

Course Descriptions

Course Description Key

Example: CRJ 2304 FORENSIC SCIENCE w/ LAB 3-2-4

- CRJ -** Indicates the academic department that offers the course. For example, this particular course is being offered by UACCB's Criminal Justice Department.
- 2304 -** This is the course number. The first number indicates the level for the course. Level 1 courses are recommended freshman or entry-level courses. Level 2 courses are typically sophomore or advanced-level courses. The College uses the second and third numbers for record-keeping purposes. The last number in the sequence states the number of credit hours awarded for the course, with some exceptions, where the last two numbers indicate credit hours awarded.
- 3-2-4 -** These numbers represent the actual time spent in this course. The first number indicates how many hours per week the class meets for lectures. The second number designates how many hours per week the class meets for labs. The third and last number indicates how many credits are awarded for this course.

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

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

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

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

ACCOUNTING

ACC 1013 PRINCIPLES OF ACCOUNTING I **3-0-3**
Explores accounting principles and problems, primarily as they apply to the sole-proprietorship form of business. The course places special emphasis on the accounting cycle and its implementation. **(ACTS Equivalency Course ID - ACCT 2003)**

ACC 1023 PRINCIPLES OF ACCOUNTING II **3-0-3**
A continuation of Accounting I. Students study partnerships, corporations, and the analysis of financial statements.
Prerequisite: ACC 1013 (Principles of Accounting I) with a grade of C or better. **(ACTS Equivalency Course ID - ACCT 2013)**

ACC 1033 COMPUTERIZED ACCOUNTING **3-0-3**
This course involves the comprehensive use of a computerized accounting system. The course study includes accounting for service and merchandising businesses, payroll and company setup using QuickBooks. Spring only. **Prerequisite:** ACC 1013 (Principles of Accounting I) with a grade of C or better.

ACC 2023 PAYROLL ACCOUNTING **3-0-3**
Introduces students to the major tasks of payroll accounting. Examines employment practices; federal, state, and local governmental laws and regulations; internal controls; and various payroll accounting forms and records. Spring only.
Prerequisite: ACC 1013 (Principles of Accounting I) with a grade of C or better.

BASIC SKILLS

PRE 0203 PREALGEBRA **3-0-3**
Provides instruction in basic mathematics, including topics such as fractions, decimals, proportions, percentages, metric measurements, word problems, and/or algebra. Enrollment is based on placement test scores. (Credit not applicable toward a degree or certificate.)

MTH 0003 BEGINNING ALGEBRA **3-0-3**
An introduction to algebra, problem solving, operations with real numbers, ratio, proportion, linear equations, and systems of linear equations. Enrollment is based on placement test scores. (Credit not applicable toward a degree or certificate.)

MTH 0013 INTERMEDIATE ALGEBRA**3-0-3**

This course covers proportion and rational expressions, techniques for solving various equations and inequalities, factoring techniques, synthetic division, methods for writing equations of lines and other functions, applications, radicals and rational exponents, quadratic functions, and the algebra of functions. **Prerequisite:** Grade of C or better in MTH 0003 (Beginning Algebra); or Enhanced ACT math score of 17-18; or an ASSET score of 34 or above in Intermediate Algebra; or a Compass score of 30 or above in Intermediate Algebra.

MTH 0103 FUNDAMENTALS OF MATH**3-0-3**

This is a computer-based, self-paced, modular math course that is designed to take a student through the remediation sequence. Currently there are three levels of math remediation at UACCB; Pre-Algebra, Beginning Algebra, and Intermediate Algebra. This course will be divided into several modules with the first few modules covering Pre-Algebra topics, the next section of modules covering Beginning Algebra topics and the last group of modules covering Intermediate Algebra topics. The curriculum will be aligned with our current respective courses. When a student completes the modules for a particular current course they will receive credit for that course on their transcript. This is a three hour course and the student will earn, at most, three hours for this course and that credit will reflect the highest level course modules the student completes that semester. Course credit will be recorded as currently practiced. This will eliminate any confusion on subsequent transcripts. **Note:** It will be in the range of possibility for a student to earn no credit or as much as to complete the entire remediation sequence in one semester. A student completing the entire sequence will receive credit for Intermediate Algebra.

PRE 0303 READING IMPROVEMENT**3-0-3**

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

PRE 0503 BASIC WRITING**3-0-3**

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

PRE 0113 FUNDAMENTALS OF WRITING**3-0-3**

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

BIOLOGICAL SCIENCES**BIO 1031 BIOLOGY FOR GENERAL EDUCATION LAB****0-2-1**

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

BIO 1033 BIOLOGY FOR GENERAL EDUCATION**3-0-3**

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

BIO 1101 BIOLOGY FOR MAJORS LAB**0-2-1**

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

BIO 1103 BIOLOGY FOR MAJORS**3-0-3**

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

BIO 1011 ESSENTIALS OF ANATOMY/PHYSIOLOGY LAB**0-2-1**

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

BIO 1013 ESSENTIALS OF ANATOMY AND PHYSIOLOGY**3-0-3**

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

BIO 1111 GENERAL BOTANY LAB**0-2-1**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SSC 29-- SPECIAL TOPICS SCIENCE

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

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

BUSINESS**BUS 1013 INTRODUCTION TO BUSINESS****3-0-3**

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

BUS 1023 BUSINESS COMMUNICATIONS**3-0-3**

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

BUS 1033 INTRODUCTION TO INVESTMENT**3-0-3**

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

BUS 2013 PRINCIPLES OF MANAGEMENT / BADM 2513**3-0-3**

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

BUS 2033 LEGAL ENVIRONMENT OF BUSINESS**3-0-3**

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

BUS 2043 HUMAN RESOURCE MANAGEMENT**3-0-3**

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

BUS 2053 STATISTICS**3-0-3**

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

BUS 2063 QUANTITATIVE STATISTICS**3-0-3**

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

BUS 2113 BUSINESS ETHICS / BLAW 2003**3-0-3**

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

BUS 2203 SUPERVISION FOR INDUSTRY**3-0-3**

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

BUS 2253 PRINCIPLES OF FINANCE**3-0-3**

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

BUS 2503 PERSONAL FINANCE**3-0-3**

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

BUS 2513 PRINCIPLES OF MARKETING**3-0-3**

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

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

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

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

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

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

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

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

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

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

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

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

The course introduces concepts including but not limited to dimensional analysis, moles, atomic and molecular structure, nomenclature, reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium and acid base chemistry. This course is designed for Nursing and other Allied Health majors. The course may also satisfy the General Education Physical Science requirements. The course may also satisfy requirements for other majors and may be used as a prerequisite to College Chemistry I/Laboratory. The course does not satisfy the chemistry requirement for Chemistry or Biology majors. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or ACT math score of 19 or above; or ASSET score of 39 or above in Intermediate Algebra; or Compass score of 41 or above in Intermediate Algebra. **Corequisite:** CHM 1011 (Concepts of Chemistry Laboratory). **(ACTS Equivalency Course ID - CHEM 1214)**

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

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

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

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

CHM 1121 COLLEGE CHEMISTRY II LABORATORY**0-3-1**

A laboratory experience to support CHM 1123. **Corequisite:** CHM 1123 (College Chemistry II). Spring only. **(ACTS - CHEM 1424)**

CHM 1123 COLLEGE CHEMISTRY II**3-0-3**

The second course of a two-semester sequence for chemistry majors, other science majors and pre-professional students. Concepts covered include liquids, solutions, solids, acids, bases, salts, redox reactions, thermodynamics, kinetics, and equilibrium reactions. **Prerequisites:** MTH 1023 (College Algebra) and CHM 1101 / 1103 (College Chemistry I and Lab). **Corequisite:** CHM 1121 (College Chemistry II Laboratory). Spring only. * (**ACTS Equivalency Course ID - CHEM 1424**)

CHM 2111 ORGANIC AND BIOCHEMISTRY LABORATORY**0-3-1**

This course is for students in allied health and agriculture programs. The lab meets three hours per week. The course will explore practical applications of compounds studied in the lecture section. **Prerequisite:** CHM 1101 (College Chemistry I Laboratory) and CHM 1103 (College Chemistry I). **Corequisite:** CHM 2113 (Organic and Biochemistry). Spring only.* (**ACTS Equivalency Course ID - CHEM 1224**)

CHM 2113 ORGANIC AND BIOCHEMISTRY**3-0-3**

This course is for students in allied health and agriculture programs. The lecture class meets for three hours each week. Course will include an overview of types of organic compounds and biochemical processes. **Prerequisite:** CHM 1101 (College Chemistry I Laboratory) and CHM 1103 (College Chemistry I). **Corequisite:** CHM 1013/1011 (Concepts of Chemistry/Laboratory) or CHM 2111 (Organic and Biochemistry Lab). Spring only. (**ACTS - CHEM 1224**)

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

COMPUTER INFORMATION SYSTEMS**CIS 1003 INTRODUCTION TO COMPUTERS****3-0-3**

Provides a fundamental orientation regarding what computers are and what they can do. Topics include computer hardware, data input and output, data representation, auxiliary storage, data files, operating systems, and application of software. Students receive some hands-on experience in the computer lab with various microcomputer software. (**ACTS Equivalency Course ID - CPSI 1003**)

CIS 1034 COMPUTER MAINTENANCE**3-2-4**

Provides instruction on PC hardware components including the system board, hard drives, floppy drives and memory chips. How software and hardware work together is discussed. A brief introduction to basic electricity and power supplies is provided. Students receive some hands-on experience in lab. Fall only.

CIS 1053 COMPUTER SOFTWARE APPLICATIONS**3-0-3****(Word Processing, Electronic Spreadsheet, Database, Presentation)**

Provides instruction in the use of word processing, electronic spreadsheet, database, and presentation software for microcomputers. Students will become more familiar with microcomputer operations, operating systems and ways of solving everyday problems with word processing, electronic spreadsheet, database, and presentation software programs.

CIS 1103 COMPUTER GRAPHICS**3-0-3**

Provides instruction in the use of graphics application software for computers. Includes designing, creating, editing, and enhancing graphics using application software. Spring only.

CIS 2013 APPLIED ELECTRONIC SPREADSHEETS**3-0-3**

Provides an advanced understanding of the popular business spreadsheet software program for Windows. Course content includes creating, modifying, and printing spreadsheets, using spreadsheets to solve problems, graphing, and database operations. **Prerequisite:** CIS 1053 (Computer Software Applications).

CIS 2023 DATABASE FOUNDATIONS**3-0-3**

This course introduces students to database design, management concepts, and theory; including foundational methodologies in database creation and manipulation techniques. **Prerequisite:** CIS 1033 (Computer Maintenance) or instructor approval. Spring only.

CIS 2024 DIGITAL FORENSICS**3-0-3**

This course introduces students to tools, techniques, and procedures used to gather evidence in computer-related crimes. This course focuses on data acquisition and basic data analysis using Encase, the industry leading software application. **Prerequisite:** CIS 2233 (Computer Security)

CIS 2034 PC HARDWARE REPAIR II**3-2-4**

This course is a follow-up to PC Hardware Repair I. Windows operating systems, modems and PCs on a network and on the Internet are all discussed. Notebook computers, printers and SCSI devices are covered. Troubleshooting and maintenance fundamentals are introduced. This is a preparatory course for the A+ Certification. Students receive hands-on experience in lab. Spring only. **Prerequisites:** CIS 1033 (PC Hardware Repair I).

CIS 2044 COMPUTER TROUBLESHOOTING**4-0-4**

This course builds upon concepts learned in CIS 1033, Computer Maintenance. Troubleshooting is a process that helps both technicians and end users to uncover and address problems with computing devices. Documentation, time management, and user interaction are components to the troubleshooting process. Students will develop skills to allow them to better interact with users; troubleshoot and repair a wide variety of computing devices; and, document findings and steps taken to resolve the issue. **Prerequisite:** CIS 1033, Computer Maintenance. Spring only.

CIS 2093 NETWORK DEFENSE**3-0-3**

Analyzes security threats to modern networks and the methods used to secure networks against these threats. Topics include the setup and maintenance of boundary barriers; securing device access; using authentication, authorization, and accounting systems; implementing firewall technologies; implementing intrusion prevention systems; the use of cryptographic systems; implementing and securing remote access; and, the continuing management requirements of maintaining a secure network. Fall only.

CIS 2103 ADVANCED COMPUTER GRAPHICS**3-0-3**

This course will provide instruction in the use of Photoshop to enhance graphics. Topics covered will include designing, creating, editing, and enhancing graphics and/or photographs using Photoshop software. Fall only. **Prerequisites:** CIS 1103 (Computer Graphics) or permission of the instructor. This course is a learning community course and students must also be enrolled in Photography and Advanced Computer Graphics. Fall, odd years.

CIS 2153 INTRODUCTION TO PROGRAMMING**3-0-3**

The course consists of programming software that introduces students to problem solving, design, coding, debugging, and documentation of programs. The course will use visual concepts to enhance this learning experience. Fall only.

Prerequisite: CIS 1003 (Introduction to Computers).

CIS 2214 NETWORKING I**3-2-4**

Provides the fundamental knowledge needed to design, configure and implement a Local Area Network. Emphasizes the integration of available software and hardware elements and provides a good understanding of network architecture and protocols. Uses CISCO curriculum. Fall only.

CIS 2223 OPERATING SYSTEMS I**2-2-3**

Explores basic and advanced Windows Operating System computer network administrative techniques valuable for network managers, PC support personnel, programmers, and system and network administrators. Students will install local area network software using PC compatible microcomputers and learn to administer a network utilizing Windows. **Prerequisite:** CIS 1033 (PC Hardware). Fall only.

CIS 2243 OPERATING SYSTEMS II**2-2-3**

Focuses on administering and maintaining network operating systems from a technical and operational standpoint. Students will learn how various network software provide essential business functions such as authentication, authorization, accountability, logging, user management, and how to configure various networking daemons such as mail, web, and file services. Students will also learn to write scripts for system administration and explore methods to remediate and patch workstations and other devices. **Prerequisite:** CIS 2223 (Operating Systems I). Spring only.

CIS 2224 NETWORKING II**3-2-4**

Provides advanced knowledge of CISCO routers. Emphasis is placed on subnets, routing protocols and access list. Also developing systems from inception. Spring only. **Prerequisite:** CIS 2214 (Networking Hardware I).

CIS 2233 FOUNDATIONS OF INFORMATION ASSURANCE**3-0-3**

Presents an in-depth orientation the fundamentals of computer system security. Topics include monitoring, incident response, forensic analysis, hardware and software security, network security and encryption. Students will receive hands-on experience with various security techniques in a lab setting. Spring only.

CIS 2253 INTERNET/WEBPAGES/SOFTWARE PLATFORM**3-0-3**

This course explores communication and web terminology via the Internet. Students will learn communications, internet essentials and applications along with skills necessary for designing Webpages.

SCS ---- SPECIAL TOPICS/CIS**3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of computer information systems. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core.

NURSING ASSISTANT**CNA 1107 NURSING ASSISTANT****6-5-7**

A study of nurse assisting including communication and interpersonal skills; infection prevention and control; safety and emergency procedures; promoting independence and respecting resident rights; introduction to resident care; personal care; basic nursing skills; social, cognitive and behavioral skills.

COLLEGE SUCCESS**COL 1003 STRATEGIES FOR COLLEGE SUCCESS****3-0-3**

This course is an orientation designed to assist students in developing strategies for meeting the demands of college life. Topics include making the transition to college, becoming motivated for success, managing one's time more effectively, reading a textbook, taking lecture notes and examinations, making decisions, seeking and selecting a career, and locating and using various campus resources.

COSMETOLOGY

COS 1118 COSMETOLOGY I

4-14-18

This course is the first in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's cosmetology state licensure examination. Major topics include hygiene and sanitation; related sciences; and, hairdressing. Fall only.

COS 1218 COSMETOLOGY II

4-14-18

This course is the second in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's cosmetology state licensure examination. Major topics include manicuring, aesthetics, and hairdressing. **Prerequisite:** COS1118 (Cosmetology I) Spring only.

COS 1306 COSMETOLOGY III

1-5-6

This course is the final course in a series of three courses required to prepare persons to take the Arkansas State Board of Health's Cosmetology Section's state licensure examination. Major topics include salesmanship and shop management; shop department; and, hairdressing. **Prerequisites:** COS 1118 (Cosmetology I) and COS 1218 (Cosmetology II) Summer only.

COS 2109 COSMETOLOGY INSTRUCTOR I

1-5-6

This course is the first of two courses required as a prerequisite to qualify for cosmetology instructor licensure examination by the Arkansas Department of Health Cosmetology Section. **Prerequisites:** Licensed Cosmetologist. Offered as needed.

COS 2109 COSMETOLOGY INSTRUCTOR II

1-5-6

This course is the first of two courses required as a prerequisite to qualify for cosmetology instructor licensure examination by the Arkansas Department of Health Cosmetology Section. **Prerequisites:** COS 2109 (Cosmetology Instructor I). Offered as needed.

CRIMINAL JUSTICE

CRJ 1103 INTRODUCTION TO CRIMINAL JUSTICE

3-0-3

Introduces the student to the history, development, and philosophy of law enforcement, courts, and corrections in a democratic society. An overview of the United States Criminal Justice system is an integral part of this course. **(ACTS Equivalency Course ID - CRJU 1023) Fall only**

CRJ 1203 LAW ENFORCEMENT ETHICS

3-0-3

An examination of ethical issues encountered by law enforcement. Includes the study of ethical decisions, physical force, discretion, misconduct, authority and responsibility, undercover operations, and privacy. <Inactive>

CRJ 1253 CRIMINOLOGY

3-0-3

Theories about why people commit crime within the three broad categories of criminology theories: 1) Sociological; 2) Biological; 3) Psychological. The course also discusses the actual crimes: 1) a general definition of various crimes; 2) a profile of a typical offender and victim of various crimes; 3) prevalence of various crimes and 4) where, when, and how selected crimes are committed. Fall only.

CRJ 1303 CRIMINAL AND PROCEDURAL LAW

3-0-3

This course addresses and discusses the sources of both criminal law and criminal procedure. In terms of criminal law, the course will discuss the general definition of various crimes (i.e., the "elements of a crime), and the various defenses to a crime. In terms of criminal procedure, the course will address the Constitutional right to privacy and its impact on various law enforcement procedures as well as constitutional requirements relevant to confessions, interviews and interrogations. Students will apply their understanding of both types of law to hypothetical situations and to a moot court scenario. Spring only.

CRJ 1403 CRIMINAL INVESTIGATIONS

3-0-3

A study of the fundamentals of criminal investigation, both theory and history; from crime scene to courtroom with an emphasis on techniques appropriate to specific crime scenes. Spring only.

CRJ 2203 ARKANSAS CRIMINAL LAW

3-0-3

A study of the criminal statutory provisions in the State of Arkansas including the interpretation of the statutory criminal law as set forth by the Arkansas and U.S. Supreme Courts. **Prerequisite:** CRJ 1103 (Introduction to Criminal Justice). <Inactive>

CRJ 2304 FORENSIC SCIENCE with LAB

3-1-4

This class addresses what happens to evidence after it is collected by law enforcement and, therefore, focuses on the forensic science analysis techniques. Using a combination of lecture and laboratory work, students learn and apply how to analyze different types of evidence typically collected at a crime. Using the results of their own forensic analysis, students make comparisons between "known" and "unknown" exemplars and use this comparison to solve a mock crime scene in a final paper. Spring only.

CRJ 2403 JUVENILE JUSTICE

3-0-3

A comprehensive study of the juvenile justice system including the rights and responsibilities of parents and children, police authority, the social service system, and the juvenile court and corrections systems. **Prerequisite:** CRJ 1103 (Introduction to Criminal Justice). <Inactive>

CRJ 2503 LEGAL WRITING**3-0-3**

This course provides a working knowledge of the fundamentals of effective legal writing, analysis, and research. Topics include legal briefs and memoranda, case and fact analysis, citation forms, legal writing styles, field note taking techniques, and effective report writing. Fall only.

SCJ ---- SPECIAL TOPICS / CRIMINAL JUSTICE**3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of criminal justice. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core. Up to 6 hours equivalent credit in Special Topics will be given to persons for a combination of a certificate of completion from the Arkansas Law Enforcement Training Academy and other approved professional development hours.

EARLY CHILDHOOD EDUCATION**ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION****9-1-3**

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

ECE 1103 CHILD GROWTH AND DEVELOPMENT (AAT Statewide Syllabus)**9-1-3**

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (CDA Block Course except for AAT students.) Fall only.

ECE 1203 ENVIRONMENTS FOR YOUNG CHILDREN**9-1-3**

This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage and culturally appropriate for children birth to five. (CDA Block Course.) Fall only.

ECE 1303 FIELD EXPERIENCE**3-0-3**

Students are required to demonstrate competency in the following areas: health and safety, interaction with children, implementation of curriculum, personal qualities, professionalism and working with staff. These are aligned to NAEYC Associate Degree Standards. Students are required to respond to weekly journals through the Blackboard Online System. Students are also required to complete a minimum of 96 clock hours of observation and working with young children. Of those 96 clock hours, 13 hours of observation are required in additional mandatory childcare sites. Students must have completed the required paperwork for these observations and be employed or volunteer in a licensed childcare facility in order to apply the skills learned in the previous three courses. Observation of the student's work and evaluation of student skills are conducted by instructors. Spring only.

ECE 2003 CHILD GUIDANCE**3-0-3**

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

ECE 2103 PRESCHOOL CURRICULUM (B-Pre-K)**3-0-3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3 through 5) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered:

- Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings
- Arkansas Frameworks Handbook for Three and Four Year Olds

Course fee assessed. Fall only.

ECE 2203 INFANT/TODDLER CURRICULUM**3-0-3**

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered:

- Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings
- Arkansas Frameworks Handbook for Infants and Toddlers

Spring only.

ECE 2303 PRACTICUM**3-0-3**

Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student's work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. **Prerequisites:** ECE 1003, 1103, 1203 or CDA. If not currently working in a child care facility the student will be assigned a specific site to volunteer, observe and be observed by the early childhood instructor. The sites will be chosen by the instructor in relation to where the students live and the quality of the programs. Fall only.

ECE 2503 PROGRAM ADMINISTRATION**3-0-3**

Provides instruction in topics pertinent to the current and future childcare director/owner. Students will plan all aspects of opening a childcare center including budgeting, personnel management, marketing and meeting state licensure requirements. Spring only. Spring only.

ECE 2603 SEMINAR FOR EARLY CHILDHOOD ADMINISTRATORS**3-0-3**

A study of administrative topics in early childhood education, which are of current and/or future interest to students in this degree program. A focus is placed upon the development of professionalism in the field of early childhood. Fall only.

ECE 2903 ART, MUSIC AND CREATIVE MOVEMENT**3-0-3**

Students will receive training in developmentally and age appropriate areas of children's art, music and movement. Participants will be involved in real hands-on activities and learning experiences. NAEYC standards and practices will be followed. Summer only. Odd years.

ECE 2913 CHILDREN'S LITERATURE**3-0-3**

A study of children's literature for use with infants, toddlers and preschoolers. Students will plan and implement activities around major authors and develop creative projects using the Resource Center and library. Summer only. Odd years.

ECE 2923 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD**3-0-3**

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

ECE 2933 SOCIAL STUDIES AND MULTICULTURAL EDUCATION FOR PRESCHOOL CHILDREN**3-0-3**

This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate multicultural and social studies curriculum and activities for preschool children. Includes skills and attitudes young children need to develop in our world today. Even years.

ECE 2943 MATH AND SCIENCE FOR EARLY CHILDHOOD**3-0-3**

Students will become familiar with a variety of ways to introduce children Birth through pre-kindergarten, including children with special needs to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. Summer only.

ECE 2973 SPECIAL NEEDS**3-0-3**

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

ECE 2963 HEALTH SAFETY AND NUTRITION**3-0-3**

This course focuses on the health, safety and nutritional guidelines for children, birth through eight years of age, child care licensing requirements and activity planning. Emphasis is placed on establishing safe, quality learning environments and practices that respect the diversity of settings, families and teachers who care for young children. Summer only.

ECE 2993 FUTURE PERSPECTIVES IN EARLY CHILDHOOD (capstone course)**3-0-3**

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

SEC ---- SPECIAL TOPICS / EARLY CHILDHOOD EDUCATION**3-0-3**

Provides an opportunity for students to study topics of current and/or professional interest in the field of Early Childhood Education. Topics studied must be approved by the Division Chair of Business, Technology and Public Service and should not duplicate material covered in the technical core.

ECONOMICS

ECN 2013 MACROECONOMICS

3-0-3

Provides an overall view of how economic systems operate. Topics include aggregate production, income, and expenditures, fiscal and monetary policy, inflation and unemployment, and money and banking. Students gain an awareness of economic problems and analyze alternative solutions. **Prerequisite:** Any one of the following: A grade of C or better in MTH 0003 (Beginning Algebra), with study in MTH 0013 (Intermediate Algebra) or MTH 1003 (Technical Math) highly recommended; Enhanced ACT Math sub score of 17-18; or an ASSET score of 31 or above in Intermediate Algebra; or a Compass score of 25 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - ECON 2103**)

ECN 2023 MICROECONOMICS

3-0-3

Will examine individual behavior in the economy as well as look at the components of the larger economy. Microeconomic analysis, including market structure, supply and demand, production costs and price and output. **Prerequisite:** Any one of the following: A grade of C or better in MTH 0003 (Beginning Algebra), with study in MTH 0013 (Intermediate Algebra) or **MTH 1003 (Technical Math)** highly recommended; Enhanced ACT Math sub score of 17-18; or an ASSET score of 31 or above in Intermediate Algebra; or a Compass score of 25 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - ECON 2203**)

EDUCATION

EDU 1002 ART FOR ELEMENTARY TEACHERS

2-0-2

This course is an investigation of elementary-level art education focusing on materials and methods for teaching art history, art criticism, and studio production to children. Attention is given to the relationship of the visual arts to general education, developmental growth of children in art, curriculum planning, and current issues in art education.

EDU 1012 ELEMENTARY CLASSROOM MUSIC

2-0-2

This course is intended for elementary education majors. The course is designed to provide experiences that will enable you to develop the necessary skills and knowledge to teach musical concepts and integrate music learning with other core subjects. The goals and objectives of this course are aligned with the Arkansas Standards for Beginning Teachers and are directed towards your goal of becoming an exemplary elementary teacher.

EDU 2003 INTRODUCTION TO EDUCATION

2-1-3

This course is designed to provide students with an overview of teaching as a profession, providing them with an opportunity to observe the educational process in three settings – elementary, middle school and secondary. Thirty classroom observation hours are required. Students will also be required to take the Praxis I exam. Fall only.

EDU 2013 TEACHING DIVERSITY

3-0-3

Teaching Diversity is a course designed to introduce both Mainstream, ESL and WL teachers to issues which concern them when working with limited English-speaking students (LEPs) in grades preK-6. In this course students will focus on cultural issues and awareness in the first portion of the course, and then in the second half they will focus on practical applications of this knowledge by developing and sharing specific classroom activities designed for ESOL. A basic inventory of topics is found here although some topics may be augmented by further materials as students work through the course.

EDU 2033 TEACHING PHYSICAL EDUCATION

3-0-3

This course is designed to help students understand the need for an effective K – 6 physical education program. It will provide the prospective PK-6 school classroom teacher, as well as the PK-6 physical education specialist, with a knowledge base in the principles of physical fitness, elementary physical education curriculum planning and appropriate selection of physical activities for children. The students will be working with hands-on projects integrating the discipline of physical education and other curriculum subjects found in grades PK-6. Proper nutrition for the elementary student will also be discussed.

EDU 2103 INTRO TO K12 EDUCATIONAL TECHNOLOGY

3-0-3

This course is designed to provide students with an overview of the technologies that can enhance teaching and learning. Students will use the computer as a tool to design educational materials, perform classroom management tasks, enhance instruction, communicate and research. Spring only.

SGE ---- SPECIAL TOPICS GENERAL EDUCATION

3-0-3

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

EMERGENCY MEDICAL TECHNICIAN

EMT 1107 BASIC EMERGENCY MEDICAL TECHNOLOGY

6-3-7

An introduction to the study of emergency medical services and the basic principles, procedures and techniques of emergency care. Successful completion of this course prepares students to apply for the National Registry EMT-B Examination. **Prerequisites:** Approved First Responder course and OFA 1053 Medical Terminology.

EMT 2013 PARAMEDIC I**8.5-4.5-13**

A fifteen week course designed to introduce the Paramedic Student to Advanced Prehospital Care. Paramedic I is designed to prepare the emergency medical student to perform advanced life support skills; specifically, the recognition of Dysrhythmias and Advance Cardiac Life Support Certification. The class will prepare the student for the skills needed to properly start and administer intravenous medications, endotracheal intubations will be taught in this section with the use of emergency meds administered via the endotracheal airway. Along with skills completion, the paramedic student will be introduced to communication and proper documentation of patient assessment. During this course, the student will begin the field portion of the Paramedic program. A minimum of 200 hours riding time will be required before advancing to Paramedic II. Students will document all field and clinical time through an electronic tracking program. **Prerequisites:** Successful completion of EMT Basic program and EMT Certification. Fall only.

EMT 2214 PARAMEDIC II**7-7-14**

A fifteen week course designed to prepare the Paramedic Student with the skills needed to treat the critically ill and injured patient. The semester will focus on the recognition of medical, trauma, pediatric, geriatric, and OB/GYN emergencies. The student will be prepared for the practical portion as well as the written portion of the National Registry for Emergency Medical Technicians-Paramedic certification examination. A minimum of 300 clinical hours will be required before advancing to Paramedic III. Students will document all field and clinical time through an electronic tracking program. **Prerequisite:** Successful completion of EMT 2013 Paramedic I. Spring only.

EMT 2207 PARAMEDIC III**3-4-7**

An eight week course designed to prepare the Paramedic student to understand special considerations in the field of EMS, provide the student an overview of EMS operations, and to prepare and review the student for the National Registry for Emergency Medical Technicians-Paramedic certification examination. Time will be allocated to complete any unfinished clinical time/proficiencies (100 hours – Capstone/Internship is required). Students will document all field and clinical time through an electronic tracking program. **Prerequisite:** Successful completion of EMT 2214 Paramedic II. Summer only.

ENGLISH**ENG1004 WRITING FOR THE WORKPLACE****4-0-4**

Writing for the workplace is a course designed specifically for those students who are earning technical certificates and Career and Technical Education (CTE) AAS degrees. This course is UACCB-specific and will not transfer to another institution, nor will the course transfer for any non-CTE AA or AS degree. This course is a college-level, four credit course that tightly focuses on technical writing for the workplace while reviewing foundational reading and writing elements. Students will participate in active/hands on learning projects which focus on only the technical writing these students will need upon entering the workforce.

ENG 1103 ENGLISH COMPOSITION I**3-0-3**

Students improve their writing skills through study and practice of fundamentals of written communication, including principles of grammar, punctuation, spelling, organization, and careful analytical reading. **Prerequisite:** College level placement scores in English or writing and reading or completion of PRE 0503 (Basic Writing) and PRE 0303 (Reading Improvement) with at least a C average when placement test scores require. (**ACTS Equivalency Course ID - ENGL 1013**)

ENG 1203 ENGLISH COMPOSITION II**3-0-3**

Students continue the practice of ENG 1103 (English Composition I) to develop further the skills learned in that course. Using readings and discussion of various types of writing, students will practice different kinds of rhetorical development, including research and documentation. **Prerequisite:** ENG 1103 (English Composition I) with a C or better. (**ACTS Equivalency Course ID - ENGL 1023**)

ENG 1303 TECHNICAL WRITING**3-0-3**

Students learn the basic principles of technical report research, organization, and writing. Assignments include writing proposals, progress reports, and technical articles.

ENG 2113 WORLD LITERATURE I**3-0-3**

Students analyze and interpret literary works from several historical periods ranging from early civilizations through the Renaissance. English Composition I strongly recommended. (**ACTS Equivalency Course ID - ENGL 2113**)

ENG 2213 WORLD LITERATURE II**3-0-3**

Students analyze and interpret literary works from several historical periods ranging from the Renaissance to the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - ENGL 2123**)

ENG 2313 INTRODUCTION TO FICTION**3-0-3**

Students survey short fiction and the novel with emphasis on analytical reading and writing skills.

ENG 2413 CREATIVE WRITING**3-0-3**

Students develop creative perception, thinking, and imagination in writing fiction and poetry. Students will have their work read and critiqued in a workshop format as well as in conference with the instructor. **Prerequisite:** ENG 1103 (English Composition I). (**ACTS Equivalency Course ID - ENGL 2013**)

ENG 2503 AMERICAN LITERATURE I**3-0-3**

American Literature I students will analyze and interpret literary works from the 1400's to 1865. Students will study American authors and the philosophies represented in their works. English Composition I strongly recommended. Fall only. **(ACTS Equivalency Course ID - ENGL 2653)**

ENG 2513 AMERICAN LITERATURE II**3-0-3**

American Literature II is a continuation of American Literature I. Students will analyze and interpret works from 1865 to present literature. American Literature I is not a prerequisite for American Literature II. English Composition I strongly recommended. Spring only. **(ACTS Equivalency Course ID - ENGL 2663)**

ENG 2603 MYTHOLOGY**3-0-3**

This course surveys notable myths of the Greeks, Romans, and Norse. Students will develop greater understanding of the stories – the myths – as religious texts, as national epics, as part of western culture, and as literary works enjoyable in themselves.

SEN 29-- SPECIAL TOPICS ENGLISH**3-0-3**

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

ENTREPRENEURSHIP**ETR 1003 INTRODUCTION TO ENTREPRENEURSHIP****3-0-3**

An introduction to the role of entrepreneurial businesses in the US, the impact of entrepreneurial businesses on the US and global economy, how ideas become businesses, how entrepreneurs operate within a company and the general precepts of entrepreneurial businesses.

ETR 2003 PROFESSIONAL SELLING/ADVERTISING**3-0-3**

A course specifically designed to teach the tools of professional selling and advertising methods. Students will learn successful sales techniques for retail and non-retail customers, how to develop an advertising program for products and services and the appropriate medium to use. **Prerequisites:** BUS 2513 (Principles of Marketing), ENG 1103 (English Composition I), ETR 1003 (Introduction to Entrepreneurship). Fall only.

ETR 2033 FEASIBILITY AND FUNDING**3-0-3**

This course will provide the essential skills for students to evaluate and explore strategies for entrepreneurial opportunities in the marketplace and to successfully evaluate the funding and feasibility of those opportunities. **Prerequisites:** ENG 1103 (English Composition I), ACC 1013 (Principles of Accounting I), ETR 1003 (Introduction to Entrepreneurship). Spring only.

FINE ARTS - CINEMA**FAC 2003 UNDERSTANDING FILM****3-0-3**

This course will introduce students to the notion of viewing and understanding movies critically and seeing them in a larger artistic and cultural context.

FINE ARTS - MUSIC**FAM 2003 MUSIC****3-0-3**

For listeners who have had no formal training or experience, this course provides an introduction to music. The principal purpose is the development of listening skills. **(ACTS Equivalency Course ID - MUSC 1003)**

FINE ARTS - THEATER**FAT 2013 THEATER****3-0-3**

This course provides students with an appreciation of how various artistic elements combine to produce theatrical productions. **(ACTS Equivalency Course ID - DRAM 1003)**

FAT 2033 ACTING I**3-0-3**

Students will explore the craft of acting through script analysis and techniques of characterization. Spring only.

FAT 2043 ACTING II**3-0-3**

This course is a continued exploration of the craft of acting through script analysis and techniques of characterization. Spring only.

FINE ARTS - VISUAL ART**FAV 1003 DRAWING I****3-0-3**

This is an introductory course in the materials and techniques of drawing, including basic concepts of line, perspective, and value. Techniques will be developed with the study of still life, perspective, portraits, and figures, while special projects encourage creative expression. Spring only.

FAV 1013 INTRODUCTION TO STUDIO ART**3-0-3**

Students will learn a hands-on approach to the fundamental media, techniques, and concepts of making art. A variety of materials and projects will encourage creative problem solving. Drawing, design, painting, and sculptural techniques will be introduced, with an emphasis on exploration and individual creativity. Fall only.

FAV 1023 DRAWING II**3-0-3**

This course is a continuation of Drawing I, furthering technical mastery of materials while developing creative expression.

Prerequisite: FAV 1003 (Drawing I).

FAV 1033 INTRODUCTION TO PAINTING**3-0-3**

Color theory and two-dimensional design problems will be addressed while exploring basic watercolor and acrylic painting techniques. **Prerequisite:** FAV 1003 (Drawing I) or FAV 1013 (Introduction to Studio Art) or written permission of the instructor.

FAV 1043 PAINTING II**3-0-3**

Painting II is a continuation of Introduction to Painting (FAV 1033), deepening the student's understanding of color and design, creating images with impact and expressive content. Both opaque and transparent painting techniques will be explored.

Prerequisite: FAV 1033 (Introduction to Painting.)

FAV 2023 VISUAL ART**3-0-3**

Students encounter visual art in many media to develop their artistic perception, understanding, and pleasure. (**ACTS Equivalency Course ID – ARTA 1003**)

FAV 2103 PHOTOGRAPHY**3-0-3**

This hands-on course covers the basics of photography, from the operation of both film and digital cameras, to concepts in composition and lighting, and an introduction to darkroom work. **Prerequisite:** CIS 1103 (Computer Graphics) or permission of the instructor. **Corequisite:** CIS 2103 (Advanced Computer Graphics)

SFA ---- SPECIAL TOPICS FINE ART**3-0-3**

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

FINANCE (Inactive Program)**FIN 1003 PRINCIPLES OF BANKING****3-0-3**

An introductory course designed to orient the student to the banking profession. Course topics range from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Rotated every third semester.

FIN 1013 TELLER ESSENTIALS**3-0-3**

This course will develop bank teller skills that consist of interviewing, dressing for success, dealing with customers, basic training skills and Spanish for banking. Fall only.

FIN 1113 LAW AND BANKING: APPLICATIONS**3-0-3**

An introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Rotated every third semester.

FIN 1203 MONEY AND BANKING**3-0-3**

Presents a fundamental treatment of how money functions in the US and world economies. Topics include the concept of money supply and the role banks play as a money creator and participant in the nation's payment mechanism. Money and Banking explains how the various types of financial institutions operate, the workings of monetary and fiscal policies and the functions and powers of the Federal Reserve. Rotated every third semester.

FIN 2003 ANALYZING FINANCIAL STATEMENTS**3-0-3**

A practical introduction to financial analysis from the viewpoint of the commercial loan officer, this course provides skills needed to effectively assess a borrower's ability to repay loans. **Prerequisite:** ACC 1013 (Principles of Accounting I). Rotated every third semester.

FIN 2013 CONSUMER LENDING**3-0-3**

Essential information about the maze of regulations governing credit practices and reviews loan processing, cross selling and collections. Rotated every third semester.

GEOGRAPHY**GEO 2003 INTRODUCTION TO CULTURAL GEOGRAPHY****3-0-3**

This course is a study of interaction among cultures and physical environments to develop students' understanding of local and global social issues such as economics, language, population, politics, and religion. (**ACTS Equivalency Course ID - GEOG 2113**)

GEOLOGY

GEL 1003 PHYSICAL GEOLOGY

3-0-3

Introduces geologic concepts including plate tectonics, volcanism, earthquakes, mountain building, glaciation, and hydrologic processes. Students will identify basic minerals and rocks. The rock cycle and its effect on sedimentary, igneous, and metamorphic rocks will be explored. Relationships to Arkansas geology will be featured. Spring only. **Corequisite:** GEL 1001 (Physical Geology Lab) (**ACTS Equivalency Course ID - GEOL 1114**)

GEL 1001 PHYSICAL GEOLOGY LAB

0-2-1

Provides a laboratory experience to support GEL 1003. Students will identify basic minerals, fossils, and rocks, their origins and economic values. Geologic map reading will be practiced. Students will be able to identify geologic structures on maps and photos. Field trips will enhance the lab experience. Spring only. **Corequisite:** GEL 1003 (Physical Geology) (**ACTS Equivalency Course ID - GEOL 1114**)

HISTORY

HIS 1013 WORLD CIVILIZATION I

3-0-3

This course provides an introduction to the history of World Civilization from the dawn of time to the Early Modern era. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected society, and how they impact the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - HIST 1113**)

HIS 1023 WORLD CIVILIZATION II

3-0-3

This course provides an introduction to the history of World Civilization from the 16th century to recent times. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected society, and how they impact the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - HIST 1123**)

HIS 2003 UNITED STATES HISTORY I

3-0-3

This course provides an introduction to the history of the United States from its early formation through the process of growth, development, conflict, and expansion to 1876. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected the development of the nation, and how they impact the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - HIST 2113**)

HIS 2013 UNITED STATES HISTORY II

3-0-3

This course provides an introduction to the history of the United States through the process of growth, development, conflict, and expansion since Reconstruction. Students will be introduced to the process of historical inquiry and will be expected to develop skills in logical reasoning as to how and why certain events took place, how they affected the development of the nation, and how they impact the present. English Composition I strongly recommended. (**ACTS Equivalency Course ID - HIST 2123**)

HIS 2033 THE AMERICAN CIVIL WAR

3-0-3

This course provides an introduction to the Civil War era and its impact on United States history. The class will be divided into three specific areas of analysis: (1) the coming of the war, (2) the war, and (3) Reconstruction. Special attention will also be given to the war in Arkansas. Fall only. English Composition I strongly recommended.

HIS 2043 THE VIETNAM WAR

3-0-3

This course is a comprehensive look at America's role in the Vietnam War from 1954 to 1975, with balanced emphasis on military and political events and focus on experiences and memories of Vietnam war veterans. Spring only. English Composition I strongly recommended.

HIS 2053 ARKANSAS HISTORY

3-0-3

Arkansas History explores the history of Arkansas from the prehistoric era to the modern era. Emphasis will be placed on the 18th century to the present. While focusing on the development of Arkansas, there will also be some introduction to American history and the interconnection of ideas, thoughts, and events. Connections will be made between the development of institutions and the course of events occurring during this period and the current worldview. English Composition I strongly recommended.

HEALTH INFORMATION TECHNOLOGY

HIT 2003 HEALTH DATA CONTENT

3-0-3

This course covers the standards for patient and health care data; data collection issues and documentation requirements; data access and retention. Fall only.

HIT 2013 DIRECTED PRACTICE I

3-0-3

Professional practice experiences in acute care, ambulatory care, rehabilitation, long-term care, and home health. Emphasis on record assembly & analysis, file management, release of information, statistics, indexes and registers, and special projects. Fall only.

HIT 2213 DIRECTED PRACTICE II**3-0-3**

Professional practice experiences in acute care, ambulatory care, behavioral health, and cancer registry. Emphasis on ICD-9-CM coding and DRG assignment, CPT coding, quality management, supervisory principles, medical staff & hospital committees, and special projects. **Prerequisite:** HIT 2013 (Directed Practice I). Spring only.

INDUSTRIAL TECHNOLOGY**IND 1013 TECHNICAL METHODS****2-1-3**

This course provides an overview of careers in the field of Industrial Technology, jobs in industry for Engineer Technicians, and skills required for Engineer Technicians. Provides review and reinforcement of preparing for industrial technology jobs; leadership and followership principles; measurement systems and conversions; right-triangle trigonometry; experimentation; the personal computer, networking, and the Internet; essential algebra topics; methodologies for successful technical reading and studying; and practical methodologies for team building, problem solving, and equipment troubleshooting. **Prerequisite:** None.

IND 1023 ENGINEERING DRAWINGS**1-2-3**

This course provides instruction in the interpretation of mechanical part drawings, electrical schematic drawings, process piping and instrumentation diagrams, and other common drawings used in industry. Introduction to drawing tools and practice in drawing sketches are done in a lab setting. **Prerequisite:** None.

IND 1033 DC ELECTRICITY**2-1-3**

This course introduces the principles of DC electricity to include voltage, current, and resistance. Engineering notation, use of metric prefixes, and algebraic analysis of series and parallel circuits are taught. Laboratory experiments teach use of a digital multi-meter to test components and to analyze circuits. **Prerequisite:** None.

IND 1043 AC ELECTRICITY**2-1-3**

This course introduces the principles of AC electricity to include capacitance and inductance. Series and parallel AC circuits are analyzed mathematically and in laboratory experiments. Instruction in the use of digital multi-meters and the use of oscilloscopes is conducted in class and in laboratories. **Prerequisite:** IND 1033 DC Electricity.

IND 1053 HVAC FUNDAMENTALS**2-1-3**

This course is structured for students interested in employment as an HVAC Technician working on residential HVAC systems. Students will study HVAC fundamentals, HVAC science, refrigeration systems and components, refrigeration practices, HVAC electrical safety, air conditioning systems, heating systems, heat pump systems, and Environmental Protection Agency (EPA) 608 requirements. Academic portions of the course are completed using MyHVACLab® web-based academic training and EPA 608 certification study guides. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as HVAC Technicians by completing the EPA 608 Certification Test. **Prerequisite:** None.

IND 1153 HVAC CONTROLS**1-2-3**

This course provides advanced training for students interested in employment as an HVAC Technician working on residential HVAC systems. Building on the HVAC Fundamentals course, students will focus on electrical components used to control residential HVAC processes and equipment. Students will study HVAC fundamentals, HVAC electrical systems and components, air conditioning system controls, heating system controls, and heat pump system controls. Academic portions of the course are completed using MyHVACLab® web-based academic training. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. **Prerequisites:** IND 1043 AC Electricity and IND 1053 HVAC Fundamentals.

IND 1253 HVAC TROUBLESHOOTING**1-2-3**

This course provides advanced training for students interested in employment as an HVAC Technician working on residential HVAC systems. Building on the HVAC Controls course, students will focus on malfunctions, troubleshooting, and repair of mechanical, electrical, and control components found in residential HVAC systems. Students will complete additional studies in HVAC electrical systems and components, air conditioning system controls, heating system controls, heat pump system controls, and installation, maintenance, servicing, and troubleshooting HVAC components. Academic portions of the course are completed using MyHVACLab® web-based academic training. Students gain hands-on experience with a variety of HVAC trainers, residential HVAC equipment, and tools used by HVAC technicians in the field. Shop procedures are explained, constantly emphasized, and strictly enforced. **Prerequisite:** IND 1153 HVAC Controls.

IND 1073 INTRODUCTION TO SHEET METAL**1-2-3**

This class provides students with basic knowledge and practice with tools and equipment found in a residential metal shop. Pressure drop and velocity calculations necessary for duct design are covered. This laboratory intensive course provides students with considerable hands-on practice with professional-grade tools found in a sheet metal shop. Academic portions of the course are completed using MyHVACLab® web-based academic training. **Prerequisite:** None.

IND 1104 WELDING I**1-3-4**

This course is structured for students interested in employment as a production welder, in fabrication, or in a repair shop. Students will study welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience with basic Oxyfuel gas welding and cutting, Plasma Arc cutting, and Shielded Metal Arc Welding (SMAW) in the American Welding Society 1G/F, 2G/F, 3G/F, and 4G/F positions on carbon steel. Welding skills will be developed and assessed making SMAW stringer, weave, and overlapping beads, corner welds, fillet welds, V-groove welds, and open-root V-groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level I - Entry Welder, SMAW, Flat Plate. Prerequisite: None.

IND 1204 WELDING II**1-3-4**

This course provides additional training for students interested in employment as a production welder, in fabrication, or in a repair shop. Students will continue the study of welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience with Oxyfuel heating processes, Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) in the American Welding Society 1G/F, 2G/F, 3G/F, and 4G/F positions on carbon steel. Welding skills will be developed and assessed in GMAW and GTAW stringer beads, fillet welds, V-groove welds, and open-root V-groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level I - Entry Welder, GMAW and GTAW, Flat Plate. Prerequisite: Prerequisite: IND 1009 CP Welding or IND 1104 Welding 1.

IND 1304 WELDING III**1-3-4**

This course provides advanced training needed for employment in production welding, in fabrication, in a repair shop, or in the electrical power industry. Students will complete studies in the areas of welding safety, career opportunities, metallurgy, welding equipment and processes, welding electrical theory, and welding drawing/welding symbol interpretation. Academic portions of the course are completed using MyWeldingLab® web-based academic training. Students gain hands-on experience in advanced Oxyfuel welding and cutting, Plasma Arc cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the American Welding Society 1G-Rotated, 2G, 5G, and 6G positions on 2-inch carbon steel pipe. Welding skills will be developed and assessed in SMAW and GTAW Open-Root, V-Groove welds. This course requires students to wear several items of personal protection equipment. Shop procedures are explained, constantly emphasized, and strictly enforced. Students will have an opportunity to certify as American Welding Society Level II - Advanced Welder, 2-inch carbon steel pipe. Prerequisite: IND 1204 Welding 2.

IND 2003 INDUSTRIAL SAFETY**3-0-3**

This course provides the opportunity for students to explore the development of the safety and health movement in the United States. The course focuses on identification of the causes and effects of accidents in the industrial workplace, and covers several important safety topics including the Occupational Safety and Health Administration (OSHA), ergonomic factors, common hazards found in the work place, and the roles of managers and health and safety personnel concerning industrial safety. Prerequisite: None.

IND 2013 ELECTRIC MOTOR CONTROL**2-1-3**

This course provides theory and hands-on experience with electric motor controls. Topics include single and three-phase AC and DC motors, motor control circuits, wiring practices, control hardware, safe work practices, troubleshooting skills, and use of specialized electrical tools. Lab experiments will include variable speed drives and AC inverter duty motors. Prerequisite: IND 1043 AC Electricity.

IND 2023 TECHNICAL PHYSICS**2-1-3**

This course provides a study of basic physics concepts related to Industrial Technology career fields. Topics include units of measure (English & metric), force, work, momentum, power, heat, thermodynamics, waves and magnetism. Students will be challenged to synthesize specific physics concepts and apply them in a general way to develop solutions to anticipated real-world problems. Laboratory experiments are interspersed with lecture material to reinforce concepts. Teamwork, problem solving, troubleshooting, and application of the scientific method are emphasized. Prerequisite: MTH 1003 Technical Math, or other college level math course.

IND 2033 AUTOCAD**1-2-3**

This course provides a basic introduction to the Autodesk AutoCAD 2015 application focused on two-dimensional drawings. Students will become familiar with AutoCAD menus, tools, and drawing environment, and will apply basic knowledge of AutoCAD to draft and modify mechanical and technical drawings.

IND 2054 PROGRAMMABLE LOGIC CONTROLLERS**2-2-4**

This course introduces control fundamentals and logic control concepts used in programming and operating Programmable Logic Controllers used in industrial processes. A computer-based simulator using LogixPRO software is used to provide initial training on Allen Bradley PLCs. The course introduces math functions, logic and bit shift instructions, compare and jump instructions, subroutine functions, and sequencer instructions. In addition to the computer-based simulator, live simulators are used in laboratories to practice programming, wiring, and operating live PLCs with input and output devices. Prerequisite: MTH 1003 Technical Math, or other college level math course.

IND 2104 INDUSTRIAL TECHNOLOGY CAPSTONE**1-3-4**

This course provides an opportunity for students to demonstrate mastery of a broad range of learning objectives and outcomes from the Industrial Technology program at UACCB. The course provides instruction in process control and control fundamentals, and presents students with problems requiring teamwork and integration of previous learning in electrical, mechanical, and electronics disciplines. Course assessments focus on application of applicable theory, requiring analysis and synthesis of Industrial Technology knowledge and skills in a laboratory environment. The course also focuses on Industrial Technology as a career by preparing students for employment through online job searches, preparation of resumes, site visits, and job fairs. Prerequisite: Enrolled in second year of the AAS degree in Industrial Technology, Mechanical Technology Focus.

MEDICAL OFFICE MANAGEMENT**MOM 1013 INTRO TO HEALTH CARE SYSTEMS****3-0-3**

Examines the administration and structure of health care delivery in the United States. The course also provides information regarding the health care system development and discusses organizational patterns, facilities, health care personnel, and the economic, political, and environmental influences that affect the health care system. Fall only.

MOM 2013 LEGAL CONCEPTS IN HEALTH CARE**3-0-3**

Provides an overview of the principles of law as applied to health care. The course gives consideration to the importance of medical records as legal documents, to the legal aspects of health care organizations, to the release of information, and to consents and authorizations. Spring only.

MOM 2023 MEDICAL DIAGNOSIS CODING AND BILLING**3-0-3**

Develops a working knowledge of general code matching and diagnosis assignments used in hospitals, clinics, and insurance offices for health-care industry. Emphasis is placed on purpose of coding, definitions of key terms, accurate application of coding principles and an overview of the impact of prospective reimbursement on the function of coding; principles of classification. Familiarization with standard coding references is provided (CPT, ICD-9, ICD-10). Spring only.

Recommended corequisite: OFA 1053 (Medical Terminology).

MOM 2033 MEDICAL OUTPATIENT CODING AND BILLING**3-0-3**

This course is designed to develop a basic knowledge of how to apply the coding rules to bill for patient services. In addition, a variety of payment systems will be presented – DRG, APC, and RUGS. Fall only. **Prerequisite:** MOM 2023 (Medical Diagnosis Coding and Billing).

MATHEMATICS**MTH 0003 BEGINNING ALGEBRA****3-0-3**

An introduction to algebra, problem solving, operations with real numbers, ratio, proportion, linear equations, and systems of linear equations. Enrollment is based on placement test scores. (Credit not applicable toward a degree or certificate.)

MTH 0013 INTERMEDIATE ALGEBRA**3-0-3**

This course covers proportion and rational expressions, techniques for solving various equations and inequalities, factoring techniques, synthetic division, methods for writing equations of lines and other functions, applications, radicals and rational exponents, quadratic functions, and the algebra of functions. **Prerequisite:** Grade of C or better in MTH 0003 (Beginning Algebra); or Enhanced ACT math score of 17-18; or an ASSET score of 34 or above in Intermediate Algebra; or a Compass score of 30 or above in Intermediate Algebra.

MTH 0103 FUNDAMENTALS OF MATH**3-0-3**

This is a computer-based, self-paced, modular math course that is designed to take a student through the remediation sequence. Currently there are three levels of math remediation at UACCB; Pre-Algebra, Beginning Algebra, and Intermediate Algebra. This course will be divided into several modules with the first few modules covering Pre-Algebra topics, the next section of modules covering Beginning Algebra topics and the last group of modules covering Intermediate Algebra topics. The curriculum will be aligned with our current respective courses. When a student completes the modules for a particular current course they will receive credit for that course on their transcript. This is a three hour course and the student will earn, at most, three hours for this course and that credit will reflect the highest level course modules the student completes that semester. Course credit will be recorded as currently practiced. This will eliminate any confusion on subsequent transcripts. **Note:** It will be in the range of possibility for a student to earn no credit or as much as to complete the entire remediation sequence in one semester. A student completing the entire sequence will receive credit for Intermediate Algebra.

MTH 1003 TECHNICAL MATH**3-0-3**

This course is designed to be the terminal math course for AAS degree plans. It is non-transferable and is not the pre-requisite for any other math course offered at UACCB. Students planning to complete a bachelor's degree should not take this course. The topics covered will include fundamental arithmetic and algebra. Other topics will be appropriate for the various areas of concentration that offer AAS degrees. **Prerequisite:** Grade of C or better in MTH 0003 (Beginning Algebra); or an Enhanced ACT math score of 16 or higher; or equivalent score on another placement test.

MTH 1013 TRIGONOMETRY**3-0-3**

This course covers right triangle trigonometry applications, including the laws of sines and cosines, radian measure and applications, trigonometric functions of real numbers, graphs of trigonometric functions, trigonometric identities and equations, polar coordinates, complex numbers in polar (trigonometric) form. A calculator with trigonometric functions is required.

Prerequisite: Grade of C or better in MTH 0013 (Intermediate Algebra); or an enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1203**)

MTH 1023 COLLEGE ALGEBRA**3-0-3**

This course presents quadratic, absolute value, polynomial, rational, exponential, and logarithmic functions and their graphs. It also includes a study of inequalities, system of equations, and matrices (graphing calculator required). **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1103**).

MTH 1043 QUANTITATIVE LITERACY**3-0-3**

MTH 1043 is designed to be the terminal math course for Non-STEM (Science, Technology, Engineering, and Math) majors. The goal of Quantitative Literacy is to provide students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. (**Students who plan to study any higher mathematics courses will need to take college algebra and not this course.**) **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 39 or above in Intermediate Algebra; or a Compass score of 41 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - MATH 1103**).

MTH 2003 SURVEY OF CALCULUS / BUSINESS CALCULUS**3-0-3**

Includes selected topics in elementary calculus and analytic geometry for students in business, agriculture, and social sciences. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra). Spring only. (**ACTS Equivalency Course ID - MATH 2203**)

MTH 2005 CALCULUS I, CALCULUS AND ANALYTIC GEOMETRY**5-0-5**

Covers the first 5 hours of 13 hours (a three-course sequence) in calculus designed to teach the fundamentals of differential and integral calculus needed in applications, including multivariate calculus. Topics include limits of functions, the derivative, applications of the derivative, the fundamental theorem of calculus, the definite integral, applications of the definite integral, the trigonometric, exponential, and logarithmic functions. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra) and MTH 1013 (Trigonometry) or consent of instructor. Fall only. (**ACTS Equivalency Course ID - MATH 2405**)

MTH 2015 CALCULUS II, CALCULUS AND ANALYTIC GEOMETRY**5-0-5**

The second 5 hours of 13 (a three-course sequence) in calculus designed to teach the fundamentals of differential and integral calculus, including multivariable functions. Topics include exponential and logarithmic functions, natural growth and decay, trigonometric and hyperbolic functions, polar coordinates, conic sections, infinite series. **Prerequisite:** Grade of C or better in MTH 2005 (Calculus I). Spring only. (**ACTS Equivalency Course ID - MATH 2505**)

MTH 2023 CALCULUS III, CALCULUS AND ANALYTIC GEOMETRY**3-0-3**

The last 3 hours of 13 (a three-course sequence) in calculus. The topic is multivariable calculus. **Prerequisite:** Grade of C or better in MTH 2015 (Calculus II). (**ACTS Equivalency Course ID - MATH 2603**)

MTH 2053 STATISTICS**3-0-3**

Covers descriptive and inferential statistical techniques and methods in life, physical, and social science. Topics include qualitative data analysis, frequency distributions, numerical methods, data dispersions, variance analysis, estimation theory, sampling distributions, discrete and continuous probability distributions, hypothesis testing, and confidence interval estimation. **Prerequisite:** Grade of C or better in MTH 1023 (College Algebra) or equivalent. (Cross listed as BUS 2053.) (**ACTS Equivalency Course ID - MATH 2103**)

MTH 2103 MATH I**3-0-3**

Focuses on sets, logic, and numbers with emphasis on the axiomatic development of the real numbers. **Prerequisite:** A grade 'C' or better in MTH 1023 (College Algebra). Fall only.

MTH 2113 MATH II**3-0-3**

Focuses on mathematical systems, elementary algebra, probability and statistics, and geometry with applications. **Prerequisite:** A grade 'C' or better in MTH 2103 (Math I). Spring only.

SMA --- SPECIAL TOPICS MATHEMATICS**3-0-3**

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

RN PROGRAM**NRN 1506 NURSING THEORY I****6-0-6**

This course provides the student with knowledge of fundamental nursing care theory/concepts that are essential to meeting fundamental physiologic and psychologic nursing care needs of clients of all ages. Fall only. **Corequisite:** NRN 1513 (Nursing Practicum I)

NRN 1513 NURSING PRACTICUM I**0-9-3**

This clinical laboratory course focuses on the application of knowledge and skills that are essential to meeting fundamental physiologic and psychologic nursing care needs of clients of all ages in the long-term and acute care settings. Fall only.
Corequisite: NRN 1506 (Nursing Theory I)

NRN 2208 NURSING THEORY II**8-0-8**

The attitudes, knowledge, skills and behaviors of the associate degree registered nurse are emphasized. Utilizing an integrated approach and building upon the foundation of fundamental nursing knowledge and skills, the core values are interwoven throughout the course. Topics include, but are not limited to the following areas: developmental theories across the life span, care of the dying patient, communication process, fluid and electrolytes and acid-base imbalances, hematology, alterations in musculoskeletal (child & adult) immunology (disorders of protection), selected psychosocial nursing topics, Antepartum, Intrapartum, Postpartum, Newborn, and childhood infections. **Corequisite:** NRN 2214 (Nursing Practicum II). Spring only.

NRN 2214 NURSING PRACTICUM II**0-12-4**

Clinical laboratory course focusing on the application of the knowledge, attitudes, skills and behaviors of the associate degree registered nurse that are identified in NRN 2208 (Nursing Theory II). The student will demonstrate the role of the associate degree registered nurse in caring for patients with uncomplicated health care problems in various health care settings. Nursing process/critical thinking, IV therapy principles, physical assessment, community nursing topics, critical thinking activities and modules, APA guidelines, and leadership and management are included. **Corequisite:** NRN 2208 (Nursing Theory II). Spring only. **The student must successfully pass the clinical component of Nursing Practicum I to progress in the program.**

NRN 2303 NURSING THEORY III**6-0-3**

The student utilizes knowledge of the nursing process in caring for patients with a variety of unmet needs. Utilizing an integrated approach and building upon nursing knowledge and skills, the core values are interwoven throughout the course. Areas covered include, but are not limited to: basic concepts of critical care, overview of emergency nursing, care of the adult and pediatric patient with gastrointestinal/hepatic disorders, OB complications, and patients with selected psychosocial nursing problems. **Prerequisite:** NRN 2208 (Nursing Theory II). **Corequisite:** NRN 2313 Nursing Practicum III). Summer only.

NRN 2313 NURSING PRACTICUM III**0-18-3**

Clinical laboratory course focusing on the application of associate degree registered nurse knowledge, attitudes, skills, and behaviors that are identified in Nursing Theory III. The purpose of the clinical experience is to expand upon the role of Associate Degree Registered Nurse with emphasis on leadership and management. The student will care for patients with selected health care problems in various health care settings. Other topics covered include but are not limited to: genetics, cloning, cultural and community health nursing. **Prerequisite:** NRN 2214 (Nursing Practicum II). **Corequisite:** NRN 2303 (Nursing Theory III). Summer only. **The student must successfully pass the clinical component of Nursing Practicum II to progress in the program.**

NRN 2408 NURSING THEORY IV**8-0-8**

This course continues to build upon the knowledge, attitudes, skills, and behaviors of the associate degree registered nurse. Utilizing an integrated approach and building upon nursing knowledge and skills, the core values are interwoven throughout the course. Areas covered include, but are not limited to the nursing care of patients of all ages experiencing progressively more complex disorders. Topics include but are not limited to nursing care of the patient experiencing: cardiovascular disorders, neurological disorders, oncology, endocrine disorders, GI hepatic disorders, pre and post-operative teaching, respiratory disorders, genitourinary disorders, skin integrity and wound management, burns, high risk obstetrical situations and reproductive health, and selective psychosocial nursing topics. **Corequisites:** NRN 2414 (Nursing Practicum II and NRN 2501(Nursing Seminars). **Prerequisite:** successful completion of NRN 2303 (Nursing Theory III). Fall only.

NRN 2414 NURSING PRACTICUM IV**0-12-4**

This is a clinical laboratory course focusing upon the associate degree nurse's knowledge, attitudes, skills, and behaviors emphasized in Nursing Theory IV. The student will demonstrate the role of the associate degree registered nurse in caring for patients with complicated health care problems in various health care settings. The learner applies knowledge obtained in Nursing Theory I, II, III, and IV to patients in the clinical practice. Other topics include: leadership/management, and community service learning. **Corequisite:** NRN 2408 (Nursing Theory IV and NRN 2501 (Nursing Seminars). **Prerequisite:** successful completion of NRN 2313 (Nursing Practicum III). Fall only. **The student must successfully pass the clinical component of Nursing Practicum IV to pass the overall course, including the preceptorship.**

NRN 2501-095 NURSING SEMINARS**1-0-1**

Nursing Seminars is a one (1) credit hour online course that focuses on preparing students for the NCLEX RN. Content will include critical thinking and test-taking skills, study strategies, and analysis of NCLEX-RN type questions in each NCLEX-RN content area, including the newer alternate-format questions. **Corequisites:** NRN 2408 (Nursing Theory IV) and NRN 2414 (Nursing Practicum IV). **Prerequisites:** *NRN 1506 (Nursing Theory I), *NRN 1513 (Nursing Practicum I), NRN 2208 (Nursing Theory II), NRN 2214 (Nursing Practicum II), NRN 2303 (Nursing Theory III), NRN 2313 (Nursing Practicum III).
**LPN to RN students are not required to take NRN 1506 (Nursing Theory I) and NRN 1513 (Nursing Practicum I).*

PRACTICAL NURSING

PNG 1110 NURSING THEORY I

The knowledge, skills and behaviors of the practical nurse are introduced. The focus is on the theoretical basis of fundamental/basic nursing concepts for adult patients. Course content focuses on an introduction to medical/surgical, geriatric, and psychiatric health care problems. Fall only. Prerequisites: Successful completion of pre-requisite courses and acceptance into the PN program.

PNG 1105 NURSING PRACTICUM I

The student will provide direct patient care skills to adult patients. Emphasis is placed upon basic care, safety, and comfort of the patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Fall only. . Prerequisites: Successful completion of pre-requisite courses and acceptance into the PN program.

PNG 1210 NURSING THEORY II

This course builds upon the concepts taught in Theory I. the focus is on the theoretical nursing concepts for patients of all ages. Course content focuses on introduction to pediatrics and obstetrics while continuing to build upon medical/surgical, geriatric, and psychiatric health care problems. Spring only. Prerequisites: Successful Completion of PNG 1110 and PNG 1105

PNG 1205 NURSING PRACTICUM II

The student will provide direct patient care skills to patients of all ages. Emphasis is placed upon basic care, safety, and comfort of patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Focus is on the leadership/management and clinical nursing. Spring only. Prerequisites: Successful Completion of PNG 1110 and PNG 1105

PNG 1304 NURSING THEORY III

This course builds upon the concepts taught in theory I and II. The focus is on the theoretical nursing concepts for patients of all ages. Course content continues to build upon the concepts taught in pediatric, obstetrics, medical/surgical, geriatric, and psychiatric health care problems. Summer only. Prerequisites: Successful Completion of PNG 1210 and 1205

PNG 1302 NURSING PRACTICUM III

The student will provide direct patient care skills to patients of all ages. Emphasis continues to be placed upon basic care, safety, and comfort of patients with a focus on body mechanics, nursing procedures, pharmacology, medical mathematics, laboratory and diagnostic procedures. Emphasis is placed upon the role of the practical nurse in monitoring and administering medications and coordinating care for small groups of patients. Students will also complete the required number of hours working with an approved preceptor. Summer only. Prerequisites: Successful Completion of PNG 1210 and 1205

NURSING

NAH 1507 HEALTH SKILLS I

6-2-7

A study of concepts that serve as the foundation for health professions courses. Topics include client handling and safety issues, health documentation and methods, and care of the client in a long term care facility. With successful completion of this course, the student will be eligible to take the state certification exam and to apply for certification as a nursing assistant. CPR certification will also be obtained. This course follows guidelines established by the Office of Long Term Care.

NAH 2003 NUTRITION

3-0-3

Covers the fundamentals of normal and clinical nutrition. Information regarding clinical nutrition is organized according to an organ system/disease states approach. Topics such as fitness, consumer concerns, cancer and AIDS are included.

NAH 2013 HEALTH ASSESSMENT

3-0-3

Provides learners with the opportunity to develop and practice health history taking and physical examination skills. History taking methodology, physical examination skills, health promotion techniques and clinical assessment tools are discussed. Age related assessment considerations and findings are reviewed. Upon successful completion of this course, students will be able to perform a comprehensive medical history and physical assessment. Spring only. **Prerequisite/Corequisite:** Current RN license, enrolled in the registered nursing program or instructor's permission.

NAH 2303 PHARMACOLOGY

3-0-3

This three credit hour course will examine how the body handles drugs and the effects of various classes of drugs on the body, including sites and mechanisms of action, therapeutic and side effect, and toxicology. The pharmacologic knowledge will prepare the learner to function in the changing health care environment. Successful and safe clinical practice is built on understanding the concepts and principles of pharmacology. The concepts of pharmacology will guide drug use in clinical practice. The approach is to relate the physiologic and pathophysiologic factors of disease processes to drug mechanisms and subsequent care.

OFFICE ADMINISTRATION

OFA 1053 MEDICAL TERMINOLOGY

3-0-3

This course will provide the framework needed for advancing to other medical/allied health courses as it offers an introduction to medical terminology through the analysis of word construction including prefix, suffix, word roots, and combining forms. The student will acquire an understanding of medical meanings applicable to structure, function, and diseases of the human body. Abbreviations and their appropriate usage are also introduced. Upon completion of this course, students will gain the knowledge and abilities to confidently tackle the most complicated of medical terms and use this ability throughout their educational experiences and health-related careers.

OFA 1063 WORD PROCESSING

3-0-3

This course provides an advanced understanding of word processing software and terminology. Proper procedures to create documents suitable for coursework, professional purposes and personal use are demonstrated. Students may need to spend some time in lab outside of class. Spring only. **Prerequisite:** CIS 1053, Computer Software Applications.

OFA 2033 ADMINISTRATIVE OFFICE PROCEDURES

3-0-3

Emphasizes administrative practices and procedures used in today's business office by the professional administrative assistant. Topics include effective verbal and written communication, office technology, records and financial management, meetings and travel and the office environment. Spring only. **Prerequisite:** CIS 1053 Computer Software Applications

PHYSICAL EDUCATION

PED 1003 CONCEPTS OF PHYSICAL ACTIVITY

1-2-3

Students gain knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and quality life. Opportunities are provided for psychomotor development. (**ACTS Equivalency Course ID - HEAL 1003**)

PED 1013 PERSONAL AND COMMUNITY HEALTH

3-0-3

This course is a consideration of the various conditions and factors affecting individual and community health. The course is designed to assist students in formulating their philosophies, attitudes, and understanding of behaviors that are necessary to establish healthy living practices.

SPE ---- SPECIAL TOPICS PHYSICAL EDUCATION

3-0-3

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

PHILOSOPHY

PHI 1003 INTRODUCTION TO PHILOSOPHY

3-0-3

Students will explore the basic questions in philosophy to increase their ability to think for themselves and decide which answers to those questions they think are true and the most reasonable. (**ACTS Equivalency Course ID - PHIL 1103**)

PHYSICAL SCIENCE

PHS 1001 PHYSICAL SCIENCE LAB

0-3-1

A laboratory experience to support PHS 1003 (Physical Science). Laboratory meets three hours per week. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 43 or above in Intermediate Algebra; or a Compass score of 66 or above in Intermediate Algebra. **Corequisite:** PHS 1003 (Physical Science). (**ACTS Equivalency Course ID - PHSC 1004**)

PHS 1003 PHYSICAL SCIENCE

3-0-3

This course presents an overview of essential topics from astronomy, physics, electricity, chemistry, geology and meteorology. Features biographies of some of the important contributors to advances in the physical sciences. (The course does not satisfy science certification for secondary school teachers; it is not accepted as a major requirement in any natural science field.) Lecture meets three hours per week. **Prerequisite:** Grade of C or better in MTH 0013 (Intermediate Algebra); or an Enhanced ACT math score of 19 or above; or an ASSET score of 43 or above in Intermediate Algebra; or a Compass score of 66 or above in Intermediate Algebra. (**ACTS Equivalency Course ID - PHSC 1004**)

SSS ---- SPECIAL TOPICS SOCIAL SCIENCE

3-0-3

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

PHYSICS FOR HEALTH SCIENCES

PHS 2014 PHYSICS FOR HEALTH SCIENCES

3-3-4

This course is an algebra and trigonometry-based physics course designed to meet the physics requirements for health science majors. It is not recommended for mechanical or engineering majors. Topics include mechanics in one and two dimensions, fluids, thermodynamics, and mechanical waves and sound. Lab Component: Laboratory exercises will explore the concepts covered in lecture. Spring only. **Prerequisite:** A grade of "C" or better in MTH 1023 (College Algebra). (**ACTS Equivalency Course ID - PHYS 2014**)

POLITICAL SCIENCE

POS 2103 UNITED STATES GOVERNMENT

3-0-3

A basic study of United States Government will provide students with an essential understanding of the principles, structure, processes, functions, limitations, and other related political activities of federal, state, and local government. Within this framework students will trace the historical and theoretical trends that inspired American democracy. Particular attention will also focus on the correlation between social problems and public policy. English Composition I strongly recommended. **(ACTS Equivalency Course ID - PLSC 2003)**

PSYCHOLOGY

PSY 1003 GENERAL PSYCHOLOGY

3-0-3

This course provides a critical analysis of the basic principles of psychology. Students will encounter theories and research relating to motivation, learning, personality, emotion, stress, abnormal behavior, methods of therapy, biology, developmental psychology, and social psychology. **(ACTS Equivalency Course ID - PSYC 1103)**

PSY 2013 HUMAN GROWTH AND DEVELOPMENT

3-0-3

This course covers the physical, cognitive, and emotional growth and development of the individual from conception to death, including the examination of empirical findings and major psychological methods and theories. **(ACTS Equivalency Course ID - PSYC 2103)**

PSY 2023 ABNORMAL PSYCHOLOGY

3-0-3

This course introduces the study of abnormal behavior, including historical and present-day perspectives regarding abnormality. Other topics include the causal factors, symptoms, and treatments of various disorders. **Prerequisite:** PSY 1003 (General Psychology).

PSY 2033 PSYCHOLOGY OF ADJUSTMENT

3-0-3

Psychology of Adjustment involves the study of how people cope with the demands and challenges of everyday life. Topics such as personality, the self, stress management, intimate relationships, communications, and careers will be discussed in this course.

SOCIOLOGY

SOC 2003 PRINCIPLES OF SOCIOLOGY

3-0-3

Students gain an awareness of the relationship between individual experience and the wider society. This course promotes Scientific examination of social institutions such as marriage, family, religion, education, health care, and political systems. Cultural assumptions regarding social stratification, gender, race, deviancy, and the environment are also discussed. **(ACTS Equivalency Course ID - SOCI 1013)**

SOC 2013 SOCIAL PROBLEMS

3-0-3

Students will apply sociological concepts and methods to the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. **(ACTS Equivalency Course ID - SOCI 2015)**

SOC 2023 CULTURAL ANTHROPOLOGY

3-0-3

This course introduces the concept of culture and cultural processes. It examines perceptions of race, gender, and ethnicity and compares human adaptation across cultures and through time in terms of subsistence methods, social and political organization, economics, stratification, marriage and family structure, religion, kinship, and language. **(ACTS Equivalency Course ID - ANTH 2013)**

SPANISH

SPA 1003 SPANISH I

3-0-3

Students will learn basic skills in listening to, speaking, reading, and writing beginning Spanish. **(ACTS Equivalency Course ID - SPAN 1013)**

SPA 1013 SPANISH II

3-0-3

This course is a further development of skills practiced in SPA 1003. **Prerequisite:** SPA 1003 (Spanish I) or permission of the instructor. **(ACTS Equivalency Course ID - SPAN 1023)**

SPA 1023 SPANISH FOR HEALTH CARE PROFESSIONALS

3-0-3

This course is designed to introduce the basic language skills of conversation and comprehension but with a medical emphasis to enable the health care professional and patient to communicate. **Prerequisite:** College level placement in Reading or the completion of PRE 0303 (Reading Improvement) with a C or better.

SPA 2003 SPANISH III

3-0-3

This course focuses on an intermediate development of Spanish language skills. **Prerequisite:** SPA 1013 (Spanish II) or permission of the instructor. **(ACTS Equivalency Course ID - SPAN 2013)**

SPA 2013 SPANISH IV

3-0-3

This course is a continuation of intermediate language skill development begun in SPA 2003. **Prerequisite:** SPA 2003 (Spanish III) or permission of the instructor. (*ACTS Equivalency Course ID - SPAN 2023*)

SPEECH

SPC 1003 ORAL COMMUNICATION

3-0-3

Students will improve their public speaking skills by expanding their awareness of the communication process and developing a better understanding of various contexts of communication. (*ACTS Equivalency Course ID - SPCH 1003*)