 11692 acts as a second semester follow-up to WG1153/WELD 11793 for Secondary Technical Center students.

### **Prerequisites**

[WG 1153/WELD 11793: Introduction to Welding I](#)

## **WG 1153/WELD 11793 : Introduction to Welding I**

**Lecture Hours 3 Credits 3**

A first part of offering from the curriculum course [WG 115/WELD 11595](#), but broken down into two (2) semesters to more appropriately fit into the schedules of Secondary Technical Center students.



# Advisor Information

## Advisor Information

MAJOR	HELENA ADVISORS 338-6474	DEWITT ADVISORS 946-3506	STUTTGART ADVISORS 673-4201
Advanced Manufacturing	Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Associate Degree Nursing	Shanna Pryor, ext. 1371 Shelby Gentry, ext. 1384	<b>Helena &amp; Stuttgart Campuses Only</b>	Kelly Roberts, ext. 1838
Basic Skills, Adult Education	Christina Sanderlin , ext. 1104	<b>Helena Campus Only</b>	<b>Helena Campus Only</b>
Behavioral Health Technology	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Carriell Brown, ext. 1853
Biology, Chem, Engineering, Math, Physics, Pre-Med	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Business Administration	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Tracie Karkur, ext. 1615
Business Management	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
CDL/Truck Driving	Linda Killion, ext. 1368	<b>Helena &amp; Stuttgart Campuses only</b>	Valerie Colvin, ext. 1809 Charlotte Purdy, ext. 1846
Construction Technology	Kenneth Elliott, ext. 1114 Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Cosmetology, Manicuring	Karen Jones, ext. 1215	<b>Helena Campus Only</b>	<b>Helena Campus Only</b>
Criminal Justice	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Drama, English, Music, Speech	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Early Childhood Education	Yvette Robertson Barnes, ext. 1307	Christie Freeman, ext.1840	Christie Freeman, ext.1840
Education	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Emergency Medical Technician	Shanna Pryor, ext. 1371 Shelby Gentry, ext. 1384	Shawanna Wansley, ext. 1628	Carriell Brown, ext. 1853
General Education	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
General Technology	Kenneth Elliott, ext. 1114 Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Graphic Communications	Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Health Sciences	Shanna Pryor, ext. 1371	Shanna Pryor, ext. 1371	Shanna Pryor, ext. 1371
High School Relations	Kevin Martin-Arnold, ext. 1363	Savanna Bronson, ext. 1608	Michelle Blasengame, ext. 1816
Information Systems Tech	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846
Manufacturing	Kenneth Elliott, ext. 1114 Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1885
Medical Coding	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Medical Lab Tech (Helena)/ Phlebotomy (Helena & Stuttgart)	Julie Pittman, ext. 1109 Deborah Gentry, ext. 1214	<b>Helena &amp; Stuttgart Campuses only</b>	Carriell Brown, ext. 1853
Nursing Assistant	Shanna Pryor, ext. 1371	Jeanne McCullars, ext. 1612	Carriell Brown, ext. 1853
Medical Office Technology	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Physical Education	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Practical Nursing	Shanna Pryor, ext. 1371	Jeanne McCullars, ext. 1612	Carriell Brown, ext. 1853
Pre-Law, Social Science	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Pre-Nursing (ADN)	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Carriell Brown, ext. 1853
Pre-Nursing (PN)	Deborah Gentry, ext. 1214	Jenna McCullars, ext. 1612	Carriell Brown, ext. 1853

<b>MAJOR</b>	<b>HELENA ADVISORS 338-6474</b>	<b>DEWITT ADVISORS 946-3506</b>	<b>STUTTGART ADVISORS 673-4201</b>
<b>Welding</b>	Kenneth Elliott, ext. 1114 Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
<b>Undecided</b>	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809 <b>Rev 8/24</b>

## Board Of Visitors

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**Rick Duffield**

Chairman

**Jane Ferguson**

**Gena Jennings**

**Tim Johnson**

**Earnest Larry**

**David Leech**

**Laverne McGruder**

**Walter Morris, Jr.**

**Vicki Reed**

**Eddie Schieffler**

**Betsy Wright**

# College Administration

---

## **Keith Pinchback**

Chancellor

**Year Hired** 2015

Helena-West Helena Campus

B.S., Arkansas State University

M.B.A., Arkansas State University

Ed.D., Arkansas State University

## **Monica Quattlebaum**

Vice Chancellor for Instruction

**Year Hired** 1995

Helena-West Helena Campus

B.S., Arkansas State University

M.Ed., University of Arkansas at Fayetteville

## **Michelle Waites**

Vice Chancellor of Admission and Records

**Year Hired** 1999

Helena-West Helena Campus

B.S., University of Arkansas at Little Rock

M.Ed., Tulane University

## **Kimberley Johnson**

Vice Chancellor for Student Services and Campus Life

**Year Hired** 2019

Helena-West Helena Campus

B.S., Arkansas State University

M.S., Arkansas State University

Ed.D., Arkansas State University

Specialist in Ed, Arkansas State University

## **Stan Sullivan**

Vice Chancellor for Finance & Administration

**Year Hired** 2012

Helena-West Helena Campus

B.P.A., Mississippi State University

Certified Public Accountant

## **Rhonda St. Columbia**

Vice Chancellor for College Advancement and Resource Development/PCC Foundation/HWH Campus

**Year Hired** 1988

Helena-West Helena Campus

B.S.E., Delta State University

M.B.A., Delta State University

## **Kim Kirby**

Vice Chancellor for Arkansas County

**Year Hired** 1998

Stuttgart Campus

B.A., University of North Carolina

M.A., University of Memphis

Ed.D., University of Arkansas at Little Rock

## **Shanna Pryor**

Dean, Allied Health & Director, ADN Program

**Year Hired** 2013

Helena-West Helena Campus

A.A.S., Phillips Community College

B.S.N., University of Arkansas for Medical Sciences

M.N.Sc., University of Arkansas for Medical Sciences

## **Joe St. Columbia**

Dean, Applied Technology Workforce Development and Training

**Year Hired** 2017

Helena-West Helena Campus

B.B.A., Delta State University

## **Carol Birth**

Dean, Arts & Sciences

**Year Hired** 2011

Helena-West Helena Campus

B.A., Harding University

M.Ed., Harding University

Graduate Work, University of Arkansas at Fayetteville

## **Kayla Holland**

Dean of Business & Information Systems

**Year Hired** 2011

Helena-West Helena Campus

A.A., Phillips Community College

B.S., Arkansas State University

M.S.E., Arkansas State University

## **Lee Williams**

Associate Vice Chancellor of Information Technology

**Year Hired** 2013

Helena-West Helena Campus

A.A.S., Phillips Community College

B.S., UA Grantham

# Faculty & Professional Staff

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## **Kattie Alexander**

Cosmetology Instructor

**Year Hired** 2001

Helena-West Helena Campus

Instructor Training, Bogue/Pat Goins Beauty School

## **Sonya Allen Jenkins**

Learning Center Coordinator

**Year Hired** 1999

Stuttgart Campus

A.A.S., Phillips Community College

## **Andrew Bagley**

Social Science Instructor

**Year Hired** 2007

Helena-West Helena Campus

B.A., Ouachita Baptist University

M.A., Baylor University

Graduate Work, Louisiana State UniversityHarding University

Graduate Work, Arizona State University

## **Jerry Baldridge**

CDL Instructor

**Year Hired** 2001

Stuttgart Campus

A.A., East Arkansas Community College

## **Robert Ballard**

Fitness Center Director

**Year Hired** 2017

Helena-West Helena Campus

B.S.E., University of Arkansas at Fayetteville

## **Kimberly Banks**

Director, Financial Aid

**Year Hired** 2006

Helena-West Helena Campus

A.A., Phillips Community College

B.I.T., American Intercontinental University

M.I.S., University of Phoenix

## **Joe Berry**

English Instructor

**Year Hired** 2016

Helena-West Helena Campus

A.A., East Arkansas Community College

B.S.E., Arkansas State University

M.A., Arkansas State University

## **Douglas Bielemeier**

Director, Institutional Research

**Year Hired** 2020

Helena-West Helena Campus

B.B.A., Gonzaga University

M.N.A., University of Notre Dame

## **Michelle Blasengame**

Director, Public School Relations

**Year Hired** 2003

Stuttgart Campus

B.S., University of Arkansas at Pine Bluff

## **Vallerie Bloesch**

Curriculum Coordinator/Student Success Navigator

**Year Hired** 2013

Helena-West Helena Campus

A.A.S., Phillips Community College

B.S.N., University of Arkansas Medical Sciences

M.N.Sc., University of Arkansas Medical Sciences

## **Kim Branham**

Medical Professions Education Instructor

**Year Hired** 2019

DeWitt Campus

A.S., University of Arkansas Medical Science

## **Hester Branscomb**

Career & Technical Center Coordinator

**Year Hired** 2021

Helena-West Helena Campus

B.S., University of Arkansas at Pine Bluff

## **James Branson**

Ag Instructor

**Year Hired** 2014

DeWitt Campus

B.S., University of Arkansas at Monticello

## **Savanna Bronson**

Director, Public School Relations

**Year Hired** 2021

DeWitt Campus

B.S., University of Mississippi

## **Williams Brown**

Career Coach - Central High

**Year Hired** 2024

Helena-West Helena Campus

A.A., Pearl River Community College

B.A., Jackson State University

## **Carriell Brown**

Criminal Justice Instructor

**Year Hired** 2019

Stuttgart Campus

A.A., Phillips Community College

B.A., University of Arkansas at Pine Bluff

M.S., University of Phoenix

**Laketha Brown-Fluker**

Career and Technical Center Instructor  
**Year Hired** 2022  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.A., University of Arkansas at Little Rock

**DJ Burkes**

Director, Academic Computing  
**Year Hired** 2010  
Helena-West Helena Campus  
A.A.S., Phillips Community College

**Ronald Cagle**

Welding Instructor  
**Year Hired** 2022  
DeWitt Campus  
A.A.S., Phillips Community College

**Tim Campbell**

Welding Instructor  
**Year Hired** 1986  
Stuttgart Campus  
Advanced Welding Diploma, Rice Belt Technical Institute  
Certified Welder under multiple processes and procedures by the American Welding Society

**Toni Carter**

Career Pathways Counselor  
**Year Hired** 2007  
DeWitt Campus  
A.A.S., Phillips Community College

**Adline Chandler**

Student Support Services Tutor Coordinator  
**Year Hired** 1999  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S., University of Arkansas at Fayetteville  
M.Ed., University of Arkansas at Fayetteville

**Valerie Colvin**

Professional Advisor/Disabilities Coordinator/Counselor  
**Year Hired** 1999  
Stuttgart Campus  
B.S., University of Arkansas at Fayetteville  
Graduate Work, University of Arkansas at Fayetteville

**Carlee Currie**

Med Pro Ed Instructor  
**Year Hired** 2023  
Stuttgart Campus  
B.S., University of Arkansas at Monticello

**Von Daniels**

Director, Student Support Services  
**Year Hired** 2017  
Helena-West Helena Campus  
B.S., University of Central Arkansas  
M.A., Jacksonville Theological Seminary  
M.Ed., University of Arkansas at Fayetteville

**David Dunigan**

Supervisor-Maintenance  
**Year Hired** 2015  
Helena-West Helena Campus

**Tronika Earls**

Criminal Justice Instructor  
**Year Hired** 2023  
Stuttgart Campus  
A.A., Phillips Community College  
B.A., University of Arkansas at Pine Bluff

**Kenneth Elliott**

Workforce Training Program Coordinator  
**Year Hired** 2021  
Helena-West Helena Campus  
B.A., Arkansas Tech University  
M.A., University of Phoenix

**Danita Farr**

Adult Education Clinical Instructor  
**Year Hired** 2021  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S., University of Arkansas at Fort Smith  
B.A.S., University of Arkansas at Fort Smith

**Rosary Fazende-Jones**

English Instructor  
**Year Hired** 2004  
Stuttgart Campus  
B.S., University of New Orleans  
B.A., University of New Orleans  
M.A., University of New Orleans  
M.L.A., Baker University  
Graduate work, University of Tulsa

**Bennie Fonzie**

Distance Learning Coordinator  
**Year Hired** 2009  
Helena-West Helena Campus  
A.A., Phillips Community College

**Christi Freeman**

Early Childhood Instructor  
**Year Hired** 2023  
Stuttgart Campus  
B.A., University of Arkansas at Monticello  
M.S.E., Arkansas State University

**Catherine Fullilove**

Behavioral Health & Psychology Instructor  
**Year Hired** 2004  
Helena-West Helena Campus  
B.S.W., Delta State University  
M.S.S.W., University of Tennessee  
Graduate Work, Walden University  
Graduate Work, Arizona State University

**Heather Funk**

Director of Grants and Administrative Services  
**Year Hired** 2013  
Helena-West Helena Campus  
A.A., Phillips Community College  
B.A.S., University of Arkansas at Fort Smith  
M.Ed., University of Arkansas at Little Rock

**Tomisha Gant**

Director, GEAR UP  
**Year Hired** 2022  
Helena-West Helena Campus  
B.S., University of Arkansas at Little Rock  
MPH, University of Arkansas for Medical Sciences

**Christina Garner**

MLT/Phlebotomy Instructor  
**Year Hired** 2019  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S., University of Arkansas Medical Sciences  
M.S.Ed., Capella University

**Arthur Gentry**

Director, Career & Technical Center  
**Year Hired** 2006  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S.E., University of Arkansas at Fayetteville

**Deborah Gentry**

Professional Advisor  
**Year Hired** 2008  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.A.S., University of Arkansas at Fort Smith

**Shelby Gentry**

Nursing Instructor  
**Year Hired** 1991  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S.N., Arkansas State University  
M.S.N., Delta State University

**April Gordon**

Career Coach-Marvell/Elaine  
**Year Hired** 2024  
Helena-West Helena Campus  
B.M., Arkansas State University  
M.A., Henderson State University  
M.S., Arkansas State University

**Andy Green**

CDL Instructor  
**Year Hired** 2019  
Helena-West Helena Campus

**Shawndus Gregory**

Career Pathways Counselor  
**Year Hired** 2007  
Helena-West Helena Campus  
B.S., University of Mississippi

**Vickie Gregory**

Clinical Instructor  
**Year Hired** 2005  
Helena-West Helena Campus  
A.A., Phillips Community College  
B.S.E., University of Arkansas at Fayetteville

**Scott Gunem**

Arts and Science Instructor  
**Year Hired** 2022  
Stuttgart Campus  
B.S., University of Wisconsin  
B.A., University of Wisconsin  
M.B.A., University of Wisconsin  
M.A., University of Wisconsin  
J.D., Creighton University School of Law

**Kena Henderson**

Director, Institutional Effectiveness  
**Year Hired** 2008  
Helena-West Helena Campus  
A.A., Phillips Community College  
B.S.E., University of Arkansas at Fayetteville  
M.Ed., University of Arkansas at Fayetteville

**Sammie Henry**

Police Officer  
**Year Hired** 2014  
Helena-West Helena Campus  
Arkansas Law Enforcement Training Academy

**Jessica Hindsley**

Medical Professions Education Instructor  
**Year Hired** 2008  
Helena-West Helena Campus  
A.A., Phillips Community College  
B.A., University of Arkansas Little Rock

**Carolyn Holloway**

Assistant Director, GEAR UP  
**Year Hired** 2017  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.A.S., University of Arkansas at Fort Smith

**Amy Hudman**

Title III, Project Coordinator  
**Year Hired** 2006  
Helena-West Helena Campus

**Ella James**

Director, Human Resources  
**Year Hired** 1994  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S.E., University of Arkansas at Fayetteville  
M.Ed., University of Arkansas at Fayetteville

**Demetric Johnson**

Registrar  
**Year Hired** 2021  
Helena-West Helena Campus  
B.B.A., University of Central Arkansas

**Gretchen Jones**

Business Office Manager  
**Year Hired** 2024  
Helena-West Helena Campus  
B.S., Arkansas State University  
M.B.A., Arkansas State University

**Karen Jones**

Cosmetology Instructor  
**Year Hired** 2023  
Helena-West Helena Campus  
T.C., Phillips Community College  
Arkansas Cosmetology Instructor's License

**Tracie Karkur**

Business & Information Systems Instructor  
**Year Hired** 2003  
DeWitt Campus  
B.B.A., University of Central Arkansas  
M.Ed., University of Arkansas at Fayetteville  
M.B.A., University of Arkansas at Little Rock

**Tammy Lee**

Nursing Instructor  
**Year Hired** 2023  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
M.S.N., Western Governors University

**Chris Maloney**

Physics Instructor  
**Year Hired** 2000  
Helena-West Helena Campus  
B.A., Texas A&M University  
M.S., University of Memphis

**Chaunda Mannis**

Career Coach  
**Year Hired** 2022  
DeWitt Campus  
T.C., Phillips Community College  
B.S., University of Arkansas at Monticello

**Kevin Martin-Arnold**

High School Relations Director/Athletic Director  
**Year Hired** 2023  
Helena-West Helena Campus  
B.A., Hendrix College  
M.A., University of Oklahoma

**Jeanne McCullars**

Practical Nursing Program Coordinator & Instructor  
**Year Hired** 2000  
DeWitt Campus  
B.S., University of Central Arkansas

**Anthony McDonald**

Men's Basketball Coach/Faculty  
**Year Hired** 2024  
Helena-West Helena Campus  
A.A., Mississippi Delta College  
B.A., Mississippi Valley University/North Carolina Central  
M.A.T., Mississippi Valley State University

**Brandy McGee**

Grant Coordinator/Nursing Instructor  
**Year Hired** 2006  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S.N., Delta State University  
M.N.Sc., University of Arkansas for Medical Sciences

**Jackie McMinn**

Developmental Education Instructor  
**Year Hired** 2018  
Stuttgart Campus  
B.S.E., University of Arkansas at Little Rock

**Aaron Michael**

Social Science Instructor  
**Year Hired** 2009  
Stuttgart Campus  
B.S., Delta State University  
M.Ed., Delta State University  
Ed.Sp., Walden University



**Joshua Mondy**

Career and Technical Center Instructor

**Year Hired** 2022

Helena-West Helena Campus

A.A., Phillips Community College

B.S., Arkansas State University

**Thomas Moss**

Physical Science Instructor

**Year Hired** 1998

Stuttgart Campus

B.S.Ch.E., University of Arkansas at Fayetteville

M.S.Ch.E., University of Arkansas at Fayetteville

**Kylia Neasley**

Director, Community Education/Foundation Director

**Year Hired** 2023

Stuttgart Campus

A.A., Pulaski Technical College

A.G.S., Pulaski Technical College

**Carle Nelson**

Police Officer

**Year Hired** 2024

Helena-West Helena Campus

Arkansas Law Enforcement Training Academy

**Julie Pittman**

Director, Phlebotomy Program/MLT Program

**Year Hired** 2009

Helena-West Helena Campus

B.S., Delta State University

B.S., University of Mississippi Medical Center

M.S.Ed., Capella University

**Tim Pryor**

Technical Director, Fine Arts Auditorium Instructor

**Year Hired** 2000

Helena-West Helena Campus

B.S., Middle Tennessee State University

**Charlotte Purdy**

Network Technology Instructor

**Year Hired** 2020

Stuttgart Campus

A.A.S., Phillips Community College

B.S., University of Arkansas eVersity

M.S., University of Arkansas, Grantham

**Shannon Putter**

Practical Nursing Instructor

**Year Hired** 2005

DeWitt Campus

A.A.S., Phillips Community College

**Kim Rawls**

Director, Career Pathways

**Year Hired** 2005

DeWitt Campus

B.A., University of Arkansas Monticello

M.Ed., University of Arkansas

**Stacey Reeves**

Nursing Instructor

**Year Hired** 2023

Stuttgart Campus

B.S.N., Arkansas State University

**Jaleesa Flowers Riley**

Assistant Director, Student Support Services

**Year Hired** 2019

Helena-West Helena Campus

A.A., Phillips Community College

B.S.E., University of Arkansas at Little Rock

**Kelly Roberts**

Nursing Instructor

**Year Hired** 2010

Stuttgart Campus

B.S.N., University of Arkansas for Medical Sciences

M.S.N., University of Arkansas at Fayetteville

**Yvette Robertson**

Director, Early Childhood

**Year Hired** 1998

Helena-West Helena Campus

B.S.E., Arkansas State University

M.Ed., Delta State University

Ed.Specialist, Delta State University

Graduate Work, Delta State University

**Renee Robison**

Grand Prairie Center Director

**Year Hired** 2013

Stuttgart Campus

Certification, American Bus Association's Certified Travel

Industry Specialist Program

Indiana University –Purdue University Indianapolis

**Ashley Rogers**

Nursing Instructor

**Year Hired** 2023

Helena-West Helena Campus

B.S.N., Arkansas State University

M.S.N., Arkansas State University

**Christina Sanderlin**

Director, Adult Education

**Year Hired** 2017

Helena-West Helena Campus

A.A., Phillips Community College

B.A., Christendom College

M.B.A., Delta State University

**Lisa Scaife**

Biology Instructor  
**Year Hired** 2006  
Helena-West Helena Campus  
B.S., Delta State University  
M.S., Mississippi State University

**Andrea Sellers**

Coordinator, Testing/Placement  
**Year Hired** 2016  
Helena-West Helena Campus  
A.A., Phillips Community College

**Michael Shaw**

General Technology/Advanced Manufacturing Instructor  
**Year Hired** 2004  
Helena-West Helena Campus  
A.A.S., Arkansas College of Technology  
B.S., Florida College of Technology

**Keri Simpson**

Director of Library Services  
**Year Hired** 2022  
Stuttgart Campus  
B.S., University of Arkansas at Little Rock  
M.L.S., University of Central Arkansas

**Janice Smith**

Assistant to the Chancellor/PCCF Bookkeeper  
**Year Hired** 1987  
Helena-West Helena Campus  
A.A.S., University of Arkansas at Monticello

**Tarsha Smith**

Biology Instructor  
**Year Hired** 2005  
Helena-West Helena Campus  
B.S., University of Central Arkansas  
D.C., Life University School of Chiropractic

**J.C. Stayton**

Advanced Manufacturing Faculty  
**Year Hired** 2023  
Helena-West Helena Campus  
C.P., Phillips Community College  
T.C., Phillips Community College

**Stephanie Terry**

Controller  
**Year Hired** 2001  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
A.A., Phillips Community College  
B.A.S., University of Arkansas Fort Smith

**Ernest Todd**

Computer Support Specialist  
**Year Hired** 2003  
Helena-West Helena Campus  
A.A.S., Northwest Mississippi Community College

**Randy Vancamp**

Plant Maintenance Supervisor  
**Year Hired** 2005  
DeWitt Campus  
A.A.S., University of Arkansas for Medical Sciences

**Jacob Walker**

Construction/Manufacturing Instructor  
**Year Hired** 2024  
Helena-West Helena Campus  
B.S., Berea College

**Shawanna Wansley**

Counselor  
**Year Hired** 2004  
DeWitt Campus  
A.A., Phillips Community College  
B.S., University of Arkansas at Fort Smith

**Chris Warwick**

Instructor, Adv. Manufacturing/CTC  
**Year Hired** 2018  
DeWitt Campus  
A.A.S., Phillips Community College  
B.B.A., University of Arkansas  
M.S.O.M., University of Arkansas

**Leslie Webster**

Practical Nursing Instructor  
**Year Hired** 2020  
Helena-West Helena Campus  
A.A.S., Phillips Community College  
B.S.N., University of Arkansas Medical Sciences

**Amanda West**

Career & Technical Center Coordinator  
**Year Hired** 2023  
Stuttgart Campus  
B.S., Southern Columbia University

**Patricia West**

Computer Support Technician  
**Year Hired** 2011  
Stuttgart Campus  
A.A.S., Phillips Community College  
B.A.S., University of Arkansas Fort Smith

**Flora Williams**

Nursing Instructor

**Year Hired** 2009

Helena-West Helena Campus

A.A.S., Phillips Community College

B.S.N., Delta State University

M.S.N., William Carey College

**Wandra Williams**

Director, Continuing Education/Community Services

**Year Hired** 1978

Helena-West Helena Campus

A.A., Phillips Community College

**Sherrick Withers**

Career Coach

**Year Hired** 2020

Stuttgart Campus

B.S., Arkansas State University

**Brian Zimmerman**

Mathematics Instructor

**Year Hired** 2014

Helena-West Helena Campus

B.A., University of Mississippi

M.S., University of Mississippi

## Support Staff

---

**Stephanie Arnold**

Helena-West Helena Campus

**Crystal Atkinson**

Helena-West Helena Campus

**Latwila Baylark**

DeWitt Campus

**Jared Brown**

Helena-West Helena Campus

**Cassandra Brown**

Helena-West Helena Campus

**Liz Byrd**

Helena-West Helena Campus

**Brianna Clark**

Helena-West Helena Campus

**Cornell Clark**

Helena-West Helena Campus

**Kaylyn Clayton**

Helena-West Helena Campus

**Tim Crosby**

Stuttgart Campus

**Clifton DeVine**

DeWitt Campus

**Antonio Dixon**

Helena-West Helena Campus

**James Donaby**

Helena-West Helena Campus

**David Donald**

Helena-West Helena Campus

**Kathy Dulaney**

Helena-West Helena Campus

**Stephanie Dunigan**

Helena-West Helena Campus

**Ashton Fields**

Stuttgart Campus

**Joe Fitzpatrick**

DeWitt Campus

**Leroy Ford**

Stuttgart Campus

**Ronda Golden**

DeWitt Campus

**Quaneisha Hawkins**

Helena-West Helena Campus

**Tonya Horner**

DeWitt Campus

**Annie House**

Helena-West Helena Campus

**Melanie Hudson**

DeWitt Campus

**Michelle Jones**

Stuttgart Campus

**Johnny Jones**

Helena-West Helena Campus

**Cora Jones**

Helena-West Helena Campus

**Sametrious Jones**

Helena-West Helena Campus

**Jennifer Levine**

Helena-West Helena Campus

**Robin Long**

Helena-West Helena Campus

**Jackson McMinn**

Stuttgart Campus

**Caceclia Middleton**

Helena-West Helena Campus

**Linda Miller**

Helena-West Helena Campus

**Susan Oxner**

Helena-West Helena Campus

**Lanna Pritchett**

Helena-West Helena Campus

**Duante Rose**

Helena-West Helena Campus

**Kalli Smith**

DeWitt Campus

**Yazarae Stephens**

Helena-West Helena Campus

**Sharhonda Thomas**

Stuttgart Campus

**Terry Turner**

Helena-West Helena Campus

**Linda Washington**

Helena-West Helena Campus

**Ricky Wheeler**

Helena-West Helena Campus

**Raymond Willie**

Helena-West Helena Campus

**Malcolm Worsham**

Stuttgart Campus

**Shacrises Zigler**

Helena-West Helena Campus

# Campus Information

## PCCUA Department Phone Numbers

	DeWitt (870) 946-3506	Helena-West Helena (870) 338-6474	Stuttgart (870) 673-4201
	Ext.	Ext.	Ext.
Accuplacer Testing Center	1602	1134	1828
Admissions & Records	1614	1336	1806
Adult Education		1394	
Advising	1610	1134	1809
Business Office	1602	1217	1803
Career Pathways	1690/1644	1116	1886
Carl Perkins	1242	1242	1242
Continuing Education	1628	1210	1801
Disability Coordinator	1628	1214	1809
Financial Aid	1607	1258	1822
GEAR UP		1021	
High School Relations	1608	1363	1816
Library	1621	1246	1819
Professional Advisors	1628	1214	1809
Rowdy Rents	1621	1246	1819
Scholarships	1608	1240	1822
Secondary Area Career & Technical Center	1608	1053	1852
Virtual Technology Academy	1181	1181	1181
Student Support Services	1628	1175	1828
University of Arkansas Fraud Hotline: 866-252-9838			

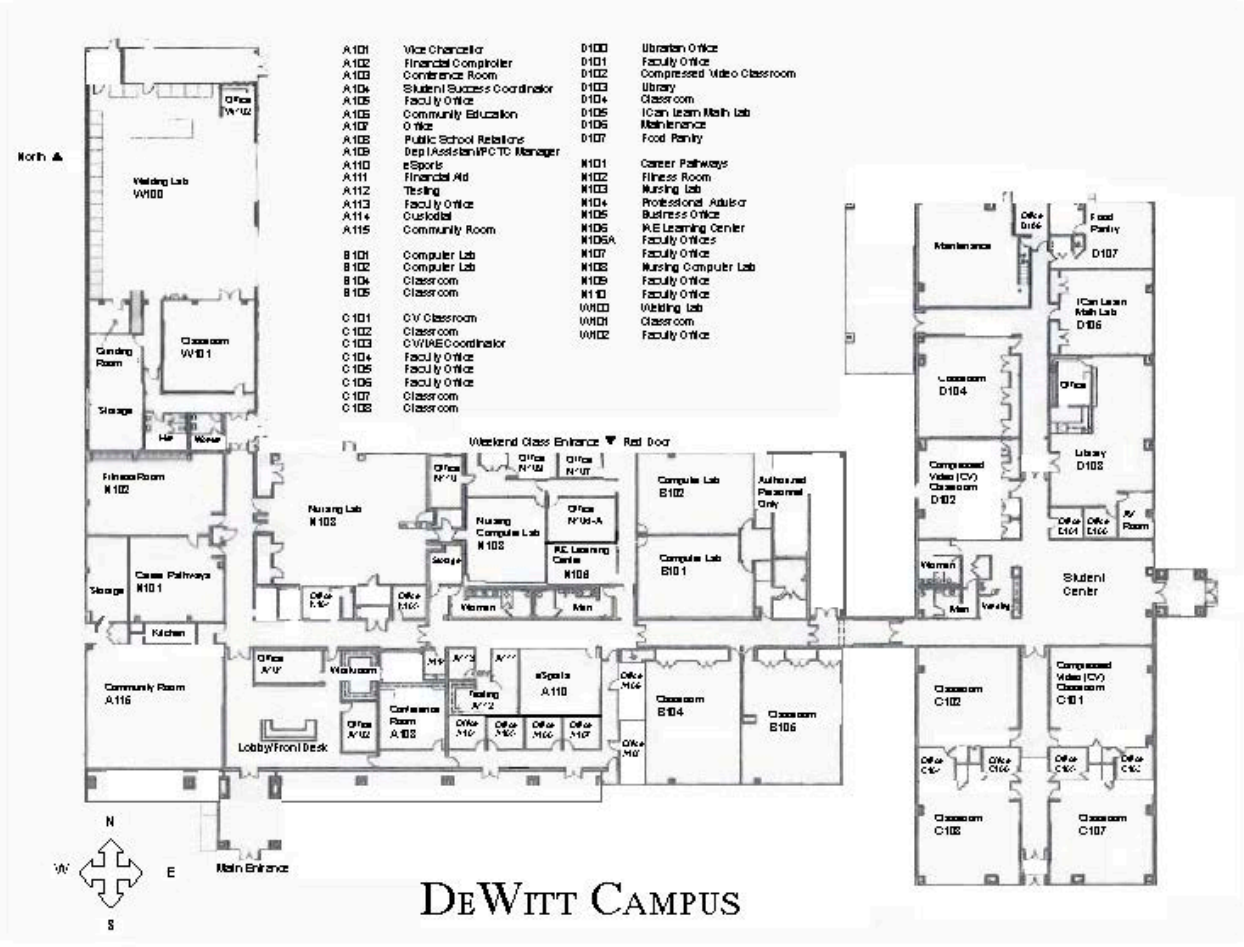
## Buildings and Grounds

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.

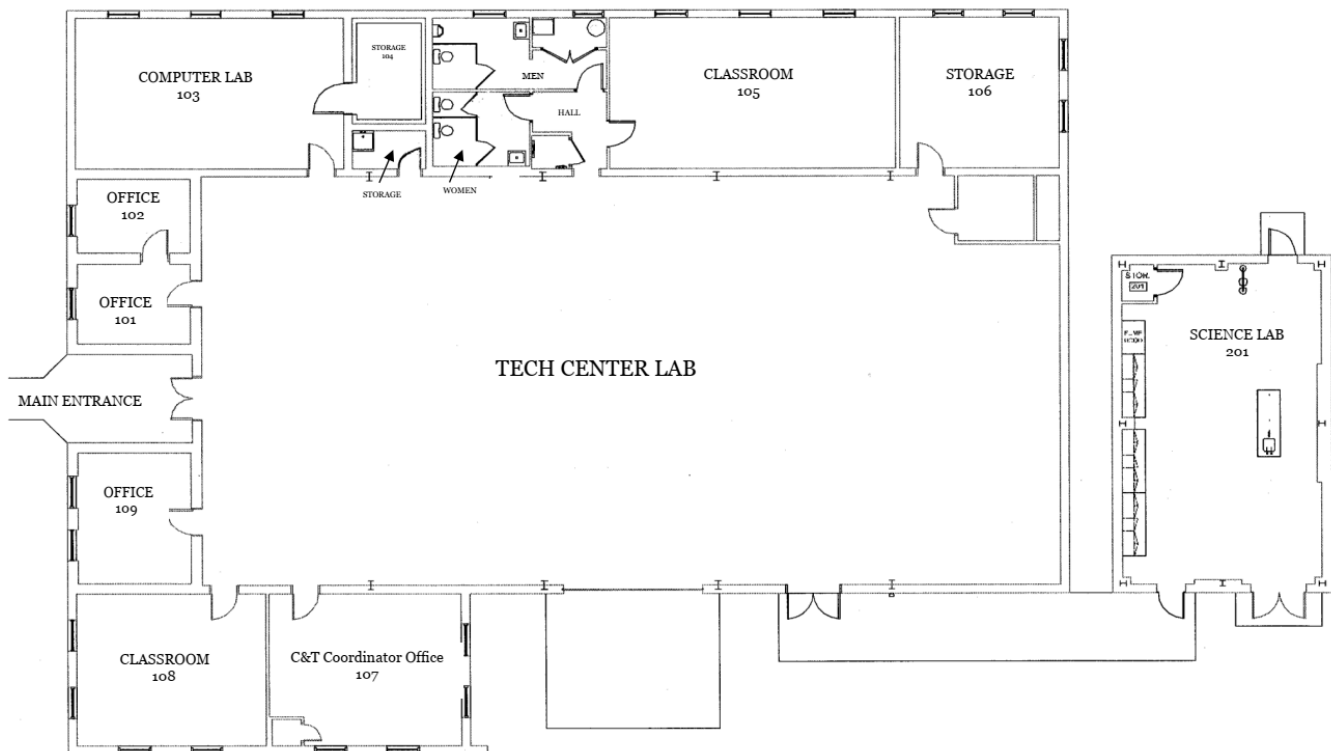
The DeWitt campus is located on 29 acres on Highway 165 in DeWitt, Arkansas. The campus consists of one main building with a total square footage of approximately 48,000 square feet. The campus also includes the Training and Technology Center. This 9,400 square-foot building, formerly the DeWitt National 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.

# Dewitt Campus Map

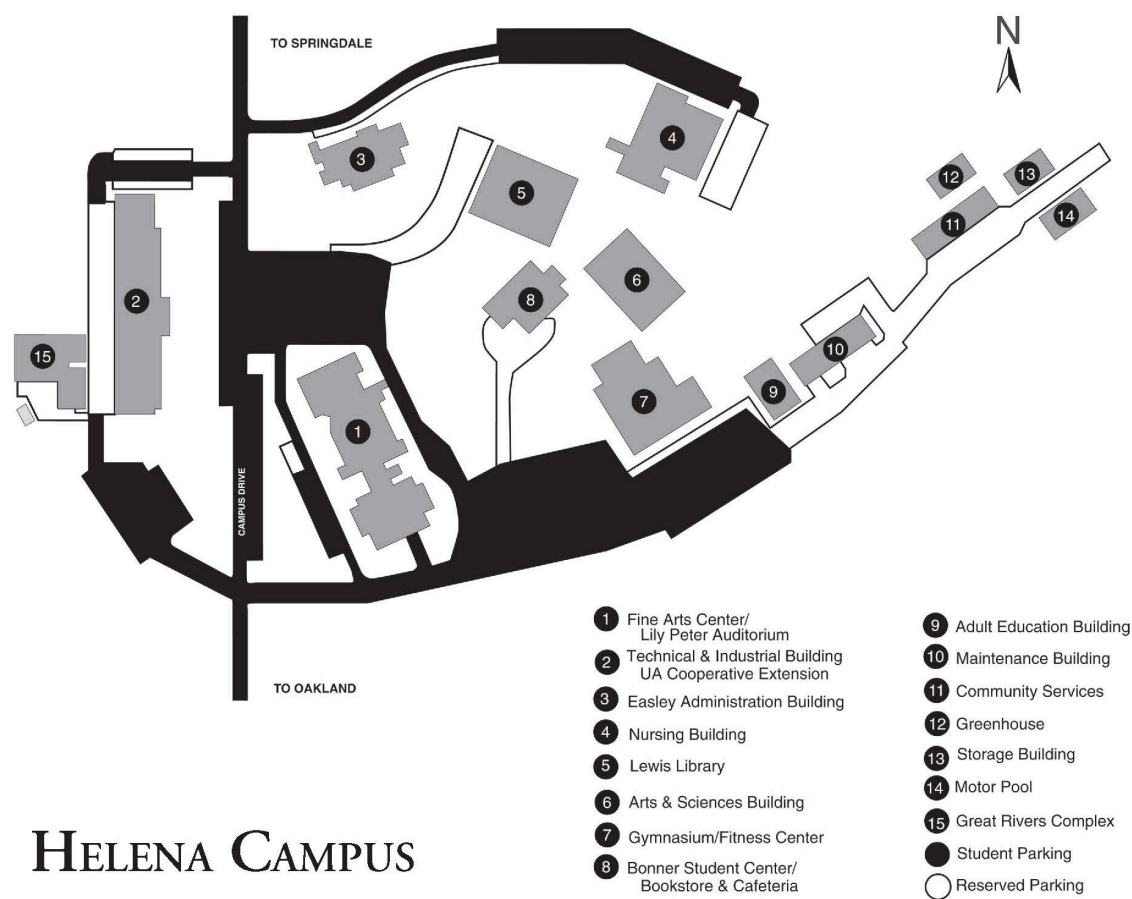


# DeWitt Campus - Center for Technology & Training, Agriculture & Renewable Energy

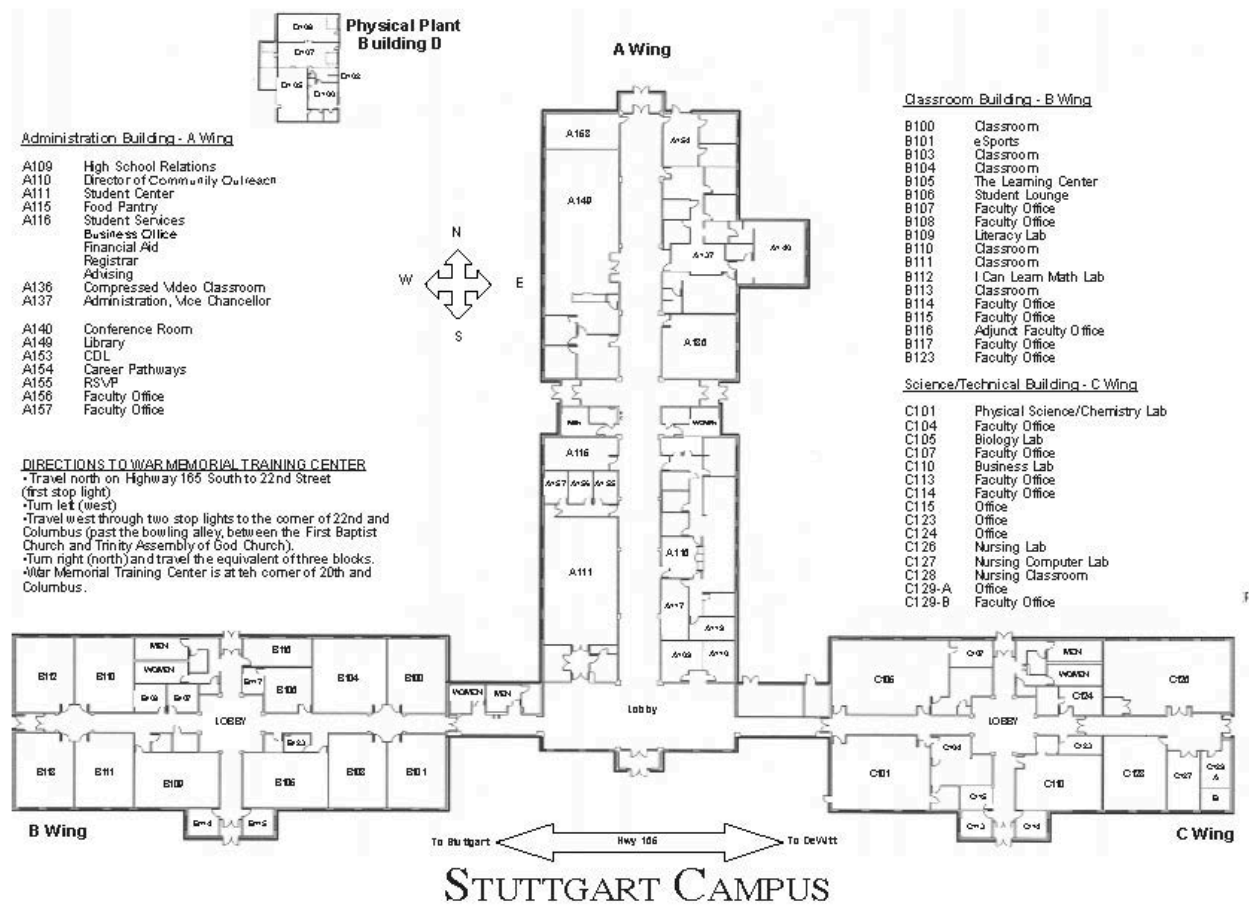




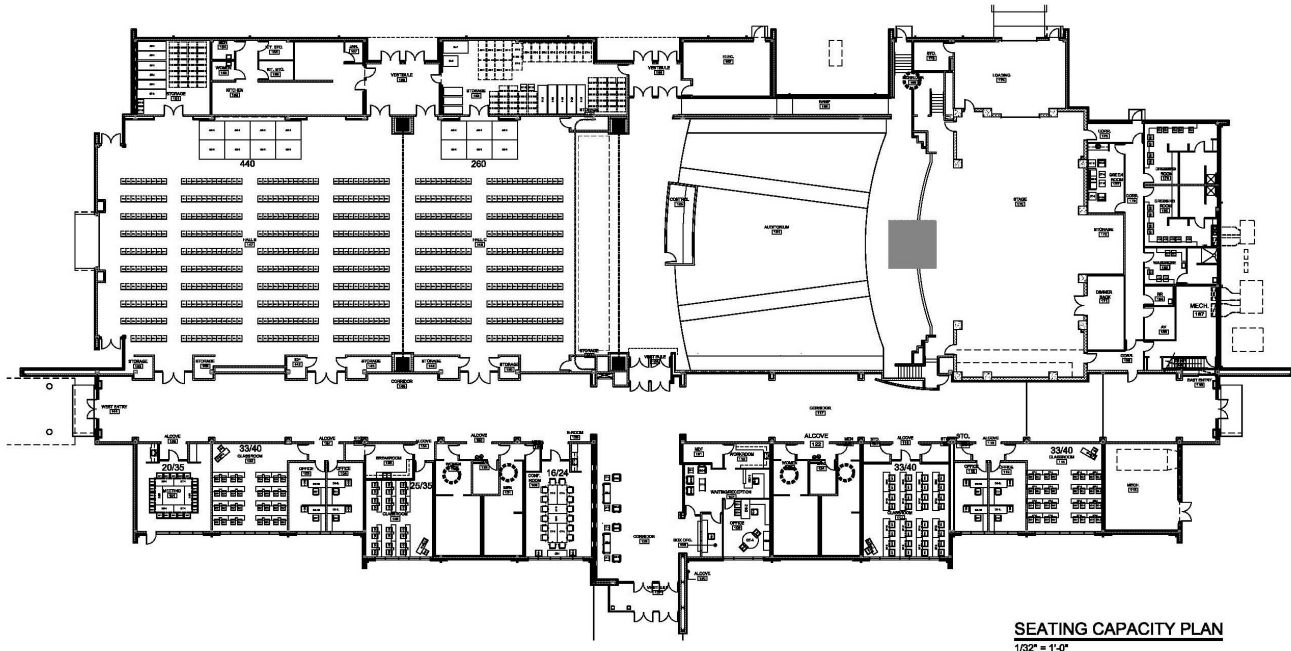
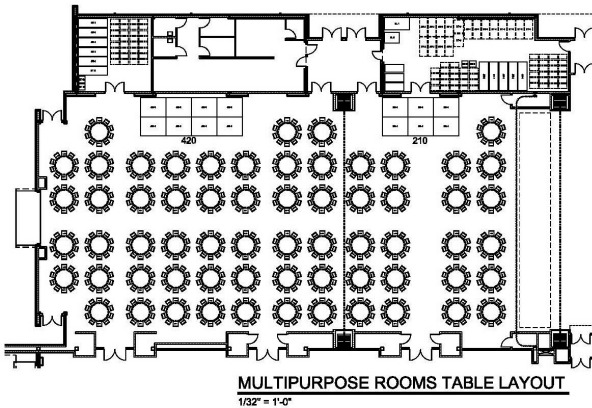
# Helena Campus Map



# Stuttgart Campus Map



# Stuttgart Campus - Grand Prairie Center



North Entrance

1 Office

2 Office

3 Foyer

Womens Rest Room

4 Nursing

5 Nursing

6 Class Room

7 Criminal Justice

8 Storage

9 Office

10 Office

11 RET Lab

12 Testing

13 Renewable Energy and Advanced Manufacturing Lab

14 Secondary Center Manufacturing Lab

15 Manufacturing Class

16 Computer Art

17 Office

18 Office

19 Adjunct Office

20 Office

21 Office

22 Beak Room

23 Computer Lab

24 Office

25 Office

26 Office

27 Art

28 Computer Lab

29 Tool Room

30 Office

East Entrance

West Entrance

South Entrance

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# **DESK COPY 2024-2025**

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DeWitt, AR 72042

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P.O. Box 785  
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Stuttgart, AR 72160

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