

*Arkansas State University  
Beebe/Newport*



*Catalog 1993-94*



**ARKANSAS STATE UNIVERSITY**

**BEEBE/NEWPORT**

**CATALOG FOR 1993 - 94**

**NEWPORT CAMPUS**

**7648 VICTORY BOULEVARD  
NEWPORT, AR 72112  
(501) 523-8966**



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, 7648 Victory Blvd., 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 Branch is an operationally separate branch of Arkansas State University in Jonesboro with a primary campus located in Beebe and a satellite campus in Newport. University parallel and technical programs, designed for transfer and terminal purposes, are available to students at the associate degree and certificate levels. The major function of this state- supported, public two-year institution is to provide quality, affordable instruction and service programs consistent with identified needs. Although the primary service area consists of White and Jackson counties and contiguous counties, enrollment is not limited by geographic area. Students living beyond commuting distances may choose to live in residence halls on the Beebe campus. Instruction is extended beyond the campuses into locations with existing needs but limited opportunities.

An open admission policy encourages the enrollment of both traditional and non-traditional students. This policy is strengthened through the institutional commitment to value 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 pledges to assist students to gain the knowledge and skills necessary to function in a changing world. Further, the institution pledges to contribute to an enhanced quality of life for the citizens of Arkansas through economic development activities in cooperation with industry, business, and the professions by providing 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 1993

Faculty conference .....	August 16-17
Registration .....	August 18-23
Orientation (Required for <u>all</u> Students) .....	August 24
Classes begin and refund of fees at less than 100% begin .....	August 25
Late registration fee .....	August 27
Last day to register or add courses .....	September 2
Labor Day Holiday .....	September 4-6
Midsemester grade report period .....	October 11-16
Last day to drop a course with a "W" or change to Audit .....	November 5
Thanksgiving Holidays .....	November 25-27
Pre-registration .....	November 30-December 2
(Returning students only) Fees due or approved financial aid at registration	
Last day to withdraw from the University .....	December 8
Final examinations .....	December 9 -14
Grade reports due .....	December 15

## Spring Semester 1994

Pre-registration .....	November 30 and December 2
(Returning students only) Fees due or approved financial aid at registration	
Pre-session faculty conference .....	January 5
Registration .....	January 6-11
Orientation (Required for New students) .....	January 12
Classes begin and refund of fees at less than 100% begin .....	January 13
Change of schedule permitted .....	January 14-21
Late registration fee (for all classes) .....	January 17
Last day to register or add courses .....	January 21
Midsemester grade report period .....	March 7-12
Spring Break .....	March 28 -April 2
Deadline for applying for graduation .....	April 1
Last day to drop a course with a "W" or change to Audit .....	April 5
Pre-registration for Summer sessions .....	April 20 and 21
(Returning students only)	
(Fees due or approved financial aid at registration)	
Pre-registration for Fall session .....	April 26 -28
(Returning students only)	
(Fees due or approved financial aid at registration)	
Last day to withdraw from the University .....	May 3
Commencement .....	May 12
Final examinations .....	May 4-10
Grade reports due .....	May 13

# **ACADEMIC CALENDAR**

## **Summer Semesters 1994**

### **TERM I**

Registration, 1st Summer 1994.....	May 31
Classes begin .....	June 1
Last day to drop a class with a "W" .....	June 21
Last day to withdraw from the University.....	July 5
Final examinations .....	July 6

### **TERM II**

Registration, 2nd Summer .....	July 8
Classes begin .....	July 11
Last day to drop a class with a "W" .....	July 29
Last day to withdraw from the University.....	August 11
Final examinations .....	August 12

### **Eight-week Term 1994**

Registration .....	June 16
Classes begin .....	June 20
Last day to drop a class with a "W" .....	July 23
Last day to withdraw from the University.....	August 11
Final examinations .....	August 12



## **ACADEMIC POLICIES**

## 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:

#### I. 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/Newport 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 first 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 who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a 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, counselor, 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, counselor, 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. (Some technical classes are required to take Technical Math instead of 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 students' 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. Students 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 Assistant Registrar's Office, pay fees at the Business Office and return the form to the Assistant 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 Assistant Registrar's office.



A student withdrawing from a course must have the written permission of the advisor, instructor, and Assistant 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 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 Assistant Registrar's office and have it processed by the appropriate University officials. 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 Assistant Registrar's 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 Coordinator of Student Services/Counselor.

### **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 Assistant Registrar's 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 full-time 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.

**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 Director. At the discretion of the Director, a description of the incident may be placed in the student's file in the Assistant Registrar's Office.



## Student Conduct

A student at Arkansas State University-Beebe/Newport is expected to conduct himself or herself in an appropriate manner and conduct no 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 in 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 informed that they are subject to certain restrictions imposed on, in extreme cases, the denial of the privilege of attending at the university.

## 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 for their own use.

# STUDENT SERVICES

## Counseling

Counseling services are available at ASU-Beebe/Newport through the office of the Director 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.

The Coordinator of Student Services/Counselor may assist in academic advising for students. Students in transfer programs would consult a faculty member for advising. For more information, a scheduled appointment, students should contact the Coordinator of Student Services.

## Learning Resource Center

Learning Resource 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.

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Appointments are not necessary, but computers are available on a first-come, first-serve 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/Newport 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/Newport 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/Newport 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.

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 \$540

Late Registration Added Fee 20

\*Tuition Fee Per Credit Hour 45

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 Assistant Registrar's 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:

	<b>Semester</b>	<b>Five-Week Terms</b>	<b>8 Week Terms</b>
First week	80%	50%	50%
Second/third weeks	60%	NONE	NONE
Fourth/fifth weeks	40%	NONE	NONE
Over five weeks	NONE	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 Assistant Registrar's Office.

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

1. ASU-Beebe/Newport 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 Assistant Registrar's 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

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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

ASU-Beebe/Newport offers many courses for the divisions listed above. The campus also offers vocational and technical courses in eight program areas.

### **Division of Continuing Education**

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 Skill .....	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 Academic Affairs, or for information about the Adult Education classes call the Coordinator of Adult Education at 523-8966.

## COURSES OF STUDY

A majority of ASU-Beebe 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 cannot be completed at the Newport campus. Only the core curriculum course for these areas are available.

\*\*Not all courses in these areas are available at the Newport campus, but the degree can be completed at this location.

### **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/Newport.
2. Completion of a minimum of 60 semester hours, at least 15 of which must be earned at ASU-Beebe/Newport.
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/Newport 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 the 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.

### 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 Anat/Physiology I
	ZOOL	24014	Human Anat/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. The major courses would have to be completed on the Beebe 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

## **CERTIFICATES**

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

DIVISION OF APPLIED ARTS

DEPARTMENT OF BUSINESS

The Department of Business offers three Associate of Arts degrees and two three-hour competency program courses. The Associate of Arts degree in the Business Administration/Office Technology and Computers and Data Processing. Courses required for these programs may also be applied toward a bachelor's degree in Accounting, Business Administration, Finance, Marketing, and Management. The Department also offers a variety of courses for students planning to apply courses toward a bachelor's degree. Students should consult with their advisor for more information regarding transferability. In addition, students may elect an individualized program to satisfy your own objectives or to meet requirements of a specific four-year institution.

## DEGREE AND CERTIFICATE PROGRAMS WHICH MAY BE COMPLETED ON NEWPORT CAMPUS

The Associate of Arts degree in Business Administration/Office Technology and Computers and Data Processing is awarded to students who complete all core, major, and elective requirements. The University Core Requirements (35 hours) are as follows:

Some programs require specific courses or have other prerequisites which will also fulfill University Core Requirements.

Business Core (15 Hours)	
ACCT 2000	Principles of Accounting I
ACCT 2001	Principles of Accounting II
ECOM 2000	Principles of Microeconomics
ECOM 2001	Principles of Macroeconomics
ECOM 2002	Business Law I
Major Requirements (12 Hours)	
Select courses from the group at the level of study.	
MGMT 2100	Supervisory Management
MGMT 2101	Sales Business Management
MGMT 2102	Management Services
MGMT 2103	Principles of Management and Data Processing

Classes noted with two asterisks (\*\*) may not be available during the 1993-94 school year at the Newport campus. Some courses are not offered on a regular basis and will only be offered with sufficient student demand.



## DIVISION OF APPLIED ARTS

### DEPARTMENT OF BUSINESS

The Department of Business offers three Associate of Arts degrees and two thirty-hour competency certificates. The Associate of Arts degrees are Business Management, Office Technology, and Computers and Data Processing.

Courses required for these programs may also be applied toward bachelor level degrees in Accounting, Business Education, Economics, Business Administration, Finance, Management, Marketing, and Computers and Data Processing. Students planning to apply courses toward a bachelor's degree should consult their advisor for information regarding transferability.

In addition, a student may pursue an individualized program to satisfy vocational objectives or to meet requirements of a specific four-year institution.

### Associate of Arts Degree BUSINESS MANAGEMENT

The Associate of Arts degree with emphasis in Business Management is awarded to students who complete all core, major, and related requirements. See University Core Requirements (35 hours).

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements.

<b>Business Core</b>		<b>(15 Hours)</b>
ACCT	20003	Principles of Accounting I
ACCT	20013	Principles of Accounting II
ECON	20313	Principles of Macroeconomics
ECON	20323	Principles of Microeconomics
BUAD	21023	Business Law I

### **Major Requirements (12 Hours)**

Select courses from this group on approval of advisor.

Select two:

MGMT	21043	Supervisory Management
MGMT	21053	Small Business Management
MGMT	21023	Managerial Finance
CDP	11003	Fundamentals of Computer and Data Processing (required if no previous instruction)
BUAD	11013	Introduction to Business
BUED	25123	Business Communications
MATH	24143	Calculus with Business Applications
MGMT	21013	Business Statistics I

Total: 62 Hours

## Associate of Arts Degree OFFICE TECHNOLOGY

The Associate of Arts degree with emphasis in Office Technology is awarded to students who complete all core, major, and related requirements. See University Core Requirements (35 hours). Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. Courses which apply to a major in Office Technology are noted in the listing below:

### Business Core (18 Hours)

ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
CDP	24853*	Microcomputer Business Applications
BUED	25003*	Word Processing
BUED	25033*	Intermediate Shorthand
BUED	25043*	Advanced Keyboarding

### Major Requirements (12 Hours)

BUED	25053	Business Machines
BUED	25113*	Machine Transcription
BUED	25123*	Business Communications
BUED	25133*	Business Office Skills

\*Refer to catalog for prerequisites for these courses.

Total: 65 Hours

## Associate of Arts Degree COMPUTERS AND DATA PROCESSING

The Associate of Arts degree with emphasis in Computers and Data Processing is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 Hours).**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. Courses which apply to a major in Computers and Data Processing are noted in the listing below:

### Business Core (15 Hours)

ACCT	20003	Principles of Accounting I
ACCT	20013	Principles of Accounting II
ECON	20313	Principles of Macroeconomics
CDP	11003	Fundamentals of Computer and Data Processing
MGMT	21013	Business Statistics I
or		
MATH	24143	Calculus with Business Applications



**Major Requirements (14-16 Hours)**

Select courses from this group upon approval of advisor.

Select four:

CDP	24814	Principles of COBOL Programming
CDP	24854	Advanced COBOL Programming
CDP	24853	Microcomputer Business Applications
CDP	11014	BASIC Computer Programming Language
CDP	24843	Data Base Management Systems
CDP	24874	Structured Programming in the C Language
CDP	24864	Systems Analysis, Design and Implementation

Total: 64-66 Hours

NOTE: All candidates for the Associate degree who do not have keyboard competency should enroll in BUED 15013, Elementary Keyboarding or 15011, Keyboarding.

### Certificate of Competency COMPUTERS AND DATA PROCESSING

A certificate of competency in Computers and Data Processing is available for a student who wishes to pursue an intensive, thirty-hour course of study in this area. Courses taken for this certificate may be applied toward a subsequent Associate of Arts or baccalaureate degree.

The Certificate of Competency is awarded to each student who fulfills the following requirements:

1. Unconditional admission to ASU-Beebe/Newport.
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at ASU- Beebe/Newport.
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed.

**Requirements (30-31 Hours)**

ACCT	20003	Principles of Accounting I
ACCT	20013	Principles of Accounting II
CDP	11003	Fundamentals of Computers and Data Processing
CDP	11014	BASIC Computer Programming Language
CDP	24814	Principles of COBOL Programming
MGMT	21013	Business Statistics I
MATH	14023	College Algebra

Select two:

CDP	24843	Data Base Management Systems
CDP	24874	Structured Programming in the C Language
CDP	24864	Systems Analysis, Design and Implementation



## Certificate of Competency OFFICE OCCUPATIONS

Two options are available in a thirty-hour program in Office Occupations. Courses taken for this certificate may be applied toward the Associate of Arts degree in Office Technology or toward a baccalaureate degree.

The Certificate of Competency is awarded to each student who fulfills the following requirements:

1. Unconditional admission to ASU-Beebe/Newport.
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at ASU- Beebe/Newport.
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed.

Requirements		(18 Hours)
BUED	25003	Word Processing
BUED	25053	Business Machines
BUED	25113	Machine Transcription
BUED	25133	Business Office Skills
ENG	10003	Freshman English I
ENG	10013	Freshman English II

Option I		(12 Hours)
BUED*	15023	Intermediate Keyboarding
BUED*	25023	Elementary Shorthand
BUED	25033	Intermediate Shorthand
BUED	25043	Advanced Keyboarding

\*May be waived if a student has satisfactorily completed previous instruction. Waived courses are to be substituted with courses from the following:

ACCT	20003	Principles of Accounting I
CDP	11003	Fundamentals of Computers and Data Processing
CDP	24853	Microcomputer Business Applications

Option II		(12 Hours)
ACCT	20003	Principles of Accounting I
CDP	11003	Fundamentals of Computer and Data Processing
CDP	24853	Microcomputer Business Applications

Select one of the following:

BUED	15023	Intermediate Keyboarding
BUED	25043	Advanced Keyboarding

## DESCRIPTION OF COURSES IN BUSINESS

### Accounting

#### **ACCT 20003 Principles of Accounting I**

The accounting cycle for merchandising and service- oriented business organization. Primary emphasis is on accounting principle applicable to measuring assets, liabilities, and owner's 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. Prerequisite: ACCT 20003.

### Business Administration

#### **BUAD 11013 Introduction to Business**

A survey course to acquaint beginning students with the major institutions and practices in the business world, and to provide the elementary concepts of business.

#### **BUAD 21023 Business Law I - The Legal Environment of Business**

Introduction to the fundamental concepts of the American legal system, especially as it relates to business. Areas of concentration include contracts, torts, sales, agency, negotiable instruments, and government regulation.

#### **BUAD 21063 Franchising**

A course to introduce students to franchising- a rapidly growing segment of the retail economy. An evaluation of a franchising opportunity is undertaken during the course of study. Areas of concentration include is franchising right for me? evaluating a franchisor's background, rights as a franchisee, obligations as a franchisee, and steps to take to optimize opportunity for success.

### Computers and Data Processing

#### **CDP 11003 Fundamentals of Computers and Data Processing**

An overview of computers and their application within management information systems. Includes terminology, history, data representation, storage media, computer systems and configurations, and an introduction to programming and computer-based information systems. Provides fundamental understanding of computer capabilities in management decision making.

#### **CDP 11014 BASIC Computer Programming Language**

An introduction to interactive programming and logic for business using the language BASIC. Designed as a first course in programming with business applications emphasized. Prerequisite: CDP 11003 or consent of instructor.



**CDP 24814 Principles of COBOL Programming**

A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications. Prerequisite: CDP 11003 or consent of instructor.

**CDP 24854 Advanced COBOL Programming**

An advanced study of COBOL computer language, including multidimension tables, sorting, creating, and maintaining sequential and random files. The course emphasizes programming business applications. Prerequisite: CDP 24814.

**CDP 24834 Principles of RPG Programming**

A study of Report Program Generator specifications. Emphasis is on RPG programming of business management type problems such as payroll, accounting and inventory control. Prerequisite: CDP 11003 or consent of instructor.

**CDP 24843 Data Base Management Systems**

Overview of data base management techniques including file organization and structure. Studies data privacy, security, integrity and reliability. Surveys current generalized data base management systems. Systems analysis and design concepts will be practiced. Prerequisite: CDP 24814 or consent of instructor.

**CDP 24853 Microcomputer Business Applications**

This is an introductory course in the application of pre-written software for microcomputers to accomplish common business functions. Utilization of file management and spreadsheet software that is prominent in the market place and available for the major business microcomputers will be emphasized. Other integrated software such as databases will be discussed. No programming experience is necessary, although familiarity with common business transactions, accounting, and typing would be helpful. Prerequisite: CDP 11003 or consent of instructor.

**CDP 24864 Systems Analysis, Design, and Implementation**

Basic methods in analysis of business data processing problems and design of their software solution(s). Implementation will be in a relational database and/or with the file manipulation techniques of one of the department's languages. Some use of spreadsheets may also occur. Prerequisite: CDP 24814 and CDP 24843 or consent of instructor.

**CDP 24874 Structured Programming in the C Language**

Structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers. Prerequisite: CDP 24814 and/or CDP 24843 or consent of instructor.

**Economics****ECON 20313 Principles of Macroeconomics**

Analysis of whole economic systems, particularly the U.S. economy. Emphasis is placed on analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system.



**ECON 20323 Principles of Microeconomics**

Analysis of the decision making of individual units of economics; households, business firms, and the govern- ment. Topics include price determination, production, income distribution, market structures, and international economics.

**ECON 20333 Economic Issues and Concepts**

This course is designed to give the non-business major an understanding of economic concepts and the U.S. economic system. The emphasis of the course is on current economic problems and issues, as well as potential solutions to the problems.

### **Management**

**MGMT 21013 Business Statistics I**

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Prerequisite: MATH 14023 or consent of instructor.

**MGMT 21023 Managerial Finance**

An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial resources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision making.

**MGMT 21043 Supervisory Management**

Responsibilities of first line supervisor; development of techniques and skills in employee communications, decision making, motivation, leadership and training.

**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.

### **Business Education**

**BUED 15011 Keyboarding**

Instruction in basic keyboarding skills for data entry on computers. Three hours per week plus laboratory time for half of the semester. For beginners only. No credit for Office Occupations or Office Technology majors.

**BUED 15013 Elementary Keyboarding**

Instruction in and application of the basic skills and techniques of keyboarding. Three hours per week plus laboratory time. For beginners only.

**BUED 15023 Intermediate Keyboarding**

This course is for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided in using electronic typewriters and computers. Three hours per week plus laboratory time. Prerequisite: BUED 15013 or equivalent.

**BUED 15032 Personal Use Keyboarding**

Individualized keyboarding instruction for those wishing to improve their skills. Tests and grades are not emphasized. Three hours per week plus laboratory time. Prerequisite: Previous keyboarding instruction.

**BUED 25043 Advanced Keyboarding**

Skill development is continued at a higher level. Instruction is provided in using microcomputers. Emphasis is placed on the production of business letters, statistical tables, manuscripts, business forms, word processing, and related typing projects. Three hours per week plus laboratory time. Prerequisite: BUED 15023 or equivalent ability.

**BUED 25003 Word Processing**

Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Lecture three hours, laboratory two hours per week. Prerequisite: Keyboarding speed of 40 words per minute, CDP 11003 or equivalent or consent of instructor.

**BUED 25023 Elementary Shorthand**

A study of Speedwriting Shorthand including brief forms, vocabulary building, reading, dictation, and practice in the application of fundamental principles. Prerequisite: Ability to type.

**BUED 25033 Intermediate Shorthand**

A study of Gregg or Speedwriting Shorthand. Emphasis is on the development of speed and accuracy, with application to business situations. Prerequisite: BUED 25023 or equivalent ability.

**BUED 25053 Business Machines**

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

**BUED 25113 Machine Transcription**

Instruction and practice in operation of transcribing machines. Includes review of basic language skills and preparation of business documents from machine-recorded materials using microcomputers. Lecture two hours, laboratory three hours per week. Prerequisite: Keyboarding speed of 40 word per minute or consent of instructor.

**BUED 25123 Business Communications**

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, word processing concepts, along with various types of oral presentations. Prerequisite: ENG 10013 and ability to type.



**BUED 25133 Business Office Skills**

Development of vocational skills, knowledges, attitudes, and other competencies necessary for employees in business occupations. Includes filing emphasis, word processing concepts, and simulation of office situations. Prerequisite: Ability to type and consent of instructor.

**DIVISION OF ENGLISH AND FINE ARTS**

The Division of English and Fine Arts offers courses designed to strengthen skills in written and oral communication; promote greater understanding and appreciation of literature, art and music; study drama techniques and participate in theater work; work in newswriting and publication; and develop proficiency in a foreign language.

**DEPARTMENT OF ENGLISH**

The courses offered in the field of English are designed to promote the effective use of oral and written English; to encourage selective and interpretative reading; to increase the capacity to understand and appreciate the classics, the humanities, and the fine arts; to foster the development of personal philosophies based on time-tested truths. This department also houses offerings in modern languages and in journalism.

**DESCRIPTION OF COURSES IN ENGLISH****READ 00003 Reading Improvement**

A course designed to help students improve reading and comprehension skills as well as reading habits. Students with reading ACT scores below 19 must take this course.

**READ 10023 Rapid Reading**

A course designed for those who wish to improve existing reading skills. Primarily a laboratory course, its purpose is to increase reading speed and comprehensive. Prerequisites: Students must have an ACT score of 19 or above or have successfully completed Reading Improvement.

**ENG 00003 Developmental English**

An individualized approach to writing skills through exercises in basic grammar, in sentence structure, and in paragraph structure. Students with ACT scores below 19 in English must take this course.

**ENG 10003 Freshman English I**

Grammar and composition. This course must precede ENG 10013. Prerequisite: Acceptable diagnostic test scores or Developmental English and Reading Improvement.

**ENG 10013 Freshman English II**

Continuation of ENG 10003 with the addition of research papers and literary genres. Prerequisite: ENG 10003.



**ENG 10033 Technical Communication**

This course in technical communication is designed to prepare students to demonstrate a high level of effectiveness in handling the demands of communication in their jobs. Prerequisite: ENG 10003.

**ENG 20003 World Literature I**

A study of literature from classical Greece through the Renaissance, reflecting the major philosophical and religious trends of these time periods. Prerequisite: ENG 10013.

**ENG 20013 World Literature II**

Continuation of ENG 20003, from the Renaissance to the present. Prerequisite: ENG 10013.

**ENG 20043 Creative Writing**

Instruction and practice in writing poetry, fiction, and drama. Prerequisite: ENG 10003 or consent of instructor.

**ENG 20073 Mythology**

A study of the myths and legends of Greece and Rome and an introduction to other mythological systems which have influenced the literature of the western world. Prerequisite: ENG 10013.

## **FRENCH AND SPANISH**

The courses offered in modern languages are intended to teach the student to read, speak, and understand the foreign language; to acquaint the student with the literature and culture of the people speaking the language; to provide a language tool necessary in many professions; to afford a source of literary and aesthetic pleasure.

### **DESCRIPTION OF COURSES IN FRENCH AND SPANISH**

**FREN 10003 Elementary French I**

Memorization, listening, speaking, reading, writing and grammar.

**FREN 10013 Elementary French II**

Continuation of FREN 10003. Prerequisite: FREN 10003 or one year of high school French.

**FREN 20003 French III**

Further development of language skills, review of grammar, and French readings. Prerequisite: FREN 10013 or two years of high school French.

**FREN 20013 French IV**

Continuation of FREN 20003. Prerequisite: FREN 20003.

**SPAN 10003 Elementary Spanish I**

Memorization, listening, speaking, reading, writing and grammar.

**SPAN 10013 Elementary Spanish II**

Continuation of SPAN 10003. Prerequisite: SPAN 10003 or one year of high school Spanish.

**SPAN 20003 Spanish III**

Further development of language skills, review of grammar, and Spanish readings. Prerequisite: SPAN 10013 or two years of high school Spanish. (On demand)

**SPAN 20013 Spanish IV**

Continuation of SPAN 20003. Prerequisite: SPAN 20003. (On demand)

## **JOURNALISM**

The program offered in journalism is designed to afford instruction in standard newspaper writing, to present current journalism practices, and to provide laboratory situations in the use of techniques in these fields.

### **DESCRIPTION OF COURSES IN JOURNALISM**

**JOUR 20003 Newswriting I**

A beginning course in the fundamentals and techniques of newswriting. Prerequisite: Acceptable diagnostic test scores or Developmental English.

**JOUR 20013 Newswriting II**

A study of the techniques of news gathering and news reporting. Practical experience in interviewing and writing for publication. Prerequisite: JOUR 20003.

**JOUR 20023 Journalism Practicum I**

Practical experience in the editorial operations of the campus newspaper. Prerequisite: JOUR 20013.

**JOUR 20033 Journalism Practicum II**

Continuation of JOUR 20023. Prerequisite: JOUR 20023.

## **DEPARTMENT OF FINE ARTS**

The Department of Fine Arts comprises three areas: Art, Music, and Speech and Drama. Each, though a separate unit, complements the others.

The Department of Fine Arts is primarily a place to learn. It also serves the campus, the community, and the state by providing artistic, cultural, and educational leadership. Basically it is concerned with providing opportunities and encouragement for students to develop inherent talents and capacities. It also enables the students to put into practice techniques learned in the classroom.



Participation in classes and programs in the three divisions is open to all students. All students are encouraged to embrace these opportunities in order to give dynamic meaning to their developing aesthetic experiences and to develop the whole person.

## ART

The Art Program is devoted to the responsibility of giving students a basic understanding of the fundamentals and principles of art. Students in art are encouraged to develop insight, sensitivity and perception toward all aspects of nature, leading to individual expressive responses. Aesthetic and functional values are stressed in the study of the many facets of art. Students are given the opportunity to develop creative ideas and skills through a wide range of applied studio and classroom experiences.

### Associate of Arts Degree

## ART

The Associate of Arts degree in Art is awarded to students who complete all core, major and related requirements. **See University Core Requirements (35 hours).**

### Art Major Requirements (15 Hours)

Select five courses from:

ART	10093	Elementary Freehand Drawing I
ART	10103	Elementary Freehand Drawing II
ART	10133	Elementary Design
ART	20063	Composition and Painting I
ART	20073	Composition and Painting II
ART	20243	Introduction to Ceramics**

### Related Requirements\*

ART	20003	Fine Arts-Visual
ART	20503	Fine Arts-Musical

\*The student must take course not selected to fulfill University Core Requirements.

### Electives

Electives as required to complete 60 hour degree program.

## DESCRIPTION OF COURSES IN ART

### ART 10093 Elementary Freehand Drawing I

The principles of perspective, outdoor sketching, still life, and figure sketching. Six hours per week.



**ART 10103 Elementary Freehand Drawing II**

Continuation of ART 10093. Light and shade drawing, monochromatic color sketches, still life, with emphasis on original illustration. Prerequisite: ART 10093. Six hours per week.

**ART 10133 Elementary Design**

The study of the elements and principles of two dimensional design.

**ART 20063 Painting and Composition I**

A studio course dealing with the application of the elements and principles of art through the manipulation of painting media. Six hours per week. Prerequisite: ART 10093 or consent of instructor.

**ART 20073 Painting and Composition II**

Continuation of ART 20063. Six hours per week.

**ART 20243 Introduction to Ceramics\*\***

An introductory course in creative clay processes. Emphasis is placed upon the handbuilding techniques of coil, slab, pinch, and wheel thrown pot methods along with glazing and firing procedures. Surface and glaze treatments are explored for visual as well as tactile purposes. Six hours per week.

**ART 20003 Fine Arts-Visual**

An introduction to visual arts for all students regardless of background or experience. The purpose is to help the student develop criteria for appreciation of art.

**ART 20403 Public School Art for the Classroom Teacher**

Planning and Developing creative art projects for the elementary grades.

## **MUSIC**

Students may enroll in music courses which will enrich their cultural development and may participate in performing organizations which will make music a living and dynamic experience.

### **DESCRIPTION OF COURSES IN MUSIC**

**MUS 20503 Fine Arts - Musical**

An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for appreciation of music. Three lecture periods per week.

**MUS 10791 The Singers I\*\***

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music, The Singers perform on campus as well as before civic organizations. (By audition only.)

**MUS 1089I The Singers II\*\***  
Continuation of MUS 1079I. (By audition only.)

**MUS 2079I The Singers III\*\***  
Continuation of MUS 1089I. (By audition only.)

**MUS 2089I The Singers IV\*\***  
Continuation of MUSIC 2079I. (By audition only.)

## SPEECH AND THEATER

The Speech and Theater program strives to provide opportunities for the students to increase communicative effectiveness, which in turn improves the thinking process. Strong emphasis is given to the development of aesthetic awareness and appreciation of oral communications as exemplified in theater as a creative art form. Any student may embrace these opportunities through enrollment in the various courses provided or through participation in theatrical activities.

Students majoring or minoring in the division are trained to reach high levels of achievement in their fields of special interest. The Theater program provides students with training in acting, production, and technical theater work. All interested students are encouraged to develop the comprehension and appreciation of the role of the theater in the development of modern civilization.

### Associate of Arts Degree SPEECH AND THEATER

The Associate of Arts degree with emphasis in Speech and Theater is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 hours).**

#### Major Requirements

(15 hours)

DRAMA	1226I	Theater Workshop I
DRAMA	1227I	Theater Workshop II
DRAMA	2226I	Theater Workshop III

#### Select four courses from:

DRAMA	12283	Introduction to Theater
DRAMA	22263	Acting
DRAMA	22283	Fundamentals of Stagecraft
SPCH	22033	Oral Interpretation
DRAMA	2227I	Theater Workshop IV

#### Related Requirements

(3 Hours)\*

ART	20003	Fine Arts - Visual
MUS	20503	Fine Arts - Musical



\*One of the above offerings will meet the University Core Curriculum requirements. The other must be taken as a major requirement.

**Electives:**

Elective as required to complete 60 hour degree program.

## **DESCRIPTION OF COURSES IN SPEECH AND THEATER**

### **SPCH 12003 Oral Communications**

A basic speech course in which an understanding of the fundamentals of communication theory and a proficiency in the use of oral communication skills are developed. The course also serves as a prerequisite for all other speech courses unless exemption is granted by the division.

### **SPCH 20013 Interpersonal Communication**

The primary aim of this course is to introduce the student to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. Prerequisite: SPCH 12003.

### **SPCH 22033 Oral Interpretation**

The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature.

### **DRAMA 1226I Theater Workshop I**

Open to all interested students. Two major plays will be produced; students will work both on stage and backstage.

### **DRAMA 1227I Theater Workshop II**

Continuation of DRAMA 1226I

### **DRAMA 2226I Theater Workshop III**

The second year in the workshop sequence. Open to all interested students by permission of the instructor or by completion of DRAMA 1226I and DRAMA 1227I.

### **DRAMA 2227I Theater Workshop IV**

Continuation of DRAMA 2226I

### **DRAMA 12283 Introduction to Theater I**

A study of basic principles and techniques of acting, stage traditions and stage terminology. Lectures, individual and group projects.  
under either Plan A or Plan B.

**DRAMA 22283 Fundamentals of Stagecraft**

Basic construction, painting, and rigging of scenic units. Fundamentals of backstage organization. Classroom theory is supplemented by laboratory sessions in the scene shop and assignment in production crews.

**DRAMA 22263 Acting**

Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays.

**DRAMA 22273 Theater Practicum (Summer Session Only)**

A special summer theater workshop to provide experience in all phases of theater including lighting, costume and scene building, props, house managing, and acting, culminating in a full-scale production.

## **DIVISION OF MATHEMATICS AND SCIENCE**

The Division of Mathematics and Science offers courses in the biological sciences, in the physical sciences, and in mathematics for students preparing to teach, work in industry or science-related occupations, enter professional school or pursue a graduate program. Courses are also offered to give non-majors a broader understanding of the methods, principles and significance of mathematics and science.

Curricula are planned to meet the requirements for a major in general science, zoology, botany, chemistry, mathematics or physics. Pre-professional courses are offered in engineering, medicine, dentistry, pharmacy, nursing, medical technology, and allied areas.

## **DEPARTMENT OF BIOLOGICAL SCIENCE**

The courses in biological science are designed to meet the needs of the general student wishing to secure an understanding of the fundamental biological principles for a better interpretation of life and for students desiring to prepare for teaching and research, for graduate study and for medicine and related fields.

### **Associate of Arts Degree BIOLOGICAL SCIENCE**

The Associate of Arts degree with emphasis in Biological Science is awarded to students who complete all core, major, and related requirements, and enough electives for a total of 60 hours. **See University Core Requirements (35 Hours).**

Electives as required to complete 60 hour degree program. The major and related requirements may be completed under either Plan A or Plan B.



<b>Plan A:</b>		<b>Natural Science Majors</b>
<b>Major Requirements</b>		<b>(12 Hours)</b>
BOT	11004*	General Botany
ZOOL	13004*	General Zoology I (Invertebrate)
ZOOL	13014*	General Zoology II (Vertebrate)

<b>Related Requirements:</b>		<b>(8 Hours)</b>
CHEM	16014	General Chemistry I
CHEM	16024*	General Chemistry II

<b>Plan B:</b>		<b>Health Science Majors</b>
<b>Major Requirements</b>		<b>(15 Hours)</b>
BIOL	20013	Introduction to Nutrition
BIOL	21004	Microbiology
ZOOL	24004	Human Anatomy & Physiology I
ZOOL	24014	Human Anatomy & Physiology II

<b>Related Requirements:</b>		<b>(8 Hours)</b>
CHEM	16014	General Chemistry I
CHEM	16024	General Chemistry II <u>or</u>
CHEM	26064	Organic Vocational Chemistry

Electives as required to complete 60 hour degree program.

Note: Electives should be chosen which will enrich the individual student's curriculum and aid in the attainment of overall education and career objectives. They can serve to remove deficiencies, intensify study in the major field of concentration, or broaden an individual's perspective in a variety of educational disciplines. Academic advisors can provide assistance in selecting appropriate courses.

\*Also meets University Core Requirement for Science.

## **DESCRIPTION OF COURSES IN BIOLOGICAL SCIENCE**

### **Biological Science**

#### **BIOL 10004 Biological Science**

A study of the similarity and diversity of life on earth. Lecture three hours, laboratory two hours per week. No credit given for the course if taken following BIOL 11004 and ZOOL 13004 or ZOOL 13014.

#### **BIOL 20013 Introduction to Nutrition**

Course designed to provide students with basic understanding of human nutritional requirements. The analysis and development of a balanced diet will be emphasized in addition to the pattern of change in nutritional needs through an individual's life.

**BIOL 21004 Microbiology**

A study of viruses, rickettsiae, bacteria, fungi, yeasts, and protozoa as they relate to man and his environment. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 10004 or consent of instructor.

**Botany****BIOL 11004 General Botany**

A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 10004.

**Zoology****ZOOL 13004 General Zoology I**

A study of the evolution, form, structure, function and reproduction of invertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 10004

**ZOOL 13014 General Zoology II**

A study of the evolution, form, structure, function and reproduction of vertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 10004

**ZOOL 24004 Human Anatomy and Physiology I**

Structure and function of cells, tissues, skeletal system, muscular system, nervous system, and special senses. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 10004 or consent of instructor.

**ZOOL 24014 Human Anatomy and Physiology II**

Structure and function of endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours, laboratory three hours per week. Prerequisite: ZOOL 24004

**DEPARTMENT OF MATHEMATICS**

The courses in mathematics are designed to give students a strong foundation for graduate study, to prepare students for industrial employment, and to provide the proper background and requirements for teaching careers. The courses are also designed to provide the necessary mathematics foundation for pre-engineers and students of science and to give a knowledge of mathematics principles for cultural benefits.

**Associate of Arts Degree  
MATHEMATICS**

The Associate of Arts degree with emphasis in Mathematics is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 hours).**



Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. Courses which apply to a major in Mathematics are noted in the listing below:

**Major Requirements (13 Hours)**

MATH	14033	Plane Trigonometry
MATH	24205	Calculus I
MATH	24215	Calculus II

Electives as required to complete 60 hour degree program.

## DESCRIPTION OF COURSES IN MATHEMATICS

### **MATH 00014 Beginning Algebra**

A review of the arithmetic of the rational numbers and an introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, rational expressions and graphing linear equations. Lecture three hours, laboratory two hours per week. (Credit earned not applicable toward a degree.)

### **MATH 14014 Intermediate Algebra**

Review and development of fundamental concepts with additional topics including absolute value equations and inequalities, systems of linear equations, rational exponents, radical expressions, and solving quadratic equations. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 00014 or acceptable ACT score and high school Algebra I.

### **MATH 14023 College Algebra**

Quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. Graphing functions, combining functions, inverse functions. Solving systems of linear and non-linear equations. Emphasis on applications and problem solving. Prerequisite: Intermediate Algebra or acceptable ACT score and high school Algebra II.

### **MATH 14033 Plane Trigonometry**

A study of trigonometry functions, identities, basic logarithmic and exponential functions, and complex numbers. Prerequisite: MATH 14023 or consent of instructor.

### **MATH 24033 Applied Statistical Analysis**

A practical course dealing with various types of control charts, sampling systems, and problem solving techniques. The statistical techniques investigated are approached primarily as a means of achieving results required by cost-conscious industrial management.

### **MATH 24043 Advanced Statistical Analysis**

A study of advanced statistical procedures and their application to process control and design. Topics covered include regression analysis, design of experiments, loss function, and reliability.

### **MATH 24143 Calculus with Business Applications**

Topics in elementary differential and integral calculus, stressing applications in business and economics. Prerequisite: MATH 14023

**MATH 24153 Calculus with Technical Applications**

Topics in elementary differential and integral calculus, stressing applications in electronics and technology. Prerequisite: MATH 14033

**MATH 24205 Calculus I**

First course, including analytic geometry, functions and limits, differentials and integrals, and transcendental functions. Prerequisites: MATH 14023 and 14033 or consent of instructor.

**MATH 24215 Calculus II**

Second course, including techniques of integration, sequences and series, conic sections, polar coordinates, vectors, and separable differential equations. Prerequisite: MATH 24205

**MATH 24233 Applied Statistics**

A study of elementary statistics for students in the biological, physical, or social sciences. Prerequisite: MATH 14023

**MATH 10003 Technical Mathematics**

Designed for students in vocational programs, this course includes a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, elementary applications of geometry and basic statistics.

**DEPARTMENT OF PHYSICAL SCIENCE**

The courses in physical science, chemistry and physics are designed to provide students with the broad background necessary for employment in industry and education, or as a basis for continued study.

### Associate of Arts Degree PHYSICAL SCIENCE

The Associate of Arts degree with emphasis in Physical Science is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 Hours).**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. Courses which apply to a major in Physical Science are noted in the listing below:

**Major Requirements (16 Hours)**

CHEM	16014*	General Chemistry I
CHEM	16024*	General Chemistry II
PHYS	25054*	General Physics I
PHYS	25064*	General Physics II

**Related Requirements (3 Hours)**

MATH	14033	Plane Trigonometry
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Electives as required to complete 60 hour degree program

\*also meets University Core Requirement for Science

## **DESCRIPTION OF COURSES IN PHYSICAL SCIENCE**

### **Physical Science**

#### **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. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 00014 or equivalent or consent of instructor.

### **Chemistry**

#### **CHEM 16003 Introduction to Inorganic Chemistry**

Fundamentals of chemistry and a survey of topics for students with no previous training in chemistry. The purpose of this course is to provide the necessary background to enter CHEM 16014. Lecture three hours per week. Prerequisite: MATH 00013 or equivalent.

#### **CHEM 16014 General Chemistry I**

Fundamental laws and theories of chemistry. Lecture three hours, laboratory three hours per week. Prerequisite: High school chemistry or CHEM 16003. Co-requisite: MATH 14014; recommended MATH 14023.

#### **CHEM 16024 General Chemistry II**

Continuation of CHEM 16014. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 16014 and MATH 14014.

#### **CHEM 26064 Organic Vocational Chemistry**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanism, stereo-chemistry, and spectroscopy. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 16024 or consent of instructor.

### **Physics**

#### **PHYS 15014 Applied Physics for Health Science**

A survey of the general areas of mechanics, heat, wave motion, basic electricity and magnetism, light and atomic physics for students in the health sciences. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 14023

**PHYS 25054 General Physics I**

The essentials of mechanics, heat and sound for students of the life sciences or non-science majors. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 14033 or consent of instructor.

**PHYS 25064 General Physics II**

Continuation of PHYS 25054, covering electricity, magnetism, light and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 25054 or consent of instructor.

**PHYS 25074 Fundamental Physics I**

A detailed study of the basic principles of mechanics, thermodynamics, and wave motion for students of physical science, mathematics, and engineering, utilizing calculus. Lecture three hours, laboratory two hours per week. Co-requisite: MATH 24025.

**PHYS 25084 Fundamental Physics II**

Continuation of PHYS 25074, covering electricity, magnetism, optics and the modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 25074. Co-requisite: MATH 24215

## **DIVISION OF EDUCATION AND SOCIAL SCIENCES**

The Division of Education and Social Sciences consists of three departments: Education and Psychology, Social Science and Health, Physical Education and Recreation. The major divisional goal is to provide a curriculum that will meet general education requirements and also meet requirements for majors in teacher education, social work, political science, history, geography, physical education, health, sociology, and psychology.

Associate of Arts degrees related specifically to this division are in Physical Education and Health, and Social Science. Students may also wish to consider a degree in Liberal Arts, a program which includes a considerable number of courses in the Social Sciences.

## **DEPARTMENT OF EDUCATION AND PSYCHOLOGY**

The psychology curriculum has been designed to (1) provide a general background of the principles of psychology and their application, (2) promote understanding of self and others through knowledge of basic concepts of psychology, and (3) provide courses which satisfy core curriculum requirements, some education requirements and some nursing requirements.

## **DESCRIPTION OF COURSES IN PSYCHOLOGY**

**PSY 20013 Child and Adolescent Development**

A study of the nature and development of the child and adolescent, including physical, cognitive and psychosocial development. (Usually required for elementary and special education majors.)



**PSY 22513 General Psychology**

A study of the important scientific principles of human behavior with emphasis upon their application to personal and social problems.

**PSY 22523 Introduction to Applied Psychology**

An introduction to the application of psychology to a variety of situations and/or problems. Prerequisite: PSY 22513. (On demand)

**PSY 22533 Developmental Psychology**

A study of the transformations in human development from pre-birth to death. Usually required for nursing majors.

## DESCRIPTION OF COURSES IN EDUCATION

**EDU 20003 Early Classroom Experience**

An introduction to the teaching profession. Provides a basic understanding of the foundations of the educational system in the United States and the role of teachers. Course requires 30 hours of observation and directed experiences in a public school.

**SPED 20613 Introduction to Exceptional Children**

An introduction to the characteristics of exceptional individuals and the field of special education.

## DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

The courses provided through the physical education department present a holistic approach to health and provide the student with the opportunity to develop skills physically, mentally, emotionally, socially, and recreationally. All physical education majors, veterans included, are to complete four courses of physical education activities.

### Associate of Arts Degree PHYSICAL EDUCATION

The Associate of Arts degree with emphasis in Physical Education is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 Hours).**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. Courses which apply to a major in Physical Education are noted in the listing below:

**Major Requirements:**

HLTH	23513	Principles of Personal Health	3
PE		Four Activity Courses	4
PE	23903	Foundations of Physical Education	3

**Select three hours from the following:**

HLTH	23533	Basic Physiology of Activity
HLTH	23543	Principles of Health Education
HLTH	23522	First Aid and Safety
PE	13811	Fitness and Motor Development or
PE	13831	Physical Conditioning

**Electives as required to complete 60 hour degree.** (Courses may be used that were not selected in the core.)

History

Political Science

Psychology

English

Sociology

Health/PE (6 hours required for BSE degree)

Geography

Fine Arts (Music, Art, Drama, Foreign Language)

Education (Educ. 20003 required for BSE degree at freshman or Sophomore level)

Computers/Data Processing

Economics

**Special Requirements:** A physical education degree candidate must be proficient in two team sports and two individual or dual sports. Proficiency is determined by course grades and instructor evaluation.

Note: Electives should be chosen which will enrich the individual student's curriculum and aid in the attainment of overall education and career objectives. They can serve to remove deficiencies, intensify study in the major field of concentration, or broaden an individual's perspective in a variety of educational disciplines. In the area of science, it is highly recommended that \*BIOL 10004, Biological Science, or \*GSP 10204, Physical Science (select the one that was omitted in the Core University Requirements) be included in the elective hours. Academic advisors can provide assistance in selecting appropriate courses.

\*Also meets University Core Requirements for Science.

## DESCRIPTION OF COURSES IN HEALTH, PHYSICAL EDUCATION AND RECREATION

### Health

#### **HLTH 23513 Principles of Personal Health**

A study of principles, problems, and practices involved in the improvement of individual and community health. The course is designed to stimulate a greater appreciation and understanding of health for more intelligent self direction of health behavior and safety awareness.



**HLTH 23522 First Aid and Safety**

Fundamentals, techniques, and practice of first aid as prescribed by the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation and traffic. Certification may be earned in standard First Aid and Community CPR through the American Red Cross. (Revised course, 1991).

**HLTH 23533 Basic Physiology of Activity**

A basic study of the organs and systems of the human body, with particular emphasis on the effects of physical activity on the functioning of the system.

**HLTH 23543 Principles of Health Education**

The study of the school's role in providing a sound school and community health program. To broaden the scope of health knowledge and to provide an awareness of the school's influence in assisting in the transmission of useful health practices for family, school, and community life.

### **Physical Education**

**PE 11002 Fitness for Life**

A course designed for students who wish to improve their personal physical fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities.

**PE 12002 Aerobics I**

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal lifestyle for optimal life-long health and well being. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements.

**PE 12012 Aerobics II**

Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are expanded upon. Especially covered are CPR, structure and function of the musculoskeletal system, care and prevention of sports injuries, quackery, and smoking. Methods and techniques of developing strength, flexibility, cardiovascular fitness, utilizing jogging, self-improvement exercises and weight training.

**PE 13001 Recreational Games**

Basic fundamentals and techniques of table games, paddle tennis, one-wall handball, horseshoes, table tennis, deck tennis, shuffleboard, and croquet.

**PE 13811 Fitness and Motor Development**

A basic orientation and screening course for physical education majors. Motor ability and physical fitness testing will be used. (For physical education majors only.)

**PE 1382I Beginning Racquetball\*\***

Designed for individuals who wish to learn the basic fundamentals of racquetball. The course includes the fundamental skills and techniques needed to play racquetball successfully. It also includes the knowledge of rules, terminology, etiquette, and strategy.

**PE 1383I Physical Conditioning**

Emphasis upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements. Includes weight training, running, exercising. Conditioning will start slowly and progress to desirable levels of fitness.

**PE 1384I Aerobic Dancing/Exercise I**

The principles and concepts of exercise as related to the enhancement of personal appearance; cardiovascular development.

**PE 1385I Aerobic Dancing/Exercise II**

Continuation of PE 1384I.

**PE 1377I International Folk Dance**

The study of folk dances of various people throughout the world; understanding of basic terms and steps.

**PE 1379I Track and Field**

An introduction to the basic techniques of track and field activities. (On demand.)

**PE 1427I Volleyball and Soccer**

An introduction to the basic skills, rules, and strategy of volleyball and soccer.

**PE 1453I Basketball and Softball**

An introduction to the basic skills, rules, and strategy of basketball and softball.

**PE 1386I Beginning Swimming\*\***

To equip individuals with water safety skills and knowledge in order to make them reasonably safe while in, on, or about the water.

**PE 1387I Advanced Beginning Swimming\*\***

To increase abilities learned in the beginner course by introducing students to a series of skills designed to improve their stamina and basic coordination.

**PE 1389I Intermediate Swimming\*\***

To provide students with the opportunity to learn a wide variety of skills and swimming strokes.

**PE 2376I Ballroom Dancing**

The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others. (On demand.)



**PE 2377I Fundamentals of Archery**

Fundamentals, techniques, and practice in recreational archery.

**PE 2378I American Square and Round Dance**

The techniques and basics in square and round dancing.

**PE 2381I Beginning Bowling**

The course is designed for individuals who wish to learn the basic fundamentals of bowling. The course includes the fundamental skills and techniques of bowling. It also includes the knowledge of the rules, terminology, history, scoring, strategy and safety practices.

**PE 2382I Beginning Tennis and Badminton**

This course is designed for individuals who wish to learn the basic fundamentals of tennis and badminton. The course includes the fundamental skills and techniques of the sports. It also includes the knowledge of the rules, terminology, history, scoring, strategy and safety practices.

**PE 2384I Intermediate Tennis and Badminton**

A review of the rules, scoring, selection of racquet, and basic skills. Develop skills, techniques, and strategy of singles and doubles play. For students who have already acquired the basic skills.

**PE 2383I Beginning Golf**

An introduction to the basic skills, rules, and strategy of golf.

**PE 2385I Intermediate Golf**

Instruction in skills, strategy, and techniques of golf for students who have already acquired basic skills in golf.

**PE 2388I Intermediate Racquetball\*\***

Review of the game of racquetball rules, etiquette, and selection of equipment. Develop racquetball skills with emphasis upon serves, backhand, and strategy. For students who have already acquired basic skills.

**PE 23903 Foundations of Physical Education**

An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, scope of program, relationship of physical education to general education, current professional literature, and vocational opportunities.

### **Recreation**

**PE 24792 Folk and Square Dancing**

The study and practice of folk dances of various countries, with emphasis on performing and calling square dances.

## **DEPARTMENT OF SOCIAL SCIENCES**

The Social Sciences Department offers a broad interdisciplinary program of studies in History, Political Science, Geography, and Sociology. Students with a major or minor emphasis in this area receive a liberal education which can serve as a practical basis for careers in civil service, law, law enforcement, social work, theology, and teaching.

## Associate of Arts Degree

### SOCIAL SCIENCE

The Associate of Arts degree with emphasis in Social Science is awarded to students who complete all core, major, and elective requirements. **See University Core Requirements (35 Hours).**

Courses taken as part of the core cannot fulfill major or elective requirements.

#### Major Requirements: (12 Hours)

HIST	12013	World Civilization I
POSCI	22313	U.S. Government or U.S. History 21763 or 21773
PSY	22513	General Psychology
SOC	22913	Introduction to Sociology

#### Select one from the following: (3 Hours)

GEOG	22613	Introduction to Geography
GEOG	22623	World Regional Geography

#### Select one from the following: (3 Hours)

HIST	21763	U.S. History to 1876
HIST	21773	U.S. History Since 1876

#### Select one of the following:

ECON	20313	Principles of Macroeconomics
ECON	20323	Principles of Microeconomics
ECON	20333	Economic Issues and Concepts

#### Related Requirements:

Physical Education (1 Hour)

Electives as required to complete 60 hour degree program

- History
- Political Science
- Economics
- Geography
- Sociology
- Health/Physical Education
- Fine Arts (Music, Art, Drama, Foreign Language)
- Education
- Computers/Data Processing
- English/Literature
- Psychology
- Education



Note: Education majors must take EDU 20003 Early Classroom Experience. Education majors who are pursuing a BSE degree will be required to have 6 hours of physical education, 3 of which will be health and safety or principles of personal health for teacher certification.

## **DESCRIPTION OF COURSES IN SOCIAL SCIENCE**

### **United States History**

#### **HIST 21763      The United States to 1876**

A survey of the development of social, political and economic institutions in the United States from the Age of Exploration and Discovery to Reconstruction.

#### **HIST 21773      The United States Since 1876**

A survey of changing social, political and economic policies in the United States from Reconstruction to the present.

#### **HIST 21783      History of Arkansas**

A survey of Arkansas history from the pre-Columbian period to the present.

#### **HIST 21793      American Biography**

Studies of the lives of eminent Americans and their contributions to the intellectual, social, and political development of the United States. Prerequisite: Three hours of history or consent of the instructor.

#### **HIST 21893      American Minorities**

A survey course involving the study of several minority groups in American society from colonial times to the present. The major emphasis will be on Afro-Americans and Native Americans. The course will also examine the contributions of Oriental and Hispanic minorities to the development of American culture.

### **World History**

#### **HIST 12013      World Civilization I**

A survey of world civilizations from pre-history to 1660.

#### **HIST 12023      World Civilization II**

A survey of world civilizations from 1660 to present.

#### **HIST 22093      Russian History**

A survey of Russian History from the eleventh century to the present.

## Political Science

### **POSCI 22313 United States Government**

A survey of the structure and process of American national government.

### **POSCI 22323 Principles of International Relations**

A survey of contemporary international problems and issues as they relate to the foreign policies of the major powers.

### **POSCI 22343 State and Local Government**

An examination of the basic principles and problems with state and local governments and the administration of their programs.

## Geography

### **GEOG 22613 Introduction to Geography**

Emphasizes the physical and cultural patterns of the world.

### **GEOG 22623 World Regional Geography**

A general survey of geographic regions of the world emphasizing culture demography, and economic and social patterns.

## Sociology

### **SOC 22913 Introduction to Sociology**

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life. (Prerequisite for all courses in sociology.)

### **SOC 22923 Social Problems**

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations.

## Associate of Arts Degree

### GENERAL STUDIES

The Associate of Arts degree with emphasis in General Studies is awarded to students who complete all core and other requirements. **See University Core Requirements (35 Hours).**

The Associate of Arts degree in General Studies is designed as a broad general education program which provides the student considerable latitude in selecting courses to meet individual objectives. Please see the notation below under "Electives."

Electives as required to complete 60 hour degree program.



Note: Electives should be chosen which will enrich the individual student's curriculum and aid in the attainment of overall education and career objectives. They can serve to remove deficiencies, intensify study in the major field of concentration, or broaden an individual's perspective in a variety of educational disciplines. Academic advisors can provide assistance in selecting appropriate courses. All electives must be approved by an ASU-Beebe/Newport academic advisor.

### **Associate of Arts Degree LIBERAL ARTS**

The Associate of Arts degree with emphasis in Liberal Arts is awarded to students who complete all core and major requirements. **See University Core Requirements (35 Hours).**

#### **Major Requirements: (18 Hours)**

Selected from the following - if not selected in core curriculum. Not more than six hours may be taken in areas marked by an asterisk (\*).

Sociology

Health

Physical Education\*

Political Science

Psychology

Economics\*

Computers and Data Processing\*

Geography

Music

History

English/Literature

Art\*

Journalism

Speech and Theater\*

Foreign Language

Education

Electives as required to complete 60 hour degree program.

### **Technical 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.

**Major Requirements:**

MAS	I 1004	Electricity for Appliance Service
MAS	I 3004	Resistance Heating & Gas Appliances
MAS	I 2004	Motor Driven Appliances
MAS	I 4004	Domestic Refrigeration
MAS	I 5004	Refrigeration & Air Conditioning
MAS	I 6002	Microwave Oven Repair
MAS	I 1002	Related Lab
ENG	00003	Developmental English (or Higher)
MATH	I 0003	Technical Mathematics

**DESCRIPTION OF COURSES FOR  
APPLIANCE SERVICE****MAS I 1004 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 I 2004 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 I 3004 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 I 4004 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 I 5004 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 I 6002 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.

### **Technical Certificate**

## **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.

**Major Requirements**

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	10003	Technical Mathematics

### **DESCRIPTION OF COURSES FOR**

## **AUTOMOTIVE SERVICE TECHNOLOGY**

**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.

**Technical Certificate****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.



**Major Requirements:**

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
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

## **DESCRIPTION OF COURSES FOR COLLISION REPAIR TECHNOLOGY**

**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-acetelene 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.

## **Technical Certificate**

### **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.

#### **Major Requirements:**

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	10003	Technical Mathematics

## **DESCRIPTION OF COURSES FOR DIESEL MECHANICS**

### **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, trouble-shooting 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.

**Technical Certificate****ELECTRONICS**

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

**Major Requirements:**

ELEC	11004	Basic Electricity
ELEC	11014	Circuit Analysis
EGR	11103	Computer Solution for Engineering Problems
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

**DESCRIPTION OF COURSES FOR  
ELECTRONICS****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 Karnaugh 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.

**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.

**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.

### **Technical Certificate 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 Worker eligible students only.

Persons interested in enrolling in the Practical Nursing 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.
5. Complete the following prerequisite courses with a "C" or higher:

<b>MATH</b>	<b>00014</b>	<b>Beginning Algebra (or Higher)</b>
<b>ENG</b>	<b>00003</b>	<b>Developmental English (or Higher)</b>

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.

### **READMISSION OR TRANSFER**

Any applicant for readmission or transfer from another school will follow the LPN selection criteria for program admission. If a student is interested in transferring or readmission, a review of their transcript will be conducted, and the appropriate semester for admission will be determined. If no courses are available during a semester that the transfer or readmitted student needs, the student will not be admitted to that semester but can apply for the following semester.

If a student is accepted into the program, a complete transcript review will be done by the Assistant Registrar or her designee to determine the course/or courses for which the student will be given credit.

### **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.

## ACADEMIC CALENDAR NURSING

### Fall Semester 1993 and Spring Semester 1994

(See school calendar at front of catalog)

### Summer Semester 1994 (10 Weeks)

Classes begin and refund of fees at less than 100% begin ..... June 1

Midsemester grade report period ..... July 6

Last day to drop a course with a "W" or change to Audit ..... July 21

Last day to withdraw from University ..... August 10

Final examinations ..... August 11-12

Grade Reports Due ..... August 15

## 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 through facilities during their clinical training.

### Major Requirements:

LPN	10001	Vocational, Legal, & Ethical Concepts
LPN	11004	Basic Nursing Principles I
LPN	13002	Basic Nursing Principles II
LPN	27003	Basic Nursing Principles III
LPN	18004	Body Structure & Function
LPN	12003	Medical/Surgical Nursing I
LPN	14003	Medical/Surgical Nursing II
LPN	25002	Medical/Surgical Nursing III



LPN	16001	Geriatric Nursing
LPN	19001	Nursing of Children I
LPN	22001	Nursing of Children II
LPN	17004	Pharmacology
LPN	15002	Nutrition
LPN	26002	Nursing of Mothers and Infants
LPN	18001	Mental Health
LPN	11104	LPN Clinic I
LPN	12105	LPN Clinic II
LPN	13104	LPN Clinic III

## **DESCRIPTION OF COURSES FOR PRACTICAL NURSING**

### **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. Prerequisite: None

### **LPN 11004 Basic Nursing Principles I**

Covers the fundamental principals, skills and attitudes needed to give nursing care. Scientific rationale concerning common procedures used in the care of the sick will be discussed and demonstrated. Competency will be demonstrated in the clinical 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. Prerequisite: LPN 10001

### **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. Prerequisite: None

### **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. Pre- requisite: None

### **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. Co- requisite: LPN 11004

**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. Co-requisite: LPN 11004

**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. PreRequisite: MATH 00014

**LPN 13002 Basic Nursing Principles II**

Continuation of LPN 11004. Prerequisite: LPN 11004

**LPN 14003 Medical/Surgical Nursing II**

Continuation of the study of common conditions of illness and nursing care of adult patients in acute, sub-acute or convalescent stages of illness. Prerequisite: LPN 12003

**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. Prerequisite: None

**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. Prerequisite: None

**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. Prerequisite: None

**LPN 25002 Medical/Surgical Nursing III**

Continuation of LPN 14003. Prerequisite: LPN 14003

**LPN 27003 Basic Nursing Principles III**

Continuation of LPN 13002. Prerequisite: LPN 13002

**LPN 22001 Nursing of Children II**

Continuation of LPN 19001. Prerequisite: LPN 19001



**LPN 11104 LPN Clinic I**

This clinical will emphasize basic Nursing Principles in conjunction with the Geriatric patient and the Medical/ Surgical patient. This clinical will be taught in the nursing home and the hospitals. Co-requisite: LPN 11004 & LPN 12003 Prerequisite: LPN 10001, LPN 18004, and 16001

**LPN 12105 LPN Clinic II**

This clinical will continue to build on basic nursing principles. However, the emphasis this semester will be placed on Medical/Surgical Nursing of the adult patient. Medical/ Surgical Nursing of Children will be initiated this semester. This clinical will include administration of medication. Co-requisite: LPN 17004, LPN 13002 and LPN 14003. Prerequisite: LPN 11104

**LPN 13104 LPN Clinic III**

This clinical is aimed at refining those skills for Medical/Surgical Nursing of the adult and children. Basic Nursing Principles will be applied in this process. This clinical will also include Nursing of Mothers and Infants. Co-requisite: LPN 25002 & LPN 27003. Prerequisite: LPN 12105, LPN 19001, LPN 12003 and LPN 14003

## **Certificate of Proficiency TRUCK DRIVER TRAINING**

**TTD 11008 Truck Driver Training**

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. Class Calendar 93 - 94**

#### **1993**

First Class                      August 25 - October 13

Second Class                    October 20 - December 15

#### **1994**

Third Class                      January 13 - March 10

Fourth Class                    March 17 - May 12

### **J.B. HUNT CLASS**

Applicants must contact a 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 a J. B. Hunt representative.

#### **Approximate Length of Course:**

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

(Basic core classes may be taken on Newport campus)



## **ASSOCIATE OF ARTS DEGREES WHICH MUST BE COMPLETED AT THE BEEBE CAMPUS**

(Basic core classes may be taken on Newport campus.)

## DIVISION OF APPLIED ARTS

This division includes the Department of Agriculture and the Department of Business.

Courses offered provide a background in various fields of agriculture and business to prepare a student to enter employment or to pursue further education.

## DEPARTMENT OF AGRICULTURE

The Associate of Arts degree in General Agriculture or in Animal Science may be earned in two years. During this two years a student may also complete the first two years of work leading to the Bachelor of Science in Agriculture degree in the following fields: Agricultural Education, Agricultural Business and Economics, General Agriculture, Plant Science (Horticulture), Plant Science (Agronomy), and Animal Science.

With proper planning, there should be no loss of credit or time in transferring from the Beebe Campus to the main campus of Arkansas State University in Jonesboro or to any other college or university offering degrees in agriculture.

Employment opportunities in the field of agriculture are extremely broad. There are over five hundred Department of Labor classified job positions in agriculture. The bureau of Labor Statistics shows that over thirty-four percent of the total labor force of the United States works in agriculture, including agricultural business, industry, research, teaching, farming or other allied industries, professions and occupations.

### Associate of Arts Degree ANIMAL SCIENCE

The Associate of Arts degree in Animal Science is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 hours).**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to a major in Animal Science are noted in the listing below.

#### Major Requirements:

#### (26-28 Hours)

ANSC	12003	Introduction to Animal Science
ANSC	22003	Principles of Dairying
AGRON	21613	Soils
AGRON	21621	Soils Laboratory

#### Select Six Courses From:

AGEC	10003	Introduction to Agricultural Economics
AGRON	23233	Forage Production and Use
ANSC	22013	Feeds and Feeding
ANSC	22033	Fundamentals of Artificial Insemination



POUL	23603	Principles of Poultry Production
POUL	23613	Incubation and Brooding
AGRI	12011	Introductory Seminar in Agriculture
ANSC	22083	Livestock Judging and Selection
AGRON	21603	Field Crops

### Associate of Arts Degree GENERAL AGRICULTURE

The Associate of Arts degree in general Agriculture is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (35 hours).**

#### Major Requirements:

**(26-28 Hours)**

ANSC	12003	Introduction to Animal Science
AGEC	10003	Introduction to Agriculture Economics
AGRON	21613	Soils
AGRON	21621	Soils Laboratory

#### Select Six Courses From:

AGRI	12011	Introductory Seminar in Agriculture
AGRON	21603	Field Crops
ANSC	22003	Principles of Dairying
ANSC	22013	Feeds and Feeding
POUL	23603	Principles of Poultry
POUL	23613	Incubation and Brooding
HORT	22803	General Horticulture
AGRI	22203	Introduction to Food Science
AGRON	18003	Introduction to Plant and Soil Science
AGRON	23223	Agriculture Chemicals
AGEN	21253	Farm Mechanics

Electives as required to complete 60 hour degree program.

\*NOTE: for a description of the courses in the Agriculture department, see the ASU-Beebe catalog.

**ARKANSAS STATE TECHNICAL INSTITUTE  
ASSOCIATE OF APPLIED SCIENCE DEGREES  
WHICH MUST BE COMPLETED AT THE  
BEEBE CAMPUS**

(Basic core classes may be taken on Newport campus)

Rapidly changing needs of business and industry may cause changes to be necessary in the curriculum listed in this catalog. Arkansas State Technical Institute reserves the right to change a curriculum at any time to assure that instruction is keeping pace with changing technology and changing requirements in the workplace.



## ASSOCIATE OF APPLIED SCIENCE COMPUTER-AIDED DRAFTING/DESIGN

Computer-Aided Drafting and Design Technicians prepare detailed drawings based on rough sketches, specifications, and calculations made by scientists, engineers, architects, and designers.

### FIRST YEAR

First Semester			Lecture	Lab	Semester Hours
ENG	10003	Freshman English	3	0	3
MATH	14023	College Algebra	3	0	3
EGT	11004	Basic Drafting	3	3	4
EGT	11024	Introduction to CAD	3	3	4
EGR	11103	Computer Solutions for Engineering Problems	3	0	3
			<u>15</u>	<u>6</u>	<u>17</u>
Second Semester					
ENG	10033	Technical Communications	3	0	3
MATH	14033	Plane Trigonometry	3	0	3
EGT	11014	Intermediate Drafting	3	3	4
QA	11053	Manufacturing Processes	3	0	3
EGT	11033	Descriptive Geometry	<u>2</u>	<u>2</u>	<u>3</u>
			14	5	16
Summer					
Optional Elective					
EGR	22003	Cooperative Work Experience			3

### SECOND YEAR

First Semester			Lecture	Lab	Semester Hours
EGT	21004	Advanced Drafting	3	3	4
EGT	11044	Intermediate CAD	3	3	4
ECON	20333	Economic Issues and Concepts	3	0	3
GSP	10204	Physical Science	<u>3</u>	<u>2</u>	<u>4</u>
			12	8	15
Second Semester					
EGT	21034	Advanced CAD	3	3	4
		Technical Elective	3	3	4
		Technical Elective	3	3	4
		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	9	15

Total Semester Hours: 63

## ASSOCIATE OF APPLIED SCIENCE COMPUTER SYSTEMS TECHNOLOGY

Computer Systems Technician installs, troubleshoots, maintains and networks computer systems for business, education, and industry.

### FIRST YEAR

First Semester			Lecture	Lab	Semester Hours
ENG	10003	Freshman English	3	0	3
MATH	14014	Intermediate Algebra	3	2	4
CST	11003	Introduction to Computer Hardware/Software	3	0	3
ELEC	15004	Basic Electricity & Electronics	3	3	4
CST	11012	Microcomputer Operating Systems I	<u>1</u>	<u>2</u>	<u>2</u>
			13	7	16
Second Semester					
ENG	10033	Technical Communications	3	0	3
CST	11022	Microcomputer Operating Systems II	1	2	2
CST	11054	Intro to Microcomputer Programming	3	3	4
CST	21064	Software Installation I	3	3	4
ECON	20333	Economic Issues & Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			13	8	16
Summer					
Optional Elective					
EGR	22003	Cooperative Work Experience			3

### SECOND YEAR

First Semester			Lecture	Lab	Semester Hours
CST	11044	Basic Telecommunications	3	3	4
CST	21084	Microcomputer Systems & Peripherals	3	3	4
ELEC	21044	Microprocessor Fundamentals	3	3	4
GSP	10204	Physical Science	<u>3</u>	<u>2</u>	<u>4</u>
			12	11	16
Second Semester					
EGR	11023	Industrial Human Relations	3	0	3
CST	21034	Local Area Network	3	3	4
CST	21074	Software Installation II	3	3	4
CST	21095	Microcomputer Systems Design, Installation & Troubleshooting	<u>3</u>	<u>6</u>	<u>5</u>
			12	12	16

Total Semester Hours: 64



## ASSOCIATE OF APPLIED SCIENCE ELECTRONICS TECHNOLOGY

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

### FIRST YEAR

First Semester			Lecture	Lab	Semester Hours
ELEC	11004	Basic Electricity	3	3	4
ELEC	11014	Circuit Analysis	3	3	4
EGR	11103	Computer Sol. for Engr. Problems	3	0	3
ENG	10003	Freshman English I	3	0	3
MATH	14023	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	17
Second Semester					
ELEC	21034	Active Devices	3	3	4
ELEC	21104	Linear Integrated Circuits	3	3	4
ELEC	21024	Digital Electronics	3	3	4
ENG	11013	Technical Communications	<u>3</u>	<u>0</u>	<u>3</u>
			12	9	15
Summer					
Optional Elective					
EGR	22003	Cooperative Work Experience			3

### SECOND YEAR

First Semester			Lecture	Lab	Semester Hours
ELEC	21064	Digital Circuits	3	3	4
ELEC	21044	Microprocessor Fundamentals	3	3	4
		Humanities Elective	3	0	3
GSP	10204	Physical Science	<u>3</u>	<u>2</u>	<u>4</u>
			12	8	15
Second Semester					
ELEC	21054	Microprocessor	3	3	4
ELEC	21084	Industrial Electronics	3	3	4
ELEC	21094	Introduction to Robotics	3	3	4
ELEC	10002	Methods	1	3	2
ELEC	20002	Senior Project	<u>0</u>	<u>6</u>	<u>2</u>
			10	18	16

Total Semester Hours: 63

## ASSOCIATE OF APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY

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

### FIRST YEAR

First Semester			Lecture	Lab	Semester Hours
ELEC	11004	Basic Electricity	3	3	4
ELEC	11014	Circuit Analysis	3	3	4
EGR	11103	Computer Solutions for Engineering Problems	3	0	3
ENG	10003	Freshman English I	3	0	3
MATH	14023	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	17
Second Semester					
ELEC	21034	Active Devices	3	3	4
ELEC	21104	Linear Integrated Circuits	3	3	4
ELEC	21024	Digital Electronics	3	3	4
ENG	11013	Technical Communications	3	0	3
MATH	14033	Plane Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
			15	9	18
Summer					
Optional Elective					
EGR	22003	Cooperative Work Experience			3

### SECOND YEAR

First Semester			Lecture	Lab	Semester Hours
ELEC	21064	Digital Circuits	3	3	4
ELEC	21044	Microprocessor Fundamentals	3	3	4
		Humanities Elective	3	0	3
PHYS	25054	General Physics I	3	2	4
MATH	24153	Calculus w/Technical Applications	<u>3</u>	<u>0</u>	<u>3</u>
			15	8	18
Second Semester					
ELEC	21054	Microprocessor Interfacing	3	3	4
ELEC	21084	Industrial Electronics	3	3	4
ELEC	21094	Introduction to Robotics	3	3	4
ELEC	10002	Methods	1	3	2
PHYS	25064	General Physics II	<u>3</u>	<u>2</u>	<u>4</u>
			13	14	18

Total Semester Hours 71



## ASSOCIATE OF APPLIED SCIENCE MANUFACTURING ENGINEERING TECHNOLOGY

The Manufacturing Engineering Technician is involved in the planning of manufacturing methods, the design and practical application of tools, equipment, and the processes of manufacturing.

### FIRST YEAR

			Lecture	Lab	Semester Hours
<b>First Semester</b>					
ENG	10003	Freshman English	3	0	3
MATH	14023	College Algebra	3	0	3
MFT	11004	Basic Machine Tool Tech	3	3	4
EGR	11103	Computer Solutions for Engineering Problems	3	0	3
EGT	11004	Basic Drafting	<u>3</u>	<u>3</u>	<u>4</u>
			15	6	17
<b>Second Semester</b>					
ENG	10033	Technical Communications	3	0	3
MATH	14033	Plane Trigonometry	3	0	3
EGT	11024	Introduction to CAD	3	3	4
MFT	11003	Basic N/C & CNC Programming & Operations	2	3	3
			<u>3</u>	<u>0</u>	<u>3</u>
			14	6	16
<b>Summer</b>					
Optional Elective					
EGR	22003	Cooperative Work Experience			3

### SECOND YEAR

			Lecture	Lab	Semester Hours
<b>First Semester</b>					
MFT	21003	Adv. N/C & CNC Programming & Operation	2	3	3
PHYS	15024	Technical Physics	3	2	4
EGT	11014	Intermediate Drafting	3	3	4
MFT	21023	Mfg. Engineering Operations	3	0	3
ELEC	11033	Electrical/Electronic Devices & Controls	<u>2</u>	<u>3</u>	<u>3</u>
			13	11	17
<b>Second Semester</b>					
ECON	20333	Economic Issues & Concepts	3	0	3
QA	11053	Manufacturing Processes	3	0	3
MFT	21004	Flex. Cells & Automated Mfg. Systems	3	3	4
MFT	21033	Management Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			12	3	13

Total Semester Hours: 63

## ASSOCIATE OF APPLIED SCIENCE MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician program prepares the graduate to function in a hospital lab under the direction of a pathologist performing procedures in hematology, serology, chemistry, microbiology, and immunology.

### FIRST YEAR

			Semester Hours
<b>First Semester</b>			
ENG	10003	Freshman English	3
CDP	11003	Fundamentals of Computers & DP	3
CHEM	16014	General Chemistry	4
MATH	14014	Intermediate Algebra	4
ZOOL	24004	Human Anatomy & Physiology I	4
			18
<b>Second Semester</b>			
ENG	10013	Freshman English II	3
PHY	22513	General Psychology	3
ZOOL	24014	Human Anatomy & Physiology II	4
BIOL	21004	Microbiology	4
MLT	20001	Introduction to Medical Lab Technology*	1
			15

(\*Currently offered only during Spring Semester on Beebe Campus)

### SECOND YEAR

			Semester Hours
<b>First Semester</b>			
MLT	22002	Orientation to Clinical Lab	2
MLT	22013	Clinical Microscopy	3
MLT	22022	Clinical Practicum I	2
MLT	22034	Clinical Hematology	4
MLT	22044	Clinical Practicum II	4
			15
<b>Second Semester</b>			
MLT	22054	Clinical Chemistry	4
MLT	22064	Clinical Practicum III	4
MLT	22094	Sero/Immunohematology	4
MLT	22083	Clinical Practicum IV	3
			15
<b>Summer Session (8 Weeks)</b>			
MLT	22074	Clinical Microbiology	4
MLT	22114	Clinical Practicum V	4
			8

Total Semester Hours: 71



## ASSOCIATE OF APPLIED SCIENCE NURSING PROGRAM

The Associate of Applied Science in Nursing Program prepares qualified people who are licensed practical nurses (LPNs) and/or licensed psychiatric technician nurses (LPNs) to expand their practice as responsible members of the discipline of nursing. Upon successful completion of this program, the graduate will receive an Associate of Applied Science in Nursing Degree and will be eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The graduate is prepared to function as a staff nurse in acute and long-term care facilities while providing care to individuals who have common health problems.

The nursing curriculum is built on the core of common knowledge and skills identified from previous LPN/LPTN education.

				Lecture	Lab	Semester Hours
<b>Prerequisites</b>						
ZOOL	24004	Human Anatomy & Physiology I		3	3	4
ZOOL	24014	Human Anatomy & Physiology II		3	3	4
CDP	11003	Fundamentals of Computers & Data Processing		3	0	3
PSY	22513	General Psychology		3	0	3
ENG	10003	Freshman English I		3	0	3
MATH	14014	Intermediate Algebra* (*or higher math)		<u>3</u>	<u>2</u>	<u>4</u>
				18	8	21
<b>Summer Session II</b>						
NSG	12037	Transition to Associate Degree Nursing		5	4	7
		Credit for LPN Education		<u>0</u>	<u>0</u>	<u>8</u>
				5	4	15
<b>Fall Semester</b>						
PSY	22533	Developmental Psychology		3	0	3
BIOL	21004	Microbiology		3	3	4
NSG	23014	Nursing Care of Childbearing Families		2.5	3	4
NSG	23024	Nursing Care of Older Adults		3.5	1	4
NSG	23033	Mental Health Nursing Care		<u>2</u>	<u>2</u>	<u>3</u>
				14	9	18
<b>Spring Semester</b>						
SOC	22913	Introduction to Sociology		3	0	3
ENG	10013	Freshman English II		3	0	3
NSG	24015	Nursing Care of Children		3	4	5
NSG	24025	Nursing Care of Adults		3	4	5
NSG	24032	Associate Degree Nsg		<u>1</u>	<u>2</u>	<u>2</u>
				13	10	18

Total Semester Hours: 72

## NURSING PROGRAM

### Admission Requirements

To be considered for admission into the nursing program, an applicant must complete the following requirements:

1. Unconditional admission to ASU-Beebe. (Admission to ASU-Beebe does not automatically admit one to the LPN/LPTN to RN Nursing Program).
2. Submission of nursing application form by April 20. The following items are to accompany the application:
  - a. Official transcript from practical nursing school.
  - b. Proof of current valid Arkansas LPN/LPTN licensure.
  - c. Results of Medication Calculations Proficiency Examination with minimum score of 80%. Contact the Nursing Department concerning arrangements for taking this exam.
  - d. Results of NLN Mobility Profile Examination I with a minimum score of 70. Contact the Nursing Department concerning arrangements for taking this exam.
3. Completion of all the following prerequisite courses with a "C" or higher. These courses must be completed by the end of the spring semester prior to entering the nursing program in the second summer session.

ZOOL	24004	Anatomy & Physiology I
ZOOL	24014	Anatomy & Physiology II
ENG	10003	Freshman English I
PSY	22513	General Psychology
MATH	14014	Intermediate Algebra* or Higher Math Course
CDP	11003	Fundamentals of Computers & Data Processing

### Transferability

Equivalent general education courses transfer to all state institutions of higher learning in Arkansas.

\*Intermediate Algebra is not a transferable course for those pursuing a bachelor's degree. If you plan to pursue a bachelor's degree, contact your advisor concerning the most appropriate transferable math course. Contact the Nursing Department for information regarding the nursing courses.

### Admission and Selection

Applicants who are admitted to the Nursing Program must provide the following prior to registering for the first nursing course:

- a. Copy of Current CPR
- b. Copy of medical insurance plan
- c. Completed health form
- d. Verification of PPD skin test



Information concerning the steps in applying for admission and the criteria used in admitting and selecting students can be obtained by contacting the Nursing Department.

### **Deadline for Applications**

Nursing applications and other information as listed in the admission requirements must be submitted by April 20 for consideration of admission to the first nursing course which begins in the second summer session. Applicants will be notified by mail of the decision regarding admission.

### **Progression, Retention and Readmission**

The Nursing Department has policies concerning progression, retention and readmission. Students should contact the Nursing Department for more information.

**Note:** All persons convicted of a felony must be reviewed by Arkansas State Board of Nursing to determine eligibility for writing the National Council Licensure Examination for Registered Nurse.

## ASSOCIATE OF APPLIED SCIENCE QUALITY CONTROL TECHNOLOGY

The Quality Control Technician analyzes and solves quality problems, prepares inspection plans and instructions, selects sampling plan applications, prepares procedures, trains inspectors, performs audits, analyzes quality costs and other quality data.

### FIRST YEAR

First Semester			Lecture	Lab	Semester Hours
ENG	10003	Freshman English I	3	0	3
MATH	14023	College Algebra	3	0	3
QA	11013	Intro. to Quality Control Tech.	3	0	3
EGT	11002	Interpretation of Engr. Drawings	2	0	2
QA	11053	Manufacturing Processes	<u>3</u>	<u>0</u>	<u>3</u>
			14	0	14
Second Semester					
ENG	10033	Technical Communications	3	0	3
MATH	14033	Plane Trigonometry	3	0	3
CDP	11003	Fundamentals of Computers & Data Processing	3	0	3
		Humanities Elective	3	0	3
MATH	24033	Applied Statistical Analysis	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

### SECOND YEAR

First Semester			Lecture	Lab	Semester Hours
GSP	10204	Physical Science	3	2	4
QA	21013	Quality Control Tech & Appl.	3	0	3
QA	21023	Metrology	3	0	3
QA	21033	Inspection Standards	3	0	3
MATH	24033	Applied Statistical Analysis	<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16
Second Semester					
QA	11023	Quality Assurance Engr. Concepts	3	0	3
QA	21053	Q.C. Mgmt., Policies & Proc.	3	0	3
ECON	20333	Economic Issues and Concepts	3	0	3
QA	21063	Prob. Solv. & Dec. Making Tech.	3	0	3
QA	21073	Nondest. Test Appl. & Practice	3	0	3
ENGR	11103	Computer Sol. for Eng. Problems	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18

Total Semester Hours: 63



**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, adult education, faculty offices and classrooms. It contains the Student Center where food and drinks may be purchased.

The Diesel Mechanics classrooms and lab area, the Electronic Technology classroom and lab and the Licensed Practical Nursing classrooms and lab are in the main building.

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

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



A building across the street from the main building has been purchased and will be renovated. This will house the Library, Learning Resource Center, classrooms and labs. The first phase of construction should be completed by fall, 1993.

As the university grows, we expect continual renovation and expansion to accommodate this growth.

## ORGANIZATION OF THE UNIVERSITY

### Board of Trustees - 1993

Charlotte Chucki Bornhoft Bradbury  
Wayne Hartsfield  
Larry Ross  
Harold O. Thomas  
William R. Phillips

### Officers of the Board - 1993

Charlotte Chucki Bornhoft Bradbury ..... Chairman  
Wayne Hartsfield ..... Vice-Chairman  
Larry Ross ..... Secretary

### Administrative Staff

**John N. Mangieri, 1992** ..... President of the University  
B.S., Slippery Rock State College  
M.Ed., Westminster College  
Ph.D., University of Pittsburgh

**William H. Owen, Jr., 1959** ..... Chancellor  
A.A., Arkansas State University-Beebe  
B.S., University of Central Arkansas  
M.S., University of Central Arkansas

**Eugene McKay, 1966** ..... Vice Chancellor for Academic Affairs  
B.A., Arkansas College  
M.A., University of Arkansas  
Ph.D., University of Mississippi

**Larry Haile, 1986** ..... Vice Chancellor and Director, ASTI  
B.S., State College of Arkansas  
M.S., State College of Arkansas

**David Moseley, 1985** ..... Vice Chancellor for Fiscal Affairs  
B.S., University of Arkansas at Monticello  
M.B.A., University of Central Arkansas



**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

**Bob Stiger, 1975** ..... **Director**  
B.S., Harding University

**Pamela K. Cicirello, 1988** ..... **Coordinator of Academic Affairs**  
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

**INSTRUCTIONAL STAFF**

- Margaret Berry, 1975** ..... **Business Education**  
A.A., Williams Baptist College  
B.S., University of the Ozarks  
M.S.E., Arkansas State University
- Jayne Black, 1988** ..... **Mathematics**  
B.S.E., Arkansas State University  
M.S., Arkansas State University
- Johnny Bratcher, 1987** ..... **Collision Repair Technology**  
Nashville Auto Diesel College Certification  
A.S.E. Certification
- Danny Doss, 1984** ..... **Appliance Service**  
White River Vocational Technical Certification  
NOCTI Certification
- Linda Duncan, 1988** ..... **Business Education**  
A.A., Arkansas State University-Beebe  
A.A.S., Arkansas State University-Beebe  
B.S.E., Arkansas State University  
M.S.E., Arkansas State University
- Francis Gay, 1992** ..... **Truck Driving**  
Delta Vocational Technical School Certification  
C.D.L.
- Thomas Hampton, 1985** ..... **Automotive Service Technology**  
Foothills Vocational Technical School Certification  
Cotton Boll Vocational Technical School Certification  
Delta Vocational Technical School Certification  
A.S.E. Master Technician Certification
- Phil Hart, 1991** ..... **Electronics**  
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
- Judy Hogue, 1981** ..... **Adult Education Coordinator**  
B.S., Phillips University  
M.Ed., Phillips University



- Anthony Jones, 1992** ..... **Truck Driving**  
White River Vocational Technical School Certification  
C.D.L.
- Janna Kegley, 1986** ..... **Business Education**  
B.S., Arkansas State University
- Sandra Lacy, 1988** ..... **General Adult Education**  
B.S.H.E., University of Arkansas
- Rebecca Landreth, 1975** ..... **Business Education**  
B.S.E., Arkansas State University  
M.S.E., Arkansas State University
- Cledas Manuel, 1981** ..... **Diesel Mechanics**  
A.S.E. Certification
- Dale Martin, 1988** ..... **Truck Driving**  
A.A., Williams Baptist College  
C.D.L.
- Jennifer Methvin, 1993** ..... **English**  
B.F.A., Arkansas Tech University  
M.A., Oklahoma State University
- Jerry Morgan, 1992** ..... **Truck Driving**  
Ozarka Vocational Technical School Certification  
C.D.L.
- Georgia Shocklee, 1987** ..... **Adult Basic Education**  
B.S.E., Arkansas State University
- Linda Sharp, 1989** ..... **Practical Nursing**  
A.S.N., Arkansas State University
- Paulette White, 1987** ..... **Practical Nursing**  
A.S.N., Arkansas State University

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**ADMINISTRATIVE SUPPORT STAFF**

**Theola Baker, 1993** ..... **Learning Resource Center**

B.A., University of Central Arkansas

M.A., University of Central Arkansas

**Tara Byrd, 1992** ..... **Assistant Registrar**

B.S.E., Arkansas State University

**Marsha Field, 1991** ..... **LPN Clinical Coordinator**

L.P.N.

White River Vocational Technical School Certification

**Donna Martin, 1989** ..... **Library**

B.S.E., Henderson State University

M.S., University of Central Arkansas



