



ASU — Beebe/Newport

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1992-93 Catalog

ARKANSAS STATE UNIVERSITY

BEEBE/NEWPORT

NEWPORT CAMPUS

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Arkansas State University-Beebe/Newport is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to the Coordinator of Equal Opportunity/Affirmative Action, Arkansas State University-Beebe/Newport, P.O. Box 1120, Newport, AR 72112, Telephone (501) 523-8966.

POLICY STATEMENT

Policies and procedures stated in this catalog--from admission through graduation--require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies in existence at the time this catalog went to press, and the University reserves the right to change policies at any time without prior notice.

University officials determine whether students have satisfactorily met admission, retention, or graduation requirements. Arkansas State University-Beebe/Newport reserves the right to require a student to withdraw from the University for cause at any time.

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MISSION STATEMENT

Arkansas State University-Beebe is an operationally separate branch campus of Arkansas State University in Jonesboro. University parallel and technical programs, transfer and terminal, are available to students at the associate degree and certificate levels. The primary service area consists of White County and those counties contiguous to it; however, enrollment is not limited by geographic area. Students living beyond commuting distances may choose to live in residence halls on campus and instruction is extended beyond the campus into locations with existing needs but limited opportunities. The major purpose of this public two-year institution is to provide quality, affordable instruction and service programs consistent with identified needs.

An open admission policy encourages the enrollment of both traditional and non-traditional students. This policy is strengthened through the institutional commitment to acknowledge the uniqueness of each student, recognizing individual needs and abilities, and through the provision of support programs designed to assist students to determine and achieve various educational, personal and occupational goals. The institution assists students to gain the knowledge and skills necessary to function in the changing world. Furthermore, the institution contributes to an enhanced quality of life for the citizens of Arkansas through economic development activities in cooperation with industry, business, and the professions to provide comprehensive training and technical support.

Students are encouraged to acquaint themselves with ASU-Beebe/Newport by studying the policies and procedures listed in this catalog. While students are responsible for selecting a field of study and enrolling in the prescribed courses for that field, they may get assistance from administrators, counselors, and advisors.

STUDENT AFFAIRS

ACADEMIC CALENDAR

Fall Semester 1992

Faculty conference	August 17 - 18
Registration	August 19 - 20
Classes begin and refund of fees at less than 100% begin ...	August 26
Late registration fee	August 28
Last day to register or add courses	September 3
Labor Day Holiday	September 5 - 7
Midsemester grade report period	October 12 - 17
Last day to drop a course with a "W" or change to Audit	November 6
Thanksgiving Holidays	November 26 - 28
Pre-registration.....	November 30 and December 1
(Returning students only) Fees due or approved financial aid at registration	
Last day to withdraw from the University	December 2
Final examinations	December 9 - 11
Grade reports due	December 14

Spring Semester 1993

Pre-registration.....	November 30 and December 1
(Returning students only) Fees due or approved financial aid at registration	
Pre-session faculty conference	January 11
Registration	January 4 - 5
Classes begin and refund of fees at less than 100% begin ..	January 14
Change of schedule permitted	January 15 - 22
Late registration fee (for all classes)	January 18
Last day to register or add courses	January 22
Midsemester grade report period	March 8 - 13
Spring Break	March 29 - April 3
Deadline for applying for graduation	April 2
Last day to drop a course with a "W" or change to Audit	April 6
Pre-registration for Summer sessions	April 21 and 22
(Returning students only) (Fees due or approved financial aid at registration)	
Pre-registration for Fall session	April 27 - 29
(Returning students only) (Fees due or approved financial aid at registration)	
Commencement	May 6
Last day to withdraw from the University	April 28
Final examinations	April 29 - May 4
Grade reports due	May 7

ACADEMIC CALENDAR

Summer Semesters 1993

TERM I

Registration, 1st Summer 1993.....	June 1
Classes begin	June 2
Last day to drop a class with a "W"	June 22
Last day to withdraw from the University.....	July 1
Final examinations	July 2

TERM II

Registration, 2nd Summer	July 6
Classes begin	July 7
Last day to drop a class with a "W"	July 27
Last day to withdraw from the University.....	August 5
Final examinations	August 6

Eight-week Term 1993

Registration	June 14
Classes begin	June 15
Last day to drop a class with a "W".....	July 21
Last day to withdraw from the University.....	August 5
Final examinations	August 6

ACADEMIC POLICIES

GENERAL INFORMATION

Arkansas State University-Beebe/Newport has an "open door" admission policy. This policy is designed to enhance access to educational opportunities. Nevertheless, the prospective student is reminded that standards of quality are maintained and that students may be required to remove deficiencies before entering certain programs and courses.

APPLYING FOR ADMISSION

Prospective students should submit all required credentials prior to the date of desired registration.

1. A formal application for admission.
2. American College Test (ACT) Student Profile Report.
(In accordance with state law, ACT scores are required for placement in math, English, and reading.)
3. An official high school transcript that includes date of graduation* or results of the General Education Development test (GED) or official transcript(s) for previous college(s) or universities.
4. Documentation (required by Arkansas statute) of immunization for measles and rubella.

*A tentative admission decision can be made on the basis of a seven-semester high school transcript.

Students who misrepresent facts on applications for admission will be dropped from the University and their admission cancelled immediately.

ADMISSION CATEGORIES

Arkansas State University-Beebe/Newport grants admission in the following categories:

1. Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools, or
- B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or
- C. Students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better and have not been dropped from the last institution attended. Official transcripts must be sent from each college or university attended.

2. Conditional Admission

Students not meeting the requirements for unconditional admission may be granted conditional admission. Such admission will be granted only with approval of the Admissions and Credits Committee which is composed of ASU-Beebe faculty members and staff.

Conditions of admission will be specified and must be met to the satisfaction of the Committee. Students admitted in this category are:

- A. Applicants from non-accredited high schools.
- B. Transfer students who do not have the 2.00 GPA may be admitted conditionally if they are eligible to return to the university most recently attended, or if they have been out of school for a fall or spring semester.
- C. Applicants without a high school diploma or GED who have acceptable ACT scores (cut-off scores to be established by the Admission and Credits Committee) may petition the committee for conditional admission. The University believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the University. Assistance in obtaining a GED is readily available through various Arkansas Adult Education Programs within the ASU-Beebe/Newport service area.

All students enrolled under conditional admission must take all required remedial courses during their 15 hours at the University. During subsequent enrollment terms, students who were granted conditional admission will be subject to university policy as outlined in the Academic Probation and Suspension section of this catalog.

3. Special Students

A part-time student that does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a special student. He/she may be admitted upon submission of an application for admission without a transcript(s) of previous work and shall be classified as a special student. If a special student should later desire credit validated toward a degree or certificate program, or for transfer to another institution, he/she must meet unconditional admission requirements or petition the Admissions and Credits Committee for validation of credit and official admission.

4. Accelerated High School Student Admission

Summer Enrollment

High school students who have completed their junior year, have a B average (3.00 on a 4.00 scale), and are recommended by their high school principal or superintendent, may enroll as full-time university students at ASU-Beebe/Newport during the summer session preceding their senior year of high school.

Concurrent Enrollment

High school students who meet the prescribed criteria (outlined below) adopted by the Arkansas State Board of Higher Education (SBHE), and are recommended by their high school principal or superintendent, may enroll in university courses while in high school when the combined enrollments do not exceed a normal academic load.

SBHE-Adopted Criteria

Each student must meet the criteria stated under either I or II below:

- I. Presentation of standardized test scores and high school grades.
 - A. Score at the 80th percentile on national norms on that portion of the ACT, PSAT, SAT related to the subject matter area of the course(s). (Have a composite score at the 80th percentile if the subject matter is not related to a portion of one of these tests.)
and
 - B. High school grades of either:
 1. A GPA of 3.50 (on a 4.00 scale) in high school courses in the subject matter. For ninth grade students, courses in the previous two school years shall be included or
 2. An overall GPA of 3.50 (on a 4.00 scale). For ninth grade students, courses in the previous two school years shall be included.
- II. Individual evaluation based on other performance criteria. Students may be selected through a process determined to be appropriate by the high school principal and based on performance criteria which justify waiver of the standardized test scores and the grade point average criteria contained in I., A., and B. above.

To be considered under this program, students must submit an application for admission and a letter of recommendation from the high school principal or superintendent stating that the student meets all prescribed criteria.

Students applying for admission under provisions in item II above must provide a statement from the superintendent or principal outlining the selection process and performance criteria deemed to justify waiving the test scores and grade point requirements. Arkansas State University-Beebe/Newport reserves the right to determine whether the criteria meet the university's admission standards. Students who have earned university credit while still in high school are expected to submit all credentials after graduation from high school.

5. TRANSIENT STUDENTS A student enrolled at another college or university may enroll as a "transient student" and have a record of his/her credits forwarded to the "home" institution. Generally, such enrollment will apply only to summer terms. No transcript is required; however, an Application for Admission should be filed along with a "Letter of Standing" from the institution to which credit should be sent.

Students enrolling in certificate programs and who do not have ACT scores are required to pass Developmental English, Reading Improvement and Beginning Algebra. If the student is interested in taking Freshman English I, Intermediate, or College Algebra, the student must make the required score on the ACT or pass the required developmental classes.

Truck Driver Training students are not required to complete any related classes and are exempt from testing.

Business and Electronic Technology students are required to take the ACT because of related English and Math requirements.

Licensed Practical Nursing students must take the ACT because of specific departmental admission policies.

Student Classification

Beginning students as well as transfer and continuing students with fewer than 30 semester hours credit are classified as freshman; students with 30-59 hours of credit are classified as sophomores; and students with more than 60 hours are "unclassified".

Student Academic Load

The maximum academic load shall not exceed eighteen hours per semester fall or spring or seven hours for a summer term without special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load.

Registration

Courses are offered in fall, spring, and summer sessions. Registration dates and times are published on each term class schedule. Registration will be permitted only at scheduled times.

Changes in Schedule and Withdrawal from a Course

Changes in student's schedules will be made without charge if the announced schedule is altered, i.e., cancelled classes, etc. A fee is charged for any other class changes made after the student completes registration. Student will be permitted to change schedules during the times listed on each class schedule. A student withdrawing from a course must get a change of schedule form from the Registrar's Office, pay fees at the Business Office and return the form to the Registrar's Office to be officially withdrawn and to avoid receiving an F in the course.

A student withdrawing from a course during the first two-thirds of the semester or term will have a grade(s) recorded on the permanent record as "W" (withdrawal). If a failing student withdraws after two-thirds of the term, a grade of "F" will be recorded. If the student has an average of "D" or better in the course at the time of withdrawal, a grade will be recorded as "W" (withdrawal) on the permanent record. Withdrawals may be made up to the last regularly scheduled class meeting. Change of schedule forms may be obtained in the Records Office.

A student withdrawing from a course must have the written permission of the advisor, instructor, and registrar.

Attendance Policy

Arkansas State University-Beebe/Newport has a class attendance policy which requires each student to meet a prescribed number of classes during each course. Failure to do so may affect grades and credits and may result in the student's being dropped from the class. This policy is explained in detail in the current student handbook.

Withdrawals from University

A student withdrawing from the University must obtain a withdrawal application from the Records Office and have it processed by the appropriate University officials, including the Assistant Registrar and Business Manager. Refunds will be made according to the Refund of Fees Schedule which appears in this section of the catalog.

Proper withdrawal will protect the student's academic record by enabling them to receive "W"'s in all courses and provide for refund of fees when appropriate. Students considering withdrawal are strongly encouraged to consult with the counseling staff before doing so. A student withdrawing from a course must get a change of schedule form from the Assistant Registrar's Office, pay fees at the Business Office, and return form to Assistant Registrar's Office to be officially withdrawn from the class.

Grading System

Letter grades are used to indicate the following qualities:

A = Excellent	F = Failure
B = Good	I = Incomplete
C = Fair	W = Withdrawn
D = Poor	

An incomplete grade (I) not removed within one spring or fall semester will be recorded as an "F". Grade reports are issued to the student at the end of each semester.

Grade Points

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4; B=3; C=2; D=1; F=0. A student's grade point average is computed by multiplying the number of hours credit by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted.

Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. He/she will be removed from academic probation at the close of any enrollment period when the student's cumulative grade point average is 2.00 or above.

A student will be suspended for poor scholarship when:

1. The student has attempted 15 semester hours of work (excluding remedial course work) and has a cumulative grade point average of less than 1.00
2. The student has attempted 30 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.25.
3. The student has attempted 45 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.45.
4. The student has attempted 60 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.65.

A student who has been suspended for poor scholarship may petition for readmission by:

1. Obtaining a petition form and a current transcript from the Records Office.
2. Submitting the completed petition and the transcript to the Admissions and Credits Committee. Students may be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Repetition of Courses

Up to 18 hours may be repeated. The last grades earned will become the official grades. They will be used in computing cumulative grade point averages.

Non-Traditional Credits

Credits earned through non-traditional methods are awarded upon evaluation by the Registrar. Credits from technical schools of the armed forces are evaluated according to the recommendations of the American Council on Education in A Guide to the Evaluation of Educational Experience in the Armed Forces.

Credit by Examination

Arkansas State University-Beebe awards up to 30 semester hours of university credit through the College Level Examination Program (CLEP). The rationale for this credit by examination program is as follows: if one has achieved a college level of education in one or more subjects, this achievement is rewarded by receiving the credit without taking the course(s).

There are two types of CLEP exams, General and Subject. The institution awards credit for successful scores on three General exams and several of the Subject exams. Students who plan to transfer from ASU-Beebe/Newport to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to ASU-Beebe/Newport from other institutions will be accepted under the same rules as other transfer credits. Transfer CLEP credit will not be accepted on another institution's evaluation unless the student has actually attended that institution.

If CLEP exam scores indicate that one is eligible to receive college credit, this credit shall be recorded on the permanent record without grades or grade points after the student has earned credit at ASU-Beebe/Newport for a full summer or a semester. Anyone may take the CLEP test; however, CLEP credit is not awarded for a course which the student has already completed. This is true regardless of the grade made in the course. CLEP credit is not awarded for a course when the student has already completed a more advanced course at the University. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through CLEP, it is his/her responsibility to either officially drop the course and inform the Assistant Registrar of the action or continue in the course until it is completed and thus receive CLEP credit for it.

For information on CLEP or other testing programs, students should contact the Counseling Center of Arkansas State University-Beebe/Newport.

Auditing Courses

Students are permitted to audit courses at ASU-Beebe/Newport. Audit students will pay the regular course fee as indicated under the section of Fees and Expenses.

Continuing Education Units (CEU)

Seminars and other non-credit programs may award one CEU for each ten hours of classroom instruction attended.

Applying for Degrees and Certificates

Students must apply for a degree or a certificate on or before the application deadline announced in each spring course schedule. During the semester for which they complete their degree requirements, students should notify the Records Office of their intent to graduate. The deadline for making plans to participate in graduation exercises will fall approximately six weeks before the end of the spring semester each year.

ACADEMIC DISTINCTION

Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

1. A Chancellor's List is published at the close of each semester. This list contains the names of all fulltime students whose grade point average places them in the top ten percent of the student body.
2. Each semester, students named to the Chancellor's List receive a scholastic achievement certificate from the University.
3. At Commencement, an outstanding freshman student is recognized by the Gamma Beta Phi Honor Society.
4. At Commencement, two sophomores from each division are honored for academic leadership and achievement. Also, the Outstanding Citizenship Award is presented to a sophomore male and to a sophomore female student on the basis of general citizenship.
5. Students with ACT Composite score of at least 26 can apply for admission to the Honors Program.

Cheating

Cheating in any form--including plagiarism, turning in assignments prepared by others, unauthorized possession of exams--may result in the student being dropped from the class with an "F" and/or being suspended from the University. Students who feel they have been unfairly accused of cheating may appeal to the Division Chairman and the Director. At the discretion of the Director, a description of the incident may be placed in the student's file in the Record's Office.

STUDENT SERVICES

Student Conduct

A student at Arkansas State University-Beebe/Newport is expected to conduct himself or herself in an appropriate manner and conform to standards considered to be in good taste at all times. This implies a consideration of the welfare and reputation of the university and of other students enrolled at the university.

The Director is charged with the responsibility of recommending and implementing policies affecting student behavior. Students exhibiting behavior problems not compatible with good citizenship can expect to be reprimanded, have certain restrictions imposed or, in extreme cases, be denied the privilege of continuing as students.

Student Handbook

A student handbook, which describes ASU-Beebe/Newport programs and policies, is available from the office of the Coordinator of Student Services. All students are encouraged to obtain a copy of the handbook and become familiar with it.

Counseling

Counseling services are available at ASU-Beebe/Newport through the office of Coordinator of Student Services. Many students have concerns which interfere with academic success, personal growth, and happiness. The counseling service exists as a voluntary, confidential resource for students who desire objective professional help with these concerns.

In addition to individual counseling, the Coordinator of Student Services provides career and educational information, and the opportunity for participating in diagnostic testing through written inventories and a computer-assisted program.

The Coordinator of Student Services/Counselor may assist in Academic advising for students. Students in certificate programs should consult a faculty member for advising. For majors not having a specified department, students should contact the Coordinator of Student Services.

Learning Resources Center

Learning Resources Center (LRC) provides free tutoring services to any ASU-Beebe/Newport student who wants help. Full-time staff members, as well as student tutors and computer programs, are available to provide assistance; and students may use the LRC's word processing programs to prepare papers.

Appointments are not necessary, but computers are available on a first-come, first-served basis. LRC hours are posted each semester, and some evening hours are available during the fall and spring semesters.

Financial Aid

Although the cost of attending ASU-Beebe/Newport is comparatively low, some students find they cannot afford to pay all of their expenses. Therefore, ASU-Beebe/Newport has developed a comprehensive program of financial aid.

Financial aid at ASU-Beebe consists of funds made available from federal, state and local sources. Scholarships, grants, loans, and veterans aid are all available to students. For up-to-date information, contact the Coordinator of Student Services. Early contact and application is recommended.

Scholarships

Arkansas State University-Beebe awards scholarships through the Scholarship Committee. Information about scholarships and scholarship applications may be obtained by contacting the Coordinator of Student Services. Types of scholarships available to outstanding students at ASU-Beebe include the following:

Academic Scholarship - Academic scholarships in an amount equal to full tuition are awarded to first-time entering students who are valedictorians or salutatorians from an accredited high school or who have a composite score of at least 24 on the enhanced American College Test (ACT). These scholarships may be renewed for a period not to exceed four semesters providing the student maintains a grade point average of 3.0 in the first semester and 3.25 thereafter.

Individual Scholarship - These scholarships are available in various amounts and are funded by civic clubs, alumni, businessmen, or other donors. Recipients of these scholarships are sometimes designated by the donor.

Music and Drama grants-in-aid - A number of grants-in-aid for participation in performing groups (vocal, music, and theater) are available on recommendation of the performing group's director.

The awarding of scholarships is contingent upon the availability of funds.

Veteran's Educational Benefits

Arkansas State University-Beebe/Newport is an approved institution for assistance to veterans and veterans' beneficiaries. Veterans, dependent children, and others entitled to educational assistance payments from the Veterans Administration (VA) may contact the Coordinator of Student Services for detailed information and application forms.

General Fees and Expenses

Student fees are payable in full at the time of registration, and registration is not considered complete until fees are paid. Students must pay all fees before attending classes. The University reserves the right to change the amount of fees or to add new ones at any time such action is deemed necessary. Current fees are detailed below.

FEES (PER SEMESTER, Subject to change without notice)

Arkansas Resident Tuition	\$492
Late Registration Added Fee	20
*Tuition Fee Per Credit Hour	41
Lab fees will be charged.	
Students without ACT scores will be charged a testing fee.	
*Applies to students carrying less than 12 hours	

Refund of Fees Schedule

Refunds must be claimed at the time of withdrawal through the Records Office and the Business Office. This applies to both special and regular students. There is no refund of fees for off-campus classes. The refund schedule is as follows:

	Semester	Five-Week Terms
First week	80%	50%
Second or third weeks	60%	NONE
Fourth and fifth weeks	40%	NONE
Over five weeks	NONE	NONE

Student Center

There is a large student center where both hot and cold sandwiches, candy, drinks, and other refreshments may be purchased. The canteen is operated by the Enterprises for the Blind. No food or drinks will be taken into other parts of the building by the students.

Grievance Procedures

Any action toward students by teachers, supervisors, administrators, or any other person acting for the University is subject to review through established grievance procedures. Any student may visit the Affirmative Action Office for an explanation of the procedures and assistance in preparation of a complaint.

Record Policy

The information contained in student records is generally regarded as private and confidential. Public information given to any inquirer is an exception.

Public information includes the following data: name, local address and phone number, permanent address and phone number, place and date of birth, citizenship status, class schedule, number of academic hours completed, academic major, full or part-time status, academic and non-academic honors, letters of commendation, high school attended, scholarship information and amount, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance.

At the time students register for courses, they may notify the Assistant Registrar in writing that public information relating to them may not be released.

Restricting the release of public information directly affects the publications, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Records Office.

Additional information on education records is released only upon written student request except to the following persons:

1. ASU-Beebe staff with legitimate educational interest.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office along with information about types of student records maintained at ASU-Beebe/Newport, the procedure for gaining access to records, and the procedure for challenging the content of those records.

ORGANIZATIONS

Health Occupations Students of America (HOSA)

Health Occupations Students of America is a national organization for postsecondary students enrolled in health occupation education. Opportunities are provided for the students to sharpen their occupational skills and develop their leadership ability.

HOSA is an organization for and led by students. Organizational concepts enhance decision-making skills; promote fellowship; develop respect on the individual, professional, and community level; and provide a means of active participation in areas concerning health care.

HOSA has been endorsed by the United States Department of Education since 1981 and is designed to allow the student recognition for achievements on the local, state, and national levels.

Phi Beta Lambda (PBL)

Phi Beta Lambda is the national organization for students enrolled in programs of business or business education on the postsecondary level. The organization, composed of more than 450 chapters, operates as an integral part of the educational program under the guidance of business instructors, state supervisors, school administrators, and members of the business community.

The activities of PBL provide opportunity for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold offices and direct the affairs of the group, how to work with other organizations, and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthens the confidence of students in themselves and in their work; develops character; prepares for useful citizenship; fosters patriotism and practices efficient money management.

Vocational Industrial Clubs of America (VICA)

These clubs are active at all area technical schools and colleges. Membership in VICA is open to students, former students, and other persons interested in the various career fields represented.

The purpose of these VICA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between schools and between students such as parliamentary procedure contests between schools, troubleshooting contests, etc.

Each club elects officers from its membership to serve as follows: President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian.

ACADEMIC PROGRAMS

ACADEMIC PROGRAMS

In addition to regular college programs, ASU-Beebe/Newport provides remedial programs for students entering with deficiencies.

In accordance with state law, students with an ACT score below 19 in English, reading, or mathematics must take remedial courses in these areas. Course numbers beginning with zeros indicate remedial courses; for example English 00003 is Developmental English. These courses provide institutional credit only; they do not count toward a degree. Sometimes, older students who have been out of school for several years choose to take these courses as a review of basic skills even though they have good ACT scores.

ACADEMIC DIVISIONS AND DEPARTMENTS

The academic organization of ASU-Beebe includes four divisions: Applied Arts, Education and Social Studies, English and Fine Arts, and Mathematics and Science. Each division has a departmental substructure and is supervised by a Division Chair who has both administrative and teaching responsibilities. The organization is outlined below.

Division of Applied Arts

- Department of Agriculture

- Department of Business

Division of Education and Social Studies

- Department of Education and Psychology

- Department of Health, Physical Education and Recreation

- Department of Social Sciences

Division of English and Fine Arts

- Department of English

- Department of Fine Arts

Division of Mathematics and Science

- Department of Biological Science

- Department of Mathematics

- Department of Physical Science

Technical programs of the Arkansas State Technical Institute are listed in the ASTI section of the ASU-Beebe catalog. For specific course requirement and descriptions, see ASU-Beebe catalog (page 30).

Division of Continuing Education

Arkansas State University-Beebe/Newport operates a program of continuing education in conjunction with the main campus in an effort to provide higher education study opportunities for those who wish to pursue such study but may be unable to come to the campus to attend classes. This service is rendered through off-campus classes offered within the area the university serves. Many of the courses listed in the university catalog are available through this program.

In addition, computer software training classes and leisure arts classes may be offered on demand on the campus of ASU-Beebe/Newport. These courses are non-credit in nature and are designed for the student desiring additional skills to meet job requirements or simply to learn an art or craft.

ADULT EDUCATION

The ASU-Beebe/Newport campus also offers on and off campus classes in Adult Basic Education (ABE) and General Adult Education (GAE). There are no charges for tuition and books for these courses.

Enrollment is open entry/open exit; students may start at anytime.

GAE COURSE OUTLINE

Writing Skills	----	132 hours*
Social Studies	----	132 hours
Science	-----	132 hours
Reading Skills	----	132 hours
Math	-----	132 hours

The primary goal of the GAE classes is to prepare the advanced adult education student, 17 years of age or older, for the GED test. The actual GED test is also given free-of-charge on the Newport campus. The test is scheduled at regular intervals throughout the school year. All students taking the test must make a passing score on the official GED Practice Test given by the Adult Education department.

ABE COURSE OUTLINE

Writing Skills	----	220 hours*
Reading Skills	----	220 hours
Arithmetic	-----	220 hours

The primary goal of the ABE classes is to better prepare the less advanced adult education student in basic math, English, reading, and life skills.

*Clock hours are approximate and may vary according to the individualized study plan developed for each student.

For information on these programs, please call the Coordinator of Continuing Education or for information about the Adult Education classes call the Coordinator of Adult Education at 523-8966.

COURSES OF STUDY

This catalog contains descriptions of courses which are offered exclusively on the ASU-Beebe/Newport campus. For other descriptions, see ASU-Beebe catalog (page 37).

A majority of ASU-Beebe's students plan to pursue a baccalaureate or professional degree. Many of these students will complete an associate degree as a part of the program, while a significant number of students will find that an associate degree or a certification program will suffice in meeting career needs. A degree plan will include a block of "core" or "general education" courses. With few exceptions, a student at ASU-Beebe/Newport may complete the first courses leading to any baccalaureate or professional degree. Pre-professional programs include all areas of medicine as well as law and engineering.

COURSE NUMBERS AND DESCRIPTIONS

The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of four or five digits. The course number provides the following information: The first digit indicates the course level (1 freshman, 2 sophomore). The next two or three digits indicate the particular course, and the fifth digit indicates the number of semester hours of credit. Course numbers which begin with a zero carry no university credit applicable to a degree.

No student may enroll in a course until the prerequisites to that course have been successfully completed. Prerequisites to a course are noted following the description of the course.

DEGREES AND CERTIFICATES

ASSOCIATE OF ARTS DEGREE

Arkansas State University-Beebe offers the Associate of Arts degree with the following areas of emphasis:

- | | |
|--------------------------------|------------------------|
| 1. General Agriculture* | 8. General Studies |
| 2. Animal Science | 9. Liberal Arts |
| 3. Art | 10. Mathematics |
| 4. Biological Science* | 11. Physical Education |
| 5. Office Technology | 12. Physical Science* |
| 6. Business Management | 13. Social Science |
| 7. Computers & Data Processing | 14. Speech and Theater |

*Because of limited lab facilities, these majors may not be completed at the Newport Campus.

Requirements for the Associate of Arts Degree

An Associate of Arts degree is awarded to each student who fulfills the following requirements:

1. Unconditional admission to ASU-Beebe.
2. Completion of a minimum of 60 semester hours, at least 15 of which must be earned at ASU-Beebe.
3. Fulfillment of all basic and major requirements.
4. Cumulative GPA of at least 2.00 in major field.
5. Overall minimum GPA of 2.00.
6. Formal degree application as prescribed.

Required major and related courses for each associate degree are listed throughout the ASU-Beebe catalog in the sections describing the academic departments. After determining specific degree objectives, students should refer to those listings and consult with academic advisors in the respective departments for assistance in planning class schedules and meeting graduation requirements. If an Academic Advisor is not available for a particular degree, see Coordinator of Student Services.

Common to all ASU-Beebe Associate of Arts degrees are certain requirements which comprise University Core Requirements. See University Core Requirements (35 hours). The Associate of Arts degree is designed for students planning to pursue a baccalaureate degree, and the courses in this degree should transfer to most universities.

Associate of Applied Science degrees are listed under Arkansas State Technical Institute.

University Core Requirements (35 Hours)*
State Minimum Core

Hours	Course
6	English Composition
	ENG 10003 Freshman English I
	ENG 10013 Freshman English II
3	Oral Communication
	SPCH 12003 Oral Communications
3	College Algebra *
8	Lab Science **
	BIOL 10004 Biological Science
	GSP 10204 Physical Science
	BIOL 11004 General Botany
	BIOL 21004 Microbiology
	ZOOL 13004 General Zoology I
	ZOOL 13014 General Zoology II
	ZOOL 24004 Human Anatomy & Physiology I
	ZOOL 24014 Human Anatomy & Physiology II
	CHEM 16014 General Chemistry I
	CHEM 16024 General Chemistry II
	PHYS 15014 Applied Physics for Health Science
	PHYS 25054 General Physics I
	PHYS 25064 General Physics II
	PHYS 25074 Fundamental Physics I
	PHYS 25084 Fundamental Physics II
6	Fine Arts/Humanities
3	Fine Arts Visual or Fine Arts Musical
	ART 20003 Fine Arts - Visual
	MUS 20503 Fine Arts - Musical
3	World Literature I
	ENG 20003 World Literature I
9	Social Sciences ***
3	U.S. History or U.S. Government
	HIST 21763 United States to 1876
	HIST 21773 United States Since 1876
	POSCI 22313 United States Government

- 3 World Civilization II
HIST 12023 World Civilization II

- 3 From the following:
- | | | |
|-------|-------|---------------------------|
| HIST | 12013 | World Civilization I |
| HIST | 21763 | U.S. History to 1876 |
| HIST | 21773 | U.S. History Since 1876 |
| POSCI | 22313 | U.S. Government |
| GEOG | 22613 | Introduction of Geography |
| GEOG | 22623 | World Regional Geography |
| SOC | 22913 | Introduction to Sociology |
| PSY | 22513 | General Psychology |

- * Institutions may require students majoring in math, engineering, science, and business to take higher math as part of the State Minimum Core.
- ** Institutions may require students majoring in math, engineering, science, education, and health related professions to take higher or specific science courses as part of the State Minimum Core.
- *** Institutions may require students majoring in engineering to take either six hours of humanities and social sciences at the junior/senior level or substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.

Courses taken as part of core may not fulfill major requirements or electives.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Associate of Applied Science degrees are offered in the following areas of study on the ASU-Beebe campus. Many prerequisite and core curriculum courses required for these degrees can be completed on the Newport campus.

1. Computer-Aided Drafting/Design
2. Computer Systems Technology
3. Electronics Technology
4. Electronics Engineering Technology
5. Medical Laboratory Technician
6. LPN to RN

For more information on these programs of study, see the ASU-Beebe catalog (page 71).

CERTIFICATES OF COMPETENCY

ASU-Beebe/Newport offers the Certificate of Competency in the following areas: Appliance Service, Automotive Service Technology, Computers and Data Processing, Collision Repair Technology, Diesel Mechanics, Electronics, Licensed Practical Nursing, Office Occupations, and Truck Driving.

See individual requirements for each certificate listed.

REQUIREMENTS FOR A SECOND ASSOCIATE DEGREE OR SECOND CERTIFICATE

Candidates for a second associate degree or second certificate must plan graduation under the provisions of the catalog in effect during the time the student is pursuing the second degree or certificate. Students must follow the application procedures for graduation as previously noted. If courses were substituted for requirements previously, they may not meet requirements for a subsequent associate degree or certificate.

APPLIANCE SERVICE

The Appliance Service program is designed to prepare individuals with the skills and knowledge to repair, install, and service major home appliances. Instructional activities involve classroom and laboratory activities which help the students understand service and repair procedures of gas, electric, and refrigeration/air conditioning type appliances.

Courses Required for Graduation:

MAS	11004	Electricity for Appliance Service
MAS	13004	Resistance Heating & Gas Appliances
MAS	12004	Motor Driven Appliances
MAS	14004	Domestic Refrigeration
MAS	15004	Refrigeration & Air Conditioning
MAS	16002	Microwave Oven Repair
MAS	11002	Related Lab
ENG	00003	Developmental English (or Higher)
MATH	00014	Beginning Algebra (or Higher)

APPLIANCE SERVICE COURSE DESCRIPTIONS

MAS 11004 Electricity for Appliance Service

This course includes instruction in safety, hand tools, fundamentals of electricity, electrical test equipment, wiring diagrams, and AC/DC circuitry. Practical applications to appliance service are emphasized in the laboratory.

MAS 12004 Motor Driven Appliances

An introduction to the types of motors used in electrical appliances. It also introduces the student to different types of motor-driven appliances such as washers, dryers, and dishwashers. Proper installation, maintenance and safety will be emphasized in the laboratory. Emphasis will be on the electrical application, schematics, and wiring diagrams of different types of motors.

MAS 13004 Resistance Heating and Gas Appliances Covers the installation and maintenance of resistance heating and gas appliances. Safety and codes affecting installation will be emphasized.

- MAS 14004 Domestic Refrigeration/Air Conditioning
Covers basic refrigeration fundamentals, applications, and installation. The emphasis will be on electrical circuitry and sealed system servicing. Safety practices will be emphasized in the laboratory.
- MAS 15004 Refrigeration/Air Conditioning
Covers controls, circuitry, and commercial refrigeration applications as well as air conditioning fundamentals. Emphasis will be on troubleshooting and servicing air conditioners. Safety practices will be emphasized in the laboratory.
- MAS 16002 Microwave Oven Repair
Covers the fundamentals of microwave repair with emphasis on installation and maintenance. Safety will be emphasized, especially as it relates to radiation hazards.
- MAS 11002 Related Lab
Allows students additional time to apply their skills on selected projects in the lab setting. Their instructor is responsible for assigning students to these projects.

AUTOMOTIVE SERVICE TECHNOLOGY

The Automotive Service Technology program is designed to give students a working knowledge in the ever-expanding field of automobile service and repair. This field has become so specialized and technical that demand for trained mechanics increases daily.

During the training period, the student will receive approximately 50% of instruction in theory and 50% in practical application. The shop is equipped with the latest and most modern diagnostic equipment found in most shops in this area.

Graduates of this program will find employment as technicians in service stations, specialty shops, independent garages, fleet garages, and auto dealers.

Courses Required for Graduation:

AST	11005	Automotive Engine Repair
AST	12007	Basic Electronics and Electrical Systems
AST	15007	Engine Performance
AST	13003	Automotive Suspension & Steering
AST	14003	Brakes
AST	16003	Heating & Air Conditioning
AST	18006	Manual Drive Train & Axles
AST	19006	Automatic Transmissions/Transaxles
AST	11001	Related Lab
ENG	00003	Developmental English (or Higher)
MATH	00014	Beginning Algebra (or Higher)

AUTOMOTIVE SERVICE TECHNOLOGY COURSE DESCRIPTIONS

AST 11005 Automotive Engine Repair

The study of construction and engine operation which includes engine types, cylinder arrangements, valve arrangements, cooling systems, and lubrication systems. It also covers measurements, piston rings, valves, connecting rods, and includes the proper methods of grinding valves and seats.

AST 12007 Basic Electronics and Electrical Systems

A study of basic electricity, electrical circuits, wiring, electronic components and CRT digital and metered gauges used on late model vehicles, including the diagnosis and repair of electrical components. Safety is emphasized.

AST 13003 Automotive Suspension and Steering

A study of automobile frames and springs, front and rear suspension systems. The diagnosis of steering geometry including alignment and leveling hydraulics. Safety is emphasized.

AST 14003 Brakes

A study of automobile brakes, including drum, disc, and anti-lock brake systems. Brake hydraulics are also studied. Safety is emphasized.

AST 15007 Engine Performance

A study of the various ignitions, fuel system, and emission control systems. Also included are the diagnostic and testing procedures used in the maintaining and repairing of the ignition, fuel, and emission systems. Safety is emphasized.

AST 16003 Heating and Air Conditioning

A study of the fundamentals and principles of the operation and construction of the automotive air conditioning and heating systems. Included is the study of testing, diagnosis and evaluation of the systems. Safety is emphasized.

AST 18006 Manual Drivetrain and Axles

A study of the manual transmission/transaxle including disassembly, evaluation, and reassembly. The student will be able to identify the main parts, describe the operation of, and follow the power flow through the transmission/transaxle. Safety is emphasized.

AST 19006 Automatic Transmissions/Transaxles

Designed to provide the student with an understanding of the construction, operation, and service of the transmission including hydraulics, fluid couplings, planetary gear systems, governor control valves, clutch units, servos, bands, and the methods of disassembling and reassembling. Safety is emphasized.

AST 11001 Related Lab

Allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

BUSINESS

The program provides students with a realistic view of today's office, its procedures, equipment, and activities. Through the use of textbooks, workbooks, tests, applications, and simulations, students are given the opportunity to develop and refine knowledge.

The training provides preparation for many positions such as accounting clerk, clerical typist, secretary, data entry operator, transcriptionist, word processing operator, and computer operator.

ASU-Beebe/Newport offers courses leading to the Associate of Arts Degree in Business Management, in Office Technology, or in Computers and Data Processing. Also, two certificates are offered, one in Computers and Data Processing and one in Office Occupations. NOTE: Students desiring to enroll in the Department of Business should refer to the ASU-Beebe Catalog.

The following courses will only be offered to currently enrolled students who are completing requirements for a certificate under last year's catalog. These certificates and courses are as follows:

BUSINESS DATA PROCESSING

CDP	11014	BASIC Computer/Programming Language
ACCT	20013	Principles of Accounting II
CDP	24843	Database Management Systems
*BUS	13083	Spreadsheet Applications
*BUS	12023	Data Entry

COMPUTERIZED ACCOUNTING

ACCT	20013	Principles of Accounting II
BUED	25133	Business Office Skills
BUED	15023	Intermediate Keyboarding
*BUS	11043	Computer Applications for Accounting
*BUS	13083	Spreadsheets Applications

SECRETARIAL

BUED	15023	Intermediate Keyboarding
BUED	25133	Business Office Skills
BUED	25113	Machine Transcription
*BUS	13083	Spreadsheet Applications
*BUS	15013	Word/Information Processing II
*BUS	10013	Communication Skills

BUSINESS COURSE DESCRIPTIONS:

*BUS 10013 Communication Skills

Business Communications covers the principles of effective oral and written communications in a business office. Topics include: verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles, employment skills involved in effective business communications. Prerequisite: Keyboarding and Business English.

BUED 25053 Business Machines

Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems.

ACCT 20003 Principles of Accounting I

The accounting cycle for merchandising and service-oriented business organizations. Primary emphasis is on accounting principles applicable to measuring assets, liabilities, and owners' equity for sole proprietorships.

ACCT 20013 Principles of Accounting II

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision making. Prerequisites: ACCT 20003 or instructor's consent.

***BUS 11043 Computer Applications for Accounting**

An innovative, integrated learning program that covers the major components of a computerized accounting system. Major components covered are general ledger, accounts receivable, accounts payable, and payroll. Prerequisites: Accounting I.

***BUS 12023 Data Entry**

Introduces the procedures and techniques most commonly used in recording data in machine-readable form. Emphasis is given to data entry proficiency for a variety of business applications. Prerequisites: Keyboarding, Computer Applications for Business.

***BUS 13083 Spreadsheet Application**

Spreadsheet application gives practical experience in the development of spreadsheets. Activities will include creating templates and financial models for entering and processing data. Prerequisites: Computer Applications for Business and Keyboarding.

***BUS 15013 Word/Information Processing II**

Designed to include advanced work and information processing concepts, administrative and communication skills, and advanced applications. Spreadsheet and database activities will be merged with word processing applications. Prerequisite: Word Processing I.

COLLISION REPAIR TECHNOLOGY

The work of the collision repair technician consists of those jobs which require a knowledge of automotive construction and a relatively high degree of manual dexterity.

Students enrolled in this department will become skilled in frame alignment, removing dents, replacing damaged parts, painting, and glass installation.

Upon completion of this course, employment may be obtained in the field as a body shop manager, insurance adjustor, paint representative for a major paint company, or body shop owner or employee.

Courses Required to Complete Certificate:

CRT	11003	Principles of Collision Technology
CRT	12003	Paint Preparation
CRT	13004	Basic Metal Repair
CRT	14003	Automotive Welding
CRT	15005	Body and Frame Alignment
CRT	16004	Painting
CRT	17003	Automotive Sheet Metal Replacement
CRT	18003	Automotive Plastic Repair
CRT	19004	Estimating
CRT	10005	Related Auto Body Repair
MATH	00014	Beginning Algebra (or Higher)
ENG	00003	Developmental English (or Higher)

COLLISION REPAIR TECHNOLOGY COURSE DESCRIPTIONS

- CRT 11003 Principles of Collision Technology
An introduction to Collision Repair, safety, hand and power tools, and use of facilities is taught. Introduction to painting and metal are included. Emphasis in the course is on theory and practical application. Safety is emphasized.
- CRT 12003 Paint Preparation
This course includes skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment; mixing and spraying of all types of automotive undercoats; and identification of common materials. Safety is emphasized.
- CRT 13004 Basic Metal Repair
Sheet metal straightening is taught. Procedures necessary to rough, shrink, bump, and finish are included. Emphasis in this course is on theory and practical application. Safety is emphasized.
- CRT 14003 Automotive Welding
The fundamentals of welding, heating, cutting, and shaping are taught. Students will receive instruction in the use of the mig welder, plasma torch, resistance spot welder, and oxy-acetylene torch. Emphasis in this course is on theory, practical application, and safety.
- CRT 15005 Body and Frame Alignment
Students will receive instruction in vehicle structural design, collision theory, gaging analyzing, and straightening. Steering and suspension alignment is included.
- CRT 16004 Painting
Students will receive instruction in spraying techniques and tinting of paints to achieve color match. This course includes skills and technical knowledge in the mixing and spraying of all types of automotive topcoats, and identification of common materials used. Safety is emphasized.

CRT 10005 Related Body Repair

This course includes the removal and replacement of glass, electrical wiring and mechanical components included in collision repair. Emphasis in this course is on theory, practical application, and safety.

CRT 18003 Automotive Plastic Repair

This course includes skills and technical knowledge in the repair of automotive plastics. Repairing, refinishing, identification of plastics, and identification of common repair materials is included. Emphasis in the course is on theory and practical application. Safety is emphasized.

CRT 19004 Estimating

Students will receive instruction in estimating collision damage. This course includes use of collision estimating manuals, writing damage reports and customer relations in the collision repair shop. Emphasis in this course is on theory and practical application.

CRT 17003 Automotive Sheet Metal Replacement

The replacement of automotive sheet metal is taught. Procedures necessary to remove, re-install and align bumpers, fenders, hoods, doors, quarter panels, deck lids, and roof panels are included. Emphasis in this course is on theory, practical application, and safety.

DIESEL MECHANICS

Enrollees in the Diesel Mechanics program will be trained in the repairing and maintenance of heavy equipment, e.g., farm equipment, industrial equipment and heavy trucks.

There is an ever increasing demand for mechanics in this field due to the growth in diesel engines used in mobile equipment and in farming.

Students completing this course should be qualified to find employment in the following areas: Farm equipment dealership, heavy truck dealership, industrial equipment dealership, independent truck shop, independent diesel mechanics shop, river boat mechanic, and in some auto mechanic shops.

Courses Required to Complete Certificate:

DTM	12004	Diesel Engines
DTM	13004	Diesel Fuel Systems
DTM	14002	Heavy Duty Suspension & Steering
DTM	15003	Power Trains
DTM	17003	Hydraulics
DTM	18004	Electrical Systems
DTM	19003	Brakes
DTM	16002	Air Conditioning Systems
ENG	00003	Developmental English (or Higher)
MATH	00014	Beginning Algebra (or Higher)

DIESEL MECHANICS COURSE DESCRIPTIONS:

DTM 12004 Diesel Engines

A study of the basic diesel engine construction, operation, and principles. This includes fuel injection systems, removal and replacement, engine timing and troubleshooting. Safety and the use of special tools will be emphasized.

DTM 15003 Power Trains

A study of the different types of gears and their arrangements, clutches, transmissions (manual and fluid drive), transfer cases differentials, and final drives. Safety and the use of special tools will be emphasized.

DTM 14002 Heavy Duty Suspension & Steering

This course is designed to provide the student with an understanding of bearings, wheel hubs, springs, frames, suspension and steering systems. Emphasis is given to the diagnosis of wheel bearing noises, wheel shimmy, and vibration problems. Students are provided instruction in the removal, inspection, replacement, and adjustment of suspension components.

DTM 13004 Diesel Fuel Systems

A study of fuel injection systems (PT type and distributor type) and operational principles to include removal and replacement of pumps and injectors, timing, and troubleshooting. Safety and the use of special tools will be emphasized.

DTM 17003 Hydraulics

This course covers hydraulic principles and the makeup of hydraulic systems. A study of pumps, motors, controls, valves, cylinders, and symbols. Students will demonstrate the ability to check pressures, troubleshooting the systems and make necessary repairs and/or adjustments. Safety and the use of special tools will be emphasized.

DTM 19003 Brake Systems

A study of the different types and makeup of mechanical, air, and hydraulic brake systems will be covered. Emphasis will be on maintenance, repair, safety and special tools.

DTM 18004 Electrical Systems

The study of basic electricity through the diagnostic stage of circuits, A.C. circuits, and diagram reading and the use of electricity to control other systems on the vehicles. Safety and the use of special tools is emphasized.

DTM 16002 Air Conditioning Systems

Covers the operational principles of air conditioning systems and related components as applied to diesel equipment with emphasis on testing, maintenance, and repair. Safety and special tools are emphasized.

ELECTRONICS

The Electronics Technician is involved in the electronic fields of manufacturing, consumer sales and repair, and customer training.

Courses Required to Complete Certificate:

ELEC	11004	Basic Electricity
ELEC	11014	Circuit Analysis
EGR	11103	Computer Sol. for Engr. Problem
ENG	10003	Freshman English I
MATH	14014	Intermediate Algebra (or Higher)
ELEC	21034	Active Devices
ELEC	21104	Linear Integrated Circuits
ELEC	21024	Digital Electronics
ENG	11013	Technical Communications
ELEC	21044	Microprocessor Fundamentals
GSP	10204	Physical Science
ELT	27004	Electronic Communications
MGMT	21053	Small Business Management
ELT	26004	Microcomputer Maintenance
ELT	25004	Video Systems

ELECTRONIC COURSE DESCRIPTIONS:

ELEC 11004 Basic Electricity

This course is an introduction to electricity and its interaction with conductors and resistors in simple and complex direct current circuits. This study includes electrical units, scientific notation, definitions of voltage, current, power, and resistance. Kirchhoff's Voltage and Current Laws, the power formula and Ohm's Law will be used to determine voltage and current values in series parallel and series parallel combinations of resistance in a circuit. Circuit theorems such as Thevenin's, Norton's, and maximum power transfer will be studied. Circuit analysis methods such as superposition, branch currents, mesh currents, and determinants will be studied. Prerequisite: MATH 14023 or consent of the instructor.

ELEC 11014 Circuit Analysis

This course is an introduction to alternating current (AC) electricity, the sine wave, the step function, pulse waveforms, and the square wave. Ohm's Law, Kirchhoff's Voltage and Current Laws, and the power formula, in terms of complex numbers and phasors, will be applied to series and parallel R-L-C circuits. Series and parallel resonance will be studied. Prerequisite: ELEC 11004.

EGR 11103 Computer Solutions for Engineering Problems

This course presents an overview of the history and development of computers; computer architecture; introduction to programming languages, algorithms and flow charts, and program design. It is a comprehensive course in writing original problems in Basic to solve engineering problems and introduces the Quick BASIC programming language. Commercial application programs will be reviewed. Prerequisite: MATH 14023 or consent of instructor.

ELEC 21034 Active Devices

An introductory course in solid-state bi-polar devices and the basic circuits in which they are used. Included are semiconductor physics, the junction diode, large and small signal diode approximations, common base, common emitter, common collector approximations, large signal operations, biasing methods, AC operations. cascading of stages. temperature effects, frequency response, the operational amplifier and its characteristics and parameters in practical circuits, and the operation of analog switches and their use in circuits.

Prerequisite: ELEC 11014 or consent of instructor.

ELEC 21104 Linear Integrated Circuits

A course to teach design and troubleshooting of circuits that use linear integrated circuits. To include the operational amplifier characteristics, differential amplifier, wave form generator, interface, and some special purpose linear integrated circuits.

Prerequisite: ELEC 21034 or consent of instructor.

ELEC 21024 Digital Electronics

A study of basic numbering systems, basic computer codes, Boolean Algebra, Basic Logic gates and the simplification of logic circuits using Boolean Algebra and Karnough maps is included. Implementation of circuitry using AND, OR, NAND, NOR and inverter gates; construction and verification of operation of various digital circuits. Prerequisite: ELEC 11004 or consent of instructor.

ELEC 21044 Microprocessor Fundamentals

This course introduces both hardware and software aspects of microprocessor systems. Assembly language programming is emphasized along with hardware skills involved in interfacing and debugging a typical microprocessor based system. The course concentrates on the principles and applications of microprocessors and peripheral IC's such as Programmable Timers, Serial and Parallel I/O, Display Controllers, and Memory, as well as various linear, digital, and electro-optical devices used with microcomputer systems. The ability to work from manufacturer's data sheets and application notes is stressed. Prerequisite: ELEC 21024 or consent of instructor.

GSP 10204 Physical Science

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentration on selected topics from physics, chemistry, earth science, and astronomy. Prerequisite: MATH 00014.

ELT 27004 Electronic Communications

This course prepares individuals to assemble, install, operate, maintain, and repair one- and two-way communications equipment and systems, such as power supplies, amplifiers, and digital circuitry.

MGMT 21053 Small Business Management

Organizing and operating the small business, with emphasis on personal qualifications, small business techniques, capital requirements, form of organization, location, and sources for assistance.

ELT 26004 Microcomputer Maintenance

This course prepares individuals to assemble, install, operate, maintain, and repair computers and digital-control instruments. Includes instruction in power supplies, number systems, displays, timing circuitry, memory structure, address modes, buffers and registers, microprocessor design, peripheral equipment, programming, and interfacing, including the use of testing equipment and various computer electronic applications.

ELT 25004 Video Systems

This course will introduce the student to the history of videotape recording and progress through the theory and operation of home video cassette recorders. Lab exercises will consist of adjusting, maintaining, and troubleshooting the VHS video cassette recorder.

PRACTICAL NURSING

Practical Nursing provides the student with the basic knowledge and skills for passing the State Board of Nursing Licensure Examination and for the satisfactory performance of nursing skills in the health field. Instruction consists of theory and supervised practice in the following areas: Basic nursing procedures; personal, family, and community health; nutrition; anatomy and physiology; pharmacology; medical-surgical nursing; pediatrics; nursing of mother and infant; and mental health nursing. Clinical training is planned to give the student varied experience in the health care field. Upon satisfactory completion of the program, the student may take the State Board of Nursing Examination. Passing the exam assures the individual of a license to practice as a licensed practical nurse. The Practical Nursing program is approved by the State Board of Nursing.

NOTE: The spring enrollment is open to JTPA and Dislocated Workers eligible students only.

Persons interested in enrolling in the Practical Nurse Class must:

1. Be at least 17 years of age,
2. Be a high school graduate or have a GED or American Correspondence Certificate,
3. Submit an application.

Entrance Requirements (must be completed before acceptance)

1. Submit an official copy of complete high school transcript or copy of GED scores.
2. Take ACT test.
3. Write an autobiography.
4. Be interviewed.

Accepted students will be required to obtain a physical from the physician of their choice stating that the student is physically capable of performing the duties of a practical nurse and is free from any communicable disease. A form for the physical may be obtained from the school.

CLASSROOM AND HOSPITAL SCHEDULE

Practical Nursing students spend the first seven weeks of the eleven month course in classroom sessions Monday through Friday (8:00 a.m. to 2:45 p.m.). During the remaining weeks the students are in clinical practice three days a week. They also spend two days a week in classroom study at the school. The majority of clinical experience is during the day (6:45 a.m. - 3:00 p.m.); however, the students will work two to three weeks on evening duty and one to two weeks on night duty.

LPN ACADEMIC CALENDAR
Fall Semester 1992

Classes begin and refund of fees at less than 100%
begin August 26

Labor Day Holiday September 5-7

Midsemester grade report period..... October 19-23

Last day to drop a course with a "W" or change to
Audit November 13

Last day to withdraw from University December 9

Final examinations December 10-15

Grade Reports Due December 16

Spring Semester 1993

Classes begin and refund of fees at less than 100%
begin January 4

Midsemester grade report period March 23-26

Spring Break March 29-April 3

Last day to drop a course with a "W" or change to
Audit March 25

Last day to withdraw from University April 21

Final examinations April 22-28

Grade Reports Due April 29

Summer Semester 1993

Classes begin and refund of fees at less than 100%
begin May 5

Memorial Day Holiday May 31

Midsemester grade report period..... June 15-18

Last day to drop a course with a "W" or change to
Audit July 16

Deadline for applying for graduation July 8

Last day to withdraw from University August 6

Final examinations August 9-13

Grade Reports Due..... August 16

AFFILIATED CLINICAL FACILITIES:

Newport, AR

Harris Hospital Inc.

Newport Hospital & Clinic

Regional Health Care

Pinedale Nursing Home

McCrory, AR

Woodruff Co. Nursing Home

*Students are required to rotate to facilities during their clinical training.

COURSES REQUIRED FOR CERTIFICATE:

Vocational, Legal, & Ethical Concepts

Basic Nursing Principles I & II & III

Basic Nursing Principles Clinic I & II & III

Body Structure & Function

Medical/Surgical Nursing I & II & III

Medical/Surgical Nursing Clinic I & II & III

Geriatric Nursing

Geriatric Nursing Clinic

Nursing of Children I & II

Nursing of Children Clinical I & II

Pharmacology

Nutrition

Nursing of Mothers and Infants

Nursing of Mothers and Infants Clinic

Mental Health

MATH 00014 Beginning Algebra (or Higher)

ENG 00004 Developmental English (or Higher)

LPN COURSE DESCRIPTIONS:

LPN 10001 Vocational, Legal and Ethical Concepts

This course includes personal development; ethical, legal and social responsibilities with the patient, family and co-workers; communication skills; vocational responsibilities of the practical nurse; nursing organizations; and local, state and national health resources.

LPN 11004 Basic Nursing Principles I and

LPN 11101 Basic Nursing Principles Clinic I

Covers the fundamental principals, skills and attitudes needed to give nursing care. Common procedures used in the care of the sick will be discussed and demonstrated with competency in a laboratory setting. The prevention of the spread of disease, safety and comfort measures will be taught. The student will be taught the development of responsibility to make report and record observations using the nursing care process. (These courses must be taken together.)

LPN 15002 Nutrition

Covers the principles of good nutrition for all age groups. There is a brief description of special diets for treatment in diseases or body system disorders. The student applies the principles of diet therapy by making menus for modified diets. The basic four groups are taught as well as the importance of good nutrition.

LPN 18004 Body Structure and Function

Covers anatomy and physiology of the human body in all its systems - a foundation for understanding the principles of maintaining positive health as well as understanding the deviations from the normal.

LPN 12003 Medical/Surgical Nursing I

Covers the common condition of illness and nursing care of adult patients in acute, sub-acute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs.

LPN 16001 Geriatric Nursing

This course includes the normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient.

LPN 17004 Pharmacology

Covers the development of skills in converting measurements between household-apothecary-metric systems; figuring dosages of drugs with instruction in formulas for calculation of dosages for infants and children. Also covers intravenous infusion rate calculation, temperature conversion from Celsius to Fahrenheit. Roman numerals will be reviewed. The drugs are presented as they affect the various body systems. The student is given instruction in the administration of drugs that includes usual dosage, expected actions, side effects, contraindications and appropriate observations. The student is provided adequate practice in learning correct techniques.

LPN 12102 Medical/Surgical Nursing Clinic I

Provides supervised experience for the student in a medical/surgical area. Rotations are provided through cooperating facilities.

LPN 16101 Geriatric Nursing Clinic

Provides supervised experience for the student in a long term care facility.

LPN 13002 Basic Nursing Principles II and

LPN 13101 Basic Nursing Clinic II

These are continuations of LPN 11004, and LPN 11101

LPN 14003 Medical/Surgical Nursing II

A continuation of the study of common conditions of illness and nursing care of adult patients in acute, sub-acute or convalescent stages of illness.

LPN 26002 Nursing of Mothers and Infants

Covers the modern principles and practices of nursing care during prenatal, labor, delivery, post-partum and neonatal periods.

LPN 14104 Medical/Surgical Nursing Clinic II

A continuation of LPN 12102.

- LPN 26102 Nursing of Mothers and Infants Clinical
Provides supervised experience for the student in the prenatal, labor, delivery, post-partum and neonatal areas of cooperation facilities.
- LPN 19001 Nursing of Children I
This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children.
- LPN 18001 Mental Health
Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses.
- LPN 19101 Nursing of Children Clinical I
Provides supervised experience for the student in the pediatric ward of cooperating agencies.
- LPN 25002 Medical/Surgical Nursing III
A continuation of LPN 14003.
- LPN 25104 Medical/Surgical Nursing Clinic III
A continuation of LPN 14104
- LPN 27003 Basic Nursing Principles III
LPN 27101 Basic Nursing Principles Clinic III
A continuation of LPN 13002 and LPN 13101.
- LPN 22001 Nursing of Children II
A continuation of LPN 19001.
- LPN 22101 Nursing of Children Clinical II
A continuation of LPN 19101.

TRUCK DRIVER TRAINING

TTD 11008 Tractor Trailer Driving

This course covers motor operation, such as: drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips.

J.T.P.A. CLASS

The JTPA class is funded through the Job Training Partnership Act (JTPA). This program is not approved for Veterans benefits.

Approximate Length of Course:

- Clock Hours: 240
- Weeks: 8 Monday - Friday

Minimum Requirements for Enrollment:

- Ability to read and write
- Drug screening
- Eligible for JTPA certification
- Personal interview
- Moving Violation Records check for information on number of tickets and accidents - Must be 23 years old
- Submit high school transcript (not required to be a graduate)

J.T.P.A. TRUCK DRIVING 92-93

1992

First Class August 10 - October 2....Foothills (Searcy)

Second Class October 12 - December 4...ASU-B/N (Newport)

1993

Third Class January 11 - March 5.....Foothills (Searcy)

Fourth Class March 15 - May 7.....ASU-B/N (Newport)

J.B. HUNT CLASS

Applicants must contact J. B. Hunt representative, be interviewed and accepted by that organization to be eligible for this program. Applicants can call for the information to contact J. B. Hunt representative.

Approximate Length of Course:

- Clock Hours: 240
- Weeks: 4 Monday - Saturday
- Classes start every two (2) weeks

ORGANIZATION AND PERSONNEL

AT

ARKANSAS STATE UNIVERSITY

BEEBE/NEWPORT

THE INSTITUTION

Arkansas State University-Beebe/Newport campus has been in continuous operation for more than eighteen (18) years. During this time it has been known by three different names:

1. White River Vocational Technical School (1974)
2. White River Technical College (1991)
3. Arkansas State University-Beebe/Newport Campus (1992)

The institution operates under the policies of the Board of Trustees and President of Arkansas State University, whose main campus is at Jonesboro. Programs at the Newport campus function separately under the leadership of the Chancellor of Arkansas State University-Beebe.

Since its founding in 1974, ASU-Beebe/Newport has provided course work in certification programs. Act 1244, enacted by the General Assembly in 1991, established the merger of WRTC and ASU-Beebe to create ASU-Beebe/Newport. This merger now allows ASU-Beebe/Newport to offer course work for those who wish to transfer to senior institutions, associate degrees and continue to offer certification programs.

The campus is located 40 miles southwest of Jonesboro and 55 miles northeast of Beebe. ASU-Beebe/Newport serves a large rural population with students attending from about eight (8) counties.

The campus is currently making many physical changes and will continue to expand within the next few years.

Arkansas State University-Beebe is accredited by the North Central Association of Colleges and Secondary Schools. This assures recognition among institutions of higher education and facilitates transfer of academic credit. With Association standards to meet or exceed, the faculty and staff are constantly challenged to seek excellence and to remain responsive to the needs of the students and the community.

FACILITIES

The main building houses the administrative offices, library, learning resources center, adult education, business faculty offices and classrooms. It also contains the Student Center where food and drinks may be purchased.

The Diesel Mechanics classrooms and shop area and the Electronic Technology classroom and lab are in the main building.

The Automotive Service Technology classroom and shop are to the south of the main building.

The Appliance Service classroom and shop and the Collision Repair Technology classroom and shop are located in a separate building behind the main building.

The Licensed Practical Nursing program is currently located in the main building and also in a separate building east of the main building. Plans are currently being developed to renovate a 43 ft. by 43 ft. space to create a new Health Science Center which will be in the main building. This should be completed by the beginning of the spring semester.

A building across the street from the main building has been purchased and will be renovated. This will house the library, learning center, classrooms and labs. This should be completed by fall, 1993.

As the university grows, we expect continual renovation to accommodate this growth and to meet student's needs.

ORGANIZATION OF THE UNIVERSITY

Board of Trustees - 1992

	Term Expires
Darrell E. Johnson	January 1993
Charlotte Chucki Bornhoft Bradbury	January 1994
Wayne Hartsfield	January 1995
Larry Ross	January 1996
Harold O. Thomas	January 1997

Officers of the Board - 1992

Darrell Johnson	Chairman
Charolette Chucki Bornhoft Bradbury	Vice-Chairman
Wayne Hartsfield.....	Secretary

Administrative Staff

John N. Mangieri B.S., Slippery Rock State College M.Ed., Westminster College Ph.D., University of Pittsburgh	President of the University
Eugene W. Smith, 1958 B.A., Arkansas State University M. Ed., University of Mississippi Ed. D., University of Mississippi	President of the University
William H. Owen, Jr., 1959 A.A., Arkansas State University-Beebe B.S., University of Central Arkansas M.S., University of Central Arkansas	Chancellor
Eugene McKay, 1966 B.A., Arkansas College M.A., University of Arkansas Ph.D., University of Mississippi	Vice Chancellor for Academic Affairs
Donald Cain, 1986 B.S., Rhode Island State College M.E., University of South Carolina Ed.D., University of South Carolina	Vice Chancellor and Director, ASTI
David Moseley, 1985 B.S., University of Arkansas at Monticello M.B.A., University of Central Arkansas	Vice Chancellor of Fiscal Affairs

Ben Pickard, 1980 Vice Chancellor for Student Affairs
B.S.E., Arkansas State University
M.S.E., Arkansas State University
Ed.S., Arkansas State University

Jennifer Lane Smith, 1990 Assistant to the Chancellor
B.S., Harding University
M.E.D., University of Arkansas

James Washburn, 1981 Registrar/Director of Admissions
B.S.E., University of Central Arkansas
M.S.E., University of Central Arkansas

Pamela K. Cicirello, 1988 Coordinator of Continuing Education
B.S.E., Henderson State University
M.Ed., University of Arkansas

Mary Robertson, 1984 Coordinator of Student Services/Counselor
B.S.E., Arkansas State University
M.S.E., Arkansas State University

Bob Stiger, 1975 Coordinator of Business Operations
B.S., Harding University

INSTRUCTIONAL STAFF

<p>Margaret Berry, 1975 A.A., Williams Baptist College B.S., University of the Ozarks M.S.E., Arkansas State University</p>	<p>Business Education</p>
<p>Jayne Black, 1988 Mathematics B.S.E., Arkansas State University M.S., Arkansas State University</p>	
<p>Johnny Bratcher, 1987 Nashville Auto Diesel College Certification A.S.E. Certification</p>	<p>Collision Repair Technology</p>
<p>Danny Doss, 1984 White River Vocational Technical Certification NOCTI Certification</p>	<p>Appliance Service</p>
<p>Linda Duncan, 1988 A.A., Arkansas State University-Beebe A.A.S., Arkansas State University-Beebe B.S.E., Arkansas State University</p>	<p>Business Education</p>
<p>Marsha Fields, 1991 L.P.N., White River Vocational Technical School Certification</p>	<p>Practical Nursing</p>
<p>Francis Gay, 1992 Delta Vocational Technical School Certification C.D.L.</p>	<p>Truck Driving</p>
<p>Thomas Hampton, 1985 Foothills Vocational Technical School Certification Cotton Boll Vocational Technical School Certification Delta Vocational Technical School Certification A.S.E. Master Technician Certification</p>	<p>Automotive Service Technology</p>
<p>Phil Hart, 1991 Quapaw Vo-Tech School Certification A.A.S., Garland Cty. Community College A.G.E., Garland Cty. Community College B.S.E., Henderson State University FCC License NARTE Technician Class II</p>	<p>Electronics</p>
<p>Judy Hogue, 1981 B.S., Phillips University M.Ed., Phillips University</p>	<p>Adult Education Coordinator</p>
<p>Anthony Jones, 1992 White River Vocational Technical School Certification C.D.L.</p>	<p>Truck Driving</p>

Janna Kegley, 1986 B.S., Arkansas State University	Business Education
Sandra Lacy, 1988 B.S., University of Central Arkansas	General Adult Education
Rebecca Landreth, 1975 B.S.E., Arkansas State University	Business Education
Cledas Manual, 1981 A.S.E. Certification	Diesel Mechanics
Mary Marcum, 1991 A.S. Polk Community College B.S., M.N., Columbia Pacific University	Practical Nursing
Dale Martin, 1988 A.A., Williams Baptist College C.D.L.	Truck Driving
Jerry Morgan, 1992 Ozarka Vocational Technical School Certification C.D.L.	Truck Driving
Georgia Shocklee, 1987 B.S.E., Arkansas State University	Adult Basic Education
Linda Sharp, 1989 A.S.N., Arkansas State University	Practical Nursing
Paulette White, 1987 A.S.N., Arkansas State University	Practical Nursing

