

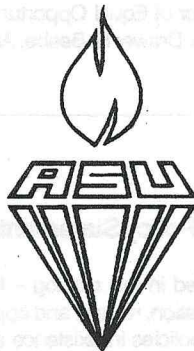
*Arkansas State University  
Beebe/Newport*



*1994-95 Catalog*

# ARKANSAS STATE UNIVERSITY

## BEEBE/NEWPORT



7648 Victory Blvd.  
Newport, AR 72112  
501-523-8966

### **Equal Opportunity/Affirmative Action**

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. The facilities and services of Arkansas State University-Beebe/Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to the Coordinator of Equal Opportunity/Affirmative Action, Arkansas State University – Beebe Branch, Drawer H, Beebe, Arkansas 72012-1008, Telephone (501) 882-6452.

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### **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.

## MISSION STATEMENT

Arkansas State University-Beebe is an operationally separate branch campus 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 primary service area consists of White and Jackson counties and contiguous counties; however, 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 campus into locations with existing needs but limited opportunities. The major purpose of this public two-year institution is to provide quality, affordable instruction and service programs consistent with identified needs.

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



## UNIVERSITY GOALS

**The following University goals are contained in the mission statement:**

1. High quality educational programs are offered to meet the changing needs of students;
2. Student support services are provided to help students achieve their educational goals;
3. Human and fiscal resources are utilized to support the total mission of the University; and
4. Economic development and cultural programs enhance the quality of life of citizens of the service area.

**In order to achieve these goals, the University has established the following objectives:**

1. A core curriculum of courses which provide the basic foundation of learning.
2. Programs that will enable students to earn Associate of Arts degrees to transfer into baccalaureate degree programs at four-year universities.
3. Programs that will enable students to earn Associate of Applied Science degrees.
4. Developmental education programs in reading, English, and math.
5. Continuing education through credit offerings at outreach locations.
6. Academic support services such as the library, admissions, and registrations that assist students with their educational goals.
7. Student support services such as counseling, testing, the learning center, and student organizational clubs and activities that assist students with their college goals.
8. Financial aid programs and financial aid counseling that assist students with financing their educational goals.
9. Programs that encourage staff and faculty development in order to maintain a faculty and staff of the highest level of skills and knowledge.
10. Fiscal management and facilities in support of the educational programs and services to enhance the University environment and work place.

11. Economic development activities in cooperation with industry, business, and the professions to provide training and technical support to enhance the quality of life for the community.
12. Community service through non-credit courses that meet the needs of a diverse university and community.
13. Cultural programs and services that meet the needs of a diverse university and community.
14. Grant acquisition and institutional planning in support of the educational programs and services to enhance the college environment and workplace and to promote effective continuous management of the institution.

Students are encouraged to acquaint themselves with Arkansas State University-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.

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## ACADEMIC CALENDAR

### GENERAL CALENDAR INFORMATION

Calendars are for general long-range planning and are subject to change. Current information is available on the current class schedule or from the Assistant registrar's office. All registrations require payment of fees or approved financial aid. See current class schedule. Wednesday night classes do not meet on the Wednesday before Thanksgiving.

#### FALL SEMESTER 1994

REGISTRATION .....	August 17-23
ORIENTATION.....	August 24
Classes begin and refund of fees at less than 100% begin for .....	August 25
CHANGE of schedule permitted .....	August 26-September 6
LATE registration fee .....	August 27
Labor Day holiday .....	September 3-5
Last day to register or add courses .....	September 6
Midsemester grade report period .....	October 10-15
Last day to drop a course with a "W" or change to audit.....	November 4
Thanksgiving holidays .....	November 24-26
Pre-registration for spring (returning students only) Fees due or approved financial aid at registration See fall class schedule for times.....	November 29-December 1
Last day to withdraw from the University .....	December 11
Final examinations .....	December 12-17
Grade reports due .....	December 19

#### SPRING 1995

Pre-registration for spring (Returning students only).....	November 29-December 1
REGISTRATION .....	January 5, 6, 9, 10
ORIENTATION .....	January 11
Classes begin and refund of fees at less than 100% begin for .....	January 12
CHANGE of schedule permitted .....	January 13-20
LATE registration fee (for all classes) .....	January 12
Last day to register or add courses .....	January 20
Midsemester grade report period .....	March 6-11
Spring break .....	March 20-24
Deadline for applying for graduation .....	April 3
Last day to drop a course with a "W" or change to audit.....	April 3

Pre-registration for summer sessions (returning students only).....	April 18-20
Pre-registration for fall (returning students only).....	April 25-27
Commencement .....	May 11
Last day to withdraw from the University .....	May 2
Final examinations .....	May 3-9
Grade reports due .....	May 15

### SUMMER 1995

#### Five-Week Terms

##### Term I

Registration .....	May 26 & 30
Classes begin .....	May 31
Last day to drop a class with a "W" .....	June 22
Last day to withdraw from the University .....	July 5
Final exams .....	July 6

##### Term II

Registration .....	July 6-7
Classes begin .....	July 10
Last day to drop a class with a "W" .....	July 28
Last day to withdraw from the University .....	August 10
Final exams .....	August 11

#### Eight-Week Term

##### Day and Evening Classes

Registration .....	June 12-13
Classes begin .....	June 14
Last day to drop a course with a "W" .....	July 28
Last day to withdraw from the University .....	August 10
Final exams .....	August 11

**\*\*Graduate classes through Continuing Education ASU-Jonesboro will be scheduled as indicated by interest on the Newport campus. For information concerning classes offered, time and cost contact Georgia Shocklee (523-8966) or Steve Johnson (972-3052)**

## 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 or courses.

Communications concerning admission should be addressed to the Assistant Registrar, Arkansas State University-Beebe/Newport, 7648 Victory Blvd., Newport, AR 72112. Persons wishing to telephone the Assistant Registrar may call (501) 523-8966.

### APPLYING FOR ADMISSION

Prospective students should submit the following 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 transcripts from previous colleges or universities.
4. Documentation (required by Arkansas statute) of immunization for measles and rubella.

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

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

### ADMISSION CATEGORIES

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

#### 1. Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools, or
- B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or
- C. Students transferring from an 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 Arkansas State University-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 Credit 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 Arkansas State University-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 or superintendent, may enroll as full-time university students at Arkansas State University-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 State Board of Higher Education (SBHE) and are recommended by their high school principal or superintendent may enroll in university courses while in high school when the combined enrollments do not exceed a normal academic load.

**SBHE-Adopted Criteria**

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

- I. Presentation of standardized test scores and high school grades.
  - A. Score at the 80th percentile on national norms on that portion of the ACT, PSAT, or 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, student 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 the 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.

#### **6. Academic Clemency**

Academic Clemency is a provision allowing a one-time, irrevocable calculation of grade point average and credit hours toward graduation to be based only on work done after a prolonged separation from college. This provision is provided for undergraduate students who have gained maturity through extended experience outside higher education institutions.

Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows:

1. separation from all academic institutions for at least five years and then,
2. formal application filed with the Director of Admissions and Records.

Upon approval by the Director of Admissions and Records, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Beebe) of any college or university credit earned prior to the five years separation indicated above. The date of the clemency will coincide with the date of re-entry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted-(date of fresh start)."

### **Student Classification**

Beginning students as well as transfer and continuing students with fewer than 30 semester hours credit are classified as freshmen; students with 30-72 hours of credit are classified as sophomores; and students with more than 72 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's class schedule. Registration will be permitted only at scheduled times.

## **Changes in Schedule and Withdrawal from a Course**

Changes in a student's schedule 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 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, including the assistant registrar and business manager. Refunds will be made according to the Refund of Fees Schedule which appears in this section of the catalog.



Proper withdrawal will protect the students' academic records 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 the form to the Assistant Registrar's Office to be officially withdrawn from the class.

## Grading System

Letter grades are used to indicate the following qualities:

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

An incomplete grade (I) not removed within one spring or fall semester will be recorded as an "F". Incompletes are for emergencies near the end of the semester. Prior approval of the Vice Chancellor for Academic Affairs is required. 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 credit hours 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 (Maximum 30 hours)**

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 Experiences in the Armed Forces*.

### **Credit by Examination**

Arkansas State University-Beebe/Newport 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 Arkansas State University-Beebe/Newport to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to Arkansas State University-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 Arkansas State University-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 registrar of the action or continue in the course until it is completed and thus receive no CLEP credit for it.

For information on CLEP or other testing programs, students should contact the Coordinator of Student Affairs at Arkansas State University-Beebe/Newport.

### **Auditing Courses**

Students are permitted to audit courses at Arkansas State University-Beebe/Newport. Audit students will pay the regular course fee as indicated under the section on 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**

If continuously enrolled, students may graduate under the Arkansas State University-Beebe/Newport catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students must apply for a degree or 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 and pay an application fee. The deadline for making plans to participate in graduation exercises will fall approximately six weeks before the end of spring semester each year. Cap and gown can be rented from the Bookstore for an extra fee.

### **Academic Distinction**

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

1. A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 15 credit hours.
2. An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 15 credit hours with a GPA of 3.5 to 3.99.
3. Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from the University.

## **Academic Integrity**

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

The University of Arkansas at Little Rock (UALR) is committed to providing a safe and secure environment for its students and faculty. The University's Student Conduct Code is designed to ensure that all students are held accountable for their actions and to provide a fair and equitable process for addressing any violations of the code.

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## Student Handbook

The Student Handbook is a comprehensive guide to the University's policies and procedures. It is designed to provide students with the information they need to understand the University's expectations and to ensure that they are held accountable for their actions. The handbook is available to all students and is updated regularly to reflect any changes in the University's policies and procedures.

# STUDENT SERVICES

## Counseling

Counseling services are available to all students through the Office of Student Services. The Office of Student Services is designed to provide students with the support and resources they need to succeed in college. The Office of Student Services is designed to provide students with the support and resources they need to succeed in college. The Office of Student Services is designed to provide students with the support and resources they need to succeed in college.

In addition to providing counseling, the Office of Student Services also provides a variety of other services to students. These services include academic advising, career counseling, and financial aid counseling. The Office of Student Services is designed to provide students with the support and resources they need to succeed in college.

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## Learning Resources Center

The Learning Resources Center (LRC) provides a variety of services to students, including tutoring, study skills workshops, and academic advising. The LRC is designed to provide students with the support and resources they need to succeed in college. The LRC is designed to provide students with the support and resources they need to succeed in college. The LRC is designed to provide students with the support and resources they need to succeed in college.

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## **Student Conduct**

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

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

## **Student Handbook**

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

## **Counseling**

Counseling services are available at ASU-Beebe/Newport through the office of Coordinator of Student Affairs. 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 Affairs provides career and educational information.

The Coordinator of Student Affairs may assist in academic advising for students. Students in certificate programs should consult a faculty member for advising. For majors not having specified departments, students should contact the Coordinator of Student Affairs.

## **Learning Resources Center**

Learning Resource Center (LRC) provides free tutoring services to any Arkansas State University-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 Learning Resource Center's word processing programs to prepare papers.

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

## Financial Aid

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

Financial aid at Arkansas State University-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 Affairs. Early contact and application is recommended.

## Scholarships

Arkansas State University-Beebe/Newport awards scholarships through the Scholarship Committee. Information about scholarships may be obtained by contacting the Coordinator of Student Affairs at Arkansas State University-Beebe/Newport. Types of scholarships available to outstanding students at Arkansas State University-Beebe/Newport include the following:

**Academic Scholarships** - Academic scholarships in the 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 a 3.25 thereafter and completes 12 credit (non-remedial) hours per semester.

**Individual Scholarships** - These scholarships are available in various amounts and are funded by civic clubs, alumni, businesses, 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 Veteran's Administration (VA) may contact the Coordinator of Student Affairs at Arkansas State University-Beebe/Newport for detailed information and application forms.

## General Fees and Expenses

Student fees are payable 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. When the catalog went to press, the fees were as follows:

**FEES (PER SEMESTER, Subject to change without notice)**

Arkansas Resident Tuition .....	\$540
Out-of-State Resident Tuition .....	\$912
Late Registration Added Fee .....	\$20
Vehicle Registration (per year) .....	\$5
*Tuition Fee Per Credit Hour .....	\$46
*Tuition Fee Per Credit Hour (Out-of-State) .....	\$76
Lab Fee .....	\$10
Quality Improvement Fee (per semester hour) .....	\$2

Students without ACT scores will be charged a testing fee.

See current class schedule or call the registrar's office for current fees.

\*Applies to students carrying less than 12 hours.

**Refund of Fees Schedule**

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

	<b>Semester</b>	<b>Five-Week/Eight Week Terms</b>
First Week .....	80%	50%
Second or third week .....	60%	None
Fourth and fifth weeks .....	40%	None
Over five weeks .....	None	None

**Student Center**

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

**Health**

Health insurance is available to Arkansas State University-Beebe/Newport students. Details concerning the policy may be obtained from the Coordinator of Student Affairs.

**Grievance Procedures**

Any action toward students by faculty, supervisors, administrators, or any other person acting for the University is subject to review through established grievance procedures. These procedures, as stated in the Student Handbook, must be followed. The Director of Personnel/Affirmative Action will provide information and assistance in preparation of grievance complaints.



## Records 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 or 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 publications, programs, 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. Arkansas State University-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 Arkansas State University-Beebe/Newport, the procedure for gaining access to records, and the procedure for challenging the content of those records.

## ORGANIZATIONS

Several academic, service, and preprofessional organizations are active on the Arkansas State University-Beebe/Newport campus. These organizations offer students opportunities for leadership experiences as well as recognizing scholarship and providing social activities. A complete list of all currently recognized student organizations is included in the ASU-Beebe/Newport Student Handbook.



## **ACADEMIC PROGRAMS**

## ACADEMIC PROGRAMS

In addition to regular college programs, Arkansas State University-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 Arkansas State University-Beebe/Newport includes the following: Applied Arts, Education and Social Science, English and Fine Arts, Mathematics and Science, and Continuing Education. Each division has a departmental substructure and is supervised by a Division Chair or director. The organization is outlined below.

### **Division of Applied Arts**

Department of Business

### **Division of Education and Social Science**

Department of Education and Psychology

Department of Health, Physical Education and Recreation

Department of Social Science

### **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

### **Division of Continuing Education**

Arkansas State University-Beebe/Newport operates a program of continuing education to meet the needs of the service area.

In addition, computer software training classes and leisure arts classes are offered on the campus of Arkansas State University-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.

For information on these programs, please call the Assistant Registrar's office at 523-8966.

## ADULT EDUCATION

The Arkansas State University-Beebe/Newport campus also offers on-and off-campus classes in Adult Basic Education (ABE) and General Education (GED). 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 Skill .....	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 more information on these programs, please call the Coordinator of Adult Education at 523-8966.

## COURSES OF STUDY

This catalog contains descriptions of courses which are offered under the auspices of each division/department. Additionally, information is provided about each department as well as major requirements associated with related degree programs.

A majority of Arkansas State University-Beebe/Newport's students plan to pursue a baccalaureate or professional degree. Many of these students will complete an associate degree as a part of the program, while a significant number of students will find that an associate degree or a certification program will suffice in meeting career needs.

A degree plan will include a block of "core" or "general education" courses. With few exceptions, a student at Arkansas State University-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.

The advisor, by consulting the catalog of the transfer institution involved, may help to select Arkansas State University-Beebe/Newport course work which will apply directly to the four-year or professional degree program.

## **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 five digits. The course number provides the following information: The first digit indicates the course level (1 freshman, 2 sophomore). The next 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/Newport offers the Associate of Arts degree with the following areas of emphasis:

- |                                 |                          |
|---------------------------------|--------------------------|
| 1. General Agriculture*         | 8. General Education     |
| 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 Information System | 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.

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

1. Unconditional admission to Arkansas State University-Beebe/Newport
2. Completion of a minimum of 60 semester hours, at least 15 of which must be earned at Arkansas State University-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



The Associate of Arts degree is designed for students who wish to take the first two years of a baccalaureate program before transferring to a senior university. Students who know where they will transfer and what their major will be should be able to plan their degree, with the help of an Arkansas State University-Beebe /Newport advisor, to maximize transfer.

All Associate of Arts degrees require the following **43-hour University Core curriculum**.

HOURS	COURSES
6	English I and English II
8	Lab sciences
3	College Algebra
12	Social science U.S. History or U.S. Government (3) World Civilization I or II (3) Electives from below (6) History, Sociology, Economics, Psychology, Political Science or Geography
12	Arts and humanities Fine Arts-Visual or Fine Arts-Musical (3) World Literature (6) Oral Communications (3)
2	Physical education activity
<hr/> 43	

Students who complete the Associate of Arts degree with the core listed above will have certain advantages when transferring to Arkansas State University at Jonesboro, such as transferring D's and possibly retaining their ACT scholarship (see an advisor or the registrar for details.) Students who plan to transfer to another university may be able to substitute certain courses with the approval of their advisor and the Vice Chancellor for Academic Affairs.

All Associate of Arts degrees have 60-64 hours, including the 43-hour core and 17-21 hours approved by an advisor. Some majors have required courses to complete the 17-21 hour section of the degree. Other majors allow more flexibility to accommodate the students' needs in transfer. The goal is to have all credit courses in the Associate of Arts degree transfer into the students' bachelor degree plan. By obtaining appropriate substitutions, by completing an appropriate core, and by selecting transferable electives, students should be able to transfer all-or at least most-of their degree credit courses into a baccalaureate program in an Arkansas senior university.

Students can complete the first two-years of most bachelors degrees at Arkansas State University-Beebe/Newport. Therefore, they can get an Associate of Arts degree from Arkansas State University-Beebe/Newport and major in almost any academic discipline, including the following, at an Arkansas senior university:

Accounting	Pre-Professional Programs
Agriculture	Pre-Pharmacy
Agricultural Business	Pre-Dentistry
Agricultural Economics	Pre-Law
Animal Science	Pre-Medical
Business Administration	Pre-Optometry
Computer Information Systems	Occupational Therapy
Economics	Psychology
Elementary Education	Recreation
Environmental Health Sciences	Secondary Education
Finance	Agricultural Education
Health Education	Art
Health Science	Biology
History	Business Education
Liberal Arts	Chemistry
Management	English
Marketing	Math
Office Administration	Physical Education
Physical Education	Physics
Physical Therapy	Social Studies
Physical Science	Speech
Plant Sciences	Social Science
Political Science	Sociology
	Speech and Theater

All full-time, first-time students and all transfer students with fewer than 15 transfer credits are required to take UNIV 10001 Freshman Seminar if they are required to take one or more remedial courses. (This requirement is not in effect on the Newport campus at this time.)

## ARKANSAS STATE UNIVERSITY PARTNERSHIP AGREEMENT

You, as a student at Arkansas State University-Beebe/Newport have the opportunity to take part in a partnership agreement formed by Arkansas State University-Beebe with Arkansas State University-Jonesboro, which has as its goal the facilitation of the transfer process to Arkansas State University. What does this mean for you as a transferring student? This partnership agreement, which becomes effective fall 1994, guarantees that:

- 1) if you transfer from Arkansas State University-Beebe/Newport with the Associate of Arts degree with the 43-hour core curriculum, you will have satisfied general education core requirements and be admitted with junior classification at Arkansas State University.

- 2) in general, any grades of "D" which you earn as part of the Associate of Arts degree at Arkansas State University-Beebe/Newport will transfer for credit to Arkansas State University. However, specific degree requirements may require a grade of "C" or higher in certain courses.

If you have any questions concerning the partnership agreement, please contact the admissions office at Arkansas State University-Beebe/Newport.

## THE ASSOCIATE OF GENERAL EDUCATION

The Associate of General Education degree provides students maximum flexibility in designing programs to meet their individual needs. Most students interested in transfer should take the Associate of Arts degree. In rare instances, students may be transferring into a program that has course requirements that differ significantly from the core curriculum in the Associate of Arts degree and may wish, with the approval of an advisor, to develop degree plans to meet their transfer needs.

Most of the students in the Associate of General Education degree plan are working and need a degree and specific skills for their current job or to enable them to get a job upgrade.

When students enter this program, they must fill out a checklist of required courses (60 hours) approved by their advisor and the vice chancellor for academic affairs.

All students taking the Associate of General Education degree will take the following core curriculum:

I.       Communications

3 hours	English I
3 hours	English II or Technical Communication
3 hours	Speech, Business Communications

II.       3-4 hours math (Intermediate Algebra or higher)

III.      4 hours lab science

IV.      6 hours Computers, Accounting, Economics, Psychology

V.       3 hours U. S. Government or U. S. History

VI.      3 hours Fine Arts-Visual, Fine Arts-Musical, Art, Literature

VII.     1 hour P. E.

VIII.    1-6 hours can be awarded for related work experience if approved by advisor and vice chancellor for academic affairs.

- IX** Elective hours as approved by an advisor and the vice chancellor for academic affairs to complete 60-hour program. Substitution of some courses can be made with the approval of an advisor and the vice chancellor for academic affairs. Students must have a 2.0 or better GPA and must complete at least 15 hours on campus at Arkansas State University-Beebe/Newport to graduate.

## State Minimum Core (35 Hours)\*

State policy requires all state universities to accept Arkansas State University-Beebe/Newport's Core Courses in transfer. Students who have completed Arkansas State University-Beebe/Newport's State Minimum Core should be recognized as having completed the State Minimum Core curriculum at the transfer university.

<b>HOURS</b>	<b>COURSE</b>	
6	English Composition	
	ENG 10003	Freshman English I
	ENG 10013	Freshman English II
3	Oral Communications	
	SPCH 12003	Oral Communications
3	College Algebra*	
8	Lab Science**	
	BIOL 10004	Biological Science
	GSP 10204	Physical Science
	BIOL 11004	General Botany
	BIOL 21004	Microbiology
	ZOOL 13004	General Zoology I
	ZOOL 13014	General Zoology II
	ZOOL 24004	Human Anatomy and Physiology I
	ZOOL 24014	Human Anatomy and Physiology II
	CHEM 16014	General Chemistry I
	CHEM 16024	General Chemistry
	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 The United States to 1876
    - HIST 21773 The 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 The United States to 1876
    - HIST 21773 The United States Since 1876
    - POSCI 22313 United States Government
    - GEOG 22613 Introduction to 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. Licensed Practical Nurse to Registered Nurse

## TECHNICAL CERTIFICATES

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

For requirements and further information concerning these certificates, see individual requirement 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. The student must complete a minimum of 75 hours with at least 30 in residence at Arkansas State University-Beebe/Newport for a second degree. 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.

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

**Classes noted with two asterisks (\*\*) may not be available during the 1994-95 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

This division includes the Department of Business. Courses offered provide a background in various fields of business to prepare a student to enter employment or to pursue further education.

### DEPARTMENT OF BUSINESS

The Department of Business offers Associate of Arts degrees with majors in Business Management, Office Technology and Computer Information Systems, and two technical certificates in Computer Information Systems and Office Occupations.

Courses required for these programs may also be applied toward Bachelor level degrees in Accounting, Administrative Services, Business Education, Economics, Business Administration, Finance, Management, Marketing, and Computer Information Systems. 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.

### BUSINESS MANAGEMENT

The Associate of Arts degree with a major in Business Management is awarded to students who complete all core, major, and related requirements. See **University Core Requirements (43 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	20323	Principles of Microeconomics
BUAD	21023	The Legal Environment of Business
CIS	11003	Introduction to Computer Information Systems
or		
CIS	24853	Microcomputer Business Applications

Note: ECON 20313 Principles of Macroeconomics is also required and should be taken as part of the 43-hour core.

### Major Requirements (6 hours)

**General Business Option** Select courses from this group on approval of advisor.

Select two courses from:

BUED	25123	Business Communications
MATH	24143	Calculus with Business Applications
MGMT	21013	Business Statistics I



**Management Option** Select courses from this group upon approval of advisor.

Select two courses from:

MGMT	21043	Supervisory Management
MGMT	21053	Small Business Management
MGMT	21023	Managerial Finance
MGMT	21063	Management of Marketing Organizations

## OFFICE TECHNOLOGY

The Associate of Arts degree with a major in Office Technology is awarded to students who complete all core, major, and related requirements. See **University Core Requirements (43 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:

<b>Business Core</b>		<b>(12 hours)</b>
ACCT	20003	Principles of Accounting I
BUED	25003*	Word Processing
BUED	25033*	Intermediate Shorthand
BUED	25043*	Advanced Keyboarding

Note: ECON 20313 Principles of Macroeconomics is also required and should be taken as part of the 43-hour core.

### Major Requirements (9 hours)

**Office Administration Option** Select courses from this group upon approval of advisor.

Select three courses from:

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

**Business Education Option** Select Courses from this group upon approval of advisor.

EDU	20003	Early Classroom Experience
PSY	20013	Child and Adolescent Development

Select one course from:

ACCT	20013	Principles of Accounting II
ECON	20323	Principles of Microeconomics
BUAD	21023	The Legal Environment of Business
BUED	25123	Business Communications

Note: Education majors are required to take United States History and United States Government.

**Total Semester Hours 64**

\*Refer to catalog for prerequisites for these courses.

Note: See your advisor for specific requirements at four-year universities.

## COMPUTER INFORMATION SYSTEMS

The Associate of Arts degree with emphasis in Computer Information Systems is awarded to students who complete all core, major, and related requirements. See **University Core Requirements (43 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 Computer Information Systems are listed below:

### MAJOR REQUIREMENTS: (14 hours)

ACCT	20003	Principles of Accounting I
CIS	24814	Principles of COBOL Programming
CIS	24843	Database Management Systems
CIS	24874	Structured Programming in the C Language
or		
CIS	24854	Advanced COBOL Programming

Note: ECON 20313 Principles of Macroeconomics is also required and should be taken as part of the 43-hour core.

### BUSINESS/COMPUTER ELECTIVES: (7-8 hours)

Select courses from this group upon approval of advisor.

CIS	11014	BASIC Computer Programming Language
CIS	24853	Microcomputer Business Applications
CIS	24854	Advanced COBOL Programming
or		
CIS	24874	Structured Programming in the C Language
CIS	24834	Principles of RPG Programming
CIS	11003	Introduction to Computer Information Systems
ACCT	20013	Principles of Accounting II

\*CST (Computer Systems Technology) Courses

**Total: 64-66 hours**

\*Only on approval of advisor and CST faculty

Note: See your advisor for specific requirements at four-year universities.

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

## Technical Certificate COMPUTER INFORMATION SYSTEMS

A technical certificate in Computer Information Systems 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 Technical Certificate is awarded to each student who fulfills the following requirements:

1. Unconditional admission to Arkansas State University-Beebe/Newport
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at Arkansas State University-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
CIS	11003	Introduction to Computer Information Systems
CIS	11014	BASIC Computer Programming Language
CIS	24814	Principles of COBOL Programming
MGMT	21013	Business Statistics I
MATH	14023	College Algebra

Select two:

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

## Technical Certificate 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 or toward a baccalaureate degree.

The technical certificate is awarded to each student who fulfills the following requirements:

1. Unconditional admission to Arkansas State University-Beebe/Newport.
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at Arkansas State University-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
CIS	11003	Introduction to Computer Information Systems
CIS	24853	Microcomputer Business Applications

Option II		(12 hours)
ACCT	20003	Principles of Accounting I
ACCT	20033	Computerized Accounting
CIS	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 organizations. Primary emphasis is on accounting principles applicable to measuring assets, liabilities, and owners' equity for sole proprietorships.

#### ACCT 20013 Principles of Accounting II

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision making. Prerequisite: ACCT 20003.



**ACCT 20033 Computerized Accounting**

Students' knowledge of accounting concepts and principles is reinforced through use of the computer. Instruction is provided in computer operations necessary to use available accounting software. Students concerned about transferability should check with their transfer institution. 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 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.

**Computer Information Systems****CIS 11003 Introduction to Computer Information Systems**

The study of information systems and their application within management information systems. Topics include terminology, data representation, storage media, computer systems and configurations, and computer-based information systems. Provides fundamental understanding of computer capabilities in management decision making. Students will gain "hands on" experience with application software commonly used in business operations.

**CIS 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: CIS 11003 or consent of instructor.

**CIS 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: CIS 11003 or consent of instructor.

**CIS 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: CIS 24814.

**CIS 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: CIS 11003 or consent of instructor.

**CIS 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. Prerequisites: CIS 24814 or consent of instructor.

**CIS 24853 Microcomputer Business Applications**

An intermediate level course in the application of software packages for microcomputers with emphasis on common business functions. Utilization of file management, spreadsheet, and word processing software will be emphasized. Prerequisite: CIS 11003 or consent of instructor.

**CIS 24813 Desktop Publishing Applications**

An introduction to desktop publishing concepts. Course concentrates on design, creation, formatting and revision of business documents using microcomputers with desktop publishing software. Students will learn terminology, layout techniques, graphics creation and manipulation, text integration and other desktop publishing principles. Prerequisites: CIS 11003, BUED 25003, or consent of instructor. Typing skills are important but not necessary; however, keyboard familiarity is essential.

**CIS 24823 Spreadsheet Applications for Business**

The study of electronic spreadsheet concepts and terminology, using Lotus 1-2-3 application software. The fundamentals of worksheets, graphics, database, and macro features of Lotus 1-2-3 will be utilized to solve problems. Prerequisite: CIS 11003 or consent of instructor. Students concerned about transferability should check with their transfer institution.

**CIS 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. Prerequisites: CIS 24814 and CIS 24843 or consent of instructor.

**CIS 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. Prerequisites: CIS 24814 and/or 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 20313 and ECON 20323 may not be taken concurrently. Prerequisite: MATH 14014.

**ECON 20323 Principles of Microeconomics**

Analysis of the decision making of individual units of economics; households, business firms, and the government. Topics include price determination, production, income distribution, market structures, and international economics. ECON 20313 and ECON 20323 may not be taken concurrently. Prerequisite: MATH 14014.

**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.

**MGMT 21063 Management of Marketing Organizations**

An introductory survey course that examines various critical issues involved in the transfer of goods and services from the producer to the consumer. Emphasis is placed on managerial planning and execution, policy formulation, contemporary operating methods, and performance appraisal to achieve organizational effectiveness. Prerequisites: ACCT 20003 and ECON 20313 recommended.



## 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 on microcomputers. 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. Instruction is provided in using microcomputers. 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, CIS 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 spreadsheets, 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. Legal and medical dictation are transcribed.

Lecture two hours, laboratory three hours per week. Prerequisite: keyboarding speed of 40 words per minute or consent of the 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 work internship. 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; 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.

### ENGLISH

To complete the Associate of Arts in English, students must complete the following:

1. 43-hour core, including 12 hours of English.
2. Fine Arts-Visual and Fine Arts-Musical. (One is in the core.)
3. 6 hours of World Civilization. (One is in the core.)
4. Additional English, speech, drama, and foreign language as approved by an advisor to complete the 61-hour program.

### 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. Laboratory hours in the Learning Resource Center are required.

#### **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 comprehension. Prerequisites: Students must have an ACT score of 19 or above or have successfully completed Reading Improvement.

**ENG 00003 Developmental English**

A course designed to improve writing skills through exercises in basic grammar, in mechanics, 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**

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

**ENG 10033 Technical Communication**

A course 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**

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

**ENG 20023 English Literature I**

Survey of Britain literature from the Old English period through the Eighteenth Century. 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**

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

### **SPAN 10003 Elementary Spanish I**

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

### **SPAN 10013 Elementary Spanish II**

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

## DEPARTMENT OF FINE ARTS

The Department of Fine Arts includes 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 areas 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.

The Associate of Arts degree in Art is awarded to students who complete all core, major and related requirements. **See University Core Requirements (43 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 courses not selected to fulfill University Core Requirements.

**Electives (3 hours)**

Electives as required to complete 60 hour degree program.

**DESCRIPTION OF COURSES IN ART****ART 10093 Elementary Freehand Drawing I**

A studio course in which the concepts of linear perspective, value studies, contrast, contour, and technique are taught by using a variety of subjects from still life to live models. A variety of media will also be explored. 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 which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught. Six hours per week. Prerequisite: Art 10093 or consent of instructor.

**ART 20073 Painting and Composition II**

A 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 to develop criteria for appreciation of painting, sculpture, and architecture.

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

A course designed to give future elementary teachers the basic knowledge and skill to lead students through creative experiences in the visual arts. Emphasis will also be placed on how the creative process is valuable to the total education of the child.

## 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 hours 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 10891 The Singers II\*\***

Continuation of MUS 10791. (By audition only.)

**MUS 20791 The Singers III\*\***

Continuation of MUS 10891. (By audition only.)

**MUS 20891 The Singers IV\*\***

Continuation of MUS 20791. (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 a comprehension and appreciation of the role of theater in the development of modern civilization.

The Associate of Arts degree with a major in Speech and Theater is awarded to students who complete all core, major, and related requirements. See **University Core Requirements (43 hours)**.

<b>Major Requirements</b>		<b>(2 hours)</b>
DRAMA	12261	Theater Workshop I
DRAMA	12271	Theater Workshop II

<b>Select from the following: (13 hours)</b>		
SPCH	20013	Interpersonal Communication
SPCH	22033	Oral Interpretation
DRAMA	12283	Introduction to Theater
DRAMA	22263	Acting
DRAMA	22283	Fundamentals of Stagecraft
DRAMA	22273	Theater Practicum
DRAMA	22261	Theater Workshop III
DRAMA	22271	Theater Workshop IV

<b>Related Requirements</b>		<b>(3 hours)*</b>
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.

**Total Program Hours: 61 hours**

## 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 12261 Theater Workshop I**

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

**DRAMA 12271 Theater Workshop II**

Continuation of DRAMA 12261.

**DRAMA 22261 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 12261 and DRAMA 12271.

**DRAMA 22271 Theater Workshop IV**

Continuation of DRAMA 22261.

**DRAMA 12283 Introduction to Theater**

A study of basic principles and techniques of acting, stage traditions and stage terminology. Lectures, individual and group projects.

**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 by 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 stage 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 for engineering, medicine, dentistry, pharmacy, nursing, medical technology, and allied health 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.

### BIOLOGICAL SCIENCE

The Associate of Arts degree with a major 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 (43 Hours).

The major and related requirements may be completed under either Plan A or Plan B.

#### Plan A:

##### Major Requirements

*BIOL	10004
*BIOL	11004
*ZOOL	13004
*ZOOL	13014

##### Related Requirements:

*CHEM	16014
*CHEM	16024

#### Natural Science Majors

##### (16 hours)

Biological Science
General Botany
General Zoology I (Invertebrate)
General Zoology II (Vertebrate)

##### (8 hours)

General Chemistry I
General Chemistry II

Elective 1 hour

Total Hours Required: 60 hours

**Plan B:****Major Requirements**

*BIOL	10004	Biological Science
*BIOL	20013	Introduction to Nutrition
*BIOL	21004	Microbiology
*ZOOL	24004	Human Anatomy & Physiology I
*ZOOL	24014	Human Anatomy & Physiology II

**Related Requirements:****(8 hours)**

*CHEM	16014	General Chemistry I
*CHEM	16024	General Chemistry II
or		
*CHEM	26064	Introduction to Organic and Biochemistry

**Total Hours Required: 62 hours**

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**

A study of human nutritional needs over the human life span. Individual nutrients, their functions, and their processing by the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health and the environment.

**BIOL 21004 Microbiology**

A study of microorganisms, in particular bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Prerequisite: BIOL 10004 or consent of instructor. Knowledge of elementary chemistry recommended.

## 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 22004 Basic Human Anatomy and Physiology**

A course in physiology wherein the functions of each of the organ systems is studied. Emphasis will be placed on the nervous, musculoskeletal, cardiovascular, respiratory, excretory, and endocrine systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with teaching emphasis in biology. Lecture three hours. Laboratory three hours. Prerequisites: BIOL 10004 or consent of instructor.

### **ZOOL 24004 Human Anatomy and Physiology I**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. 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 special senses, 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 or consent of the instructor.

## 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 mathematical principles for cultural benefits.



## MATHEMATICS

The Associate of Arts degree with a major in mathematics is awarded to students who complete all core, major, and elective requirements.

**See University Core Requirements (43 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 Mathematics are noted in the listing below:

Major Requirements		(13 hours)
MATH	14033	Plane Trigonometry
MATH	24205	Calculus I
MATH	24215	Calculus II

Electives plus 4 hours

Total Hours Required: 60 hours

## 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, and graphing linear equations. (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. 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. Use of matrices and determinants. Emphasis on applications and problem solving. Prerequisite: MATH 14014 or acceptable ACT score and high school Algebra II.

### MATH 14033 Plane Trigonometry

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, 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 or consent of instructor.

**MATH 24153 Calculus with Technical Applications**

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

**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, and vectors. 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.

The Associate of Arts degree with a major in physical science is awarded to students who complete all core, major, and related requirements.

**See University Core Requirements (43 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 physical science are noted in the listing on page 67:

<b>Major Requirements</b>		<b>(16 hours)</b>
*CHEM	16014	General Chemistry I
*CHEM	16024	General Chemistry II
*PHYS	25054	General Physics I
or		
*PHYS	25074	Fundamental Physics I
*PHYS	25064	General Physics II
or		
*PHYS	25084	Fundamental Physics II

<b>Related Requirements</b>		<b>(3 hours)</b>
MATH	14033	Plane Trigonometry

Electives 6 hours. (BIOL 10004 is recommended as an elective.)

Total Hours Required: 60 hours

\* 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 concentrating 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 00014 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. Corequisite: 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 Introduction to Organic and Biochemistry**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 16024 or CHEM 16014 and consent of instructor.

**CHEM 26104 Organic Chemistry I**

Structure and bonding in organic compounds, conformational analysis, stereochemistry, introduction to reaction mechanisms and spectroscopic characterization of organic molecules. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 16024.

**CHEM 26114 Organic Chemistry II**

Organic transformations, carbonyl chemistry, carbon-carbon bond formation, reaction mechanisms, stereochemistry and regiochemistry of synthetic processes. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 26104.

## 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**

The 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. Corequisite: MATH 24205.

**PHYS 25084 Fundamental Physics II**

The continuation of PHYS 25074, covering electricity, magnetism, optics and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 25074. Corequisite: 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.

Majors in this division are in physical education and health and social science. Students may also wish to consider a major 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.) General Psychology is a recommended prerequisite.

Note: It is not recommended that both PSY 20013 and PSY 22533 be taken for college credit.

#### **PSY 22513 General Psychology**

A scientific study of behavior and cognitive processes. General psychology covers a wide range of human behavior.

#### **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 transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. General psychology is a recommended prerequisite.



## 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 education system in the United States and the role of teachers. Course requires 30 hours of observation and directed experiences in a public school. General psychology is a recommended prerequisite.

### **SPED 20613 Introduction to Exceptional Children**

An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation of children in special education. General psychology is a recommended prerequisite.

### **UNIV 10001 Freshman Seminar\*\***

Designed to assist students in obtaining information and skills necessary to succeed in college. University programs, policies, and resources will be presented along with a special emphasis on study skills. (Required for full-time, first-time entering students who are required to take one or more remedial courses and for transfers with fewer than 15 transfer credits who are required to take one or more remedial courses.)\*\*This requirement is not in effect on the Newport campus at this time.

## 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.

### PHYSICAL EDUCATION

The Associate of Arts degree with a major in Physical Education is awarded to students who complete all core, major, and related requirements.

#### **See University Core Requirements (43 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 physical education are noted in the listing below:

#### **Major Requirements: (9/10 hours)**

HLTH	23513	Principles of Personal Health
PE	14622	Concepts of Physical Activity
PE	23903	Foundations of Physical Education
PE	13831	Physical Conditioning
or		
PE	12012	Aerobics II

Select three hours from the following: (3 hours)

HLTH	23633	Basic Physiology of Activity
HLTH	23543	Principles of Health Education
HLTH	23523	First Aid and Safety

Electives as required to complete 64 hour degree program. (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 (EDU 20003 required for BSE degree at freshman or sophomore level-see advisor for additional teacher requirements.)

Computer Information Systems

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. Academic advisors can provide assistance in selecting appropriate courses.

## 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 23523 First Aid and Safety**

Fundamentals, techniques, and practice of first aid as prescribed by the responding to emergencies course of 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, 1993).

**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 optional 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 and smoking. Methods and techniques of developing strength, flexibility, cardio-vascular fitness, utilizing jogging, self-improvement exercises and weight training.



**PE 13001 Recreational Games**

The course is designed for individuals who wish to be introduced to a variety of recreational games. It is designed to develop the basic skills, knowledge, and techniques of badminton, pickle ball, volleyball, table tennis, shuffleboard, racquetball, wallyball, horseshoes and various board games.

**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 13821 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 13831 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 13841 Aerobic Dancing/Exercise I**

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

**PE 13851 Aerobic Dancing/Exercise II**

A continuation of PE 13841.

**PE 13771 International Folk Dance**

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

**PE 13791 Track and Field**

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

**PE 13861 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 13871 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 13891 Intermediate Swimming\*\***

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

**PE 14291 Volleyball**

Introduction to the basic skills, rules, and strategy of volleyball.

**PE 14371 Soccer**

Introduction to the basic skills, rules, and strategy of soccer.

**PE 14571 Basketball**

Introduction to the basic skills, rules, and strategy of basketball.

**PE 14622 Concepts of Physical Activity**

Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; provides opportunities for psychomotor development. A required course for physical education majors. The course may be taken by the general population. It will satisfy the 2 hours activity physical education requirement for the core curriculum.

**PE 14631 Softball**

Introduction to the basic skills, rules and strategy of softball.

**PE 23721 Beginning Tennis**

Introduction to the basic skills, rules and strategy in tennis.

**PE 23741 Intermediate Tennis**

Instruction in skill, strategy, and techniques in tennis.

**PE 23761 Ballroom Dancing**

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

**PE 23771 Fundamentals of Archery**

Fundamentals, techniques, and practice in recreational archery.

**PE 23781 American Square and Round Dance**

The techniques and basics in square and round dancing.

**PE 23811 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 23941 Badminton**

Introduction to the basic skills, rules, and strategy of badminton.

**PE 23831 Beginning Golf**

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

**PE 23851 Intermediate Golf**

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

**PE 23881 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 SCIENCE**

The Social Science 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 education.

**SOCIAL SCIENCE**

The Associate of Arts degree with a major in Social Science is awarded to students who complete all core, major, and elective requirements.

See University Core Requirements (43 hours).

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

**Major Requirements: (6 hours)**

HIST	12013	World Civilization I
or		
HIST	12023	World Civilization II
SOC	22913	Introduction to Sociology

**Select one from the following: (3 hours)**

GEOG	22613	Introduction to Geography
GEOG	22623	World Regional Geography

**Select two from the following: (6 hours)**

HIST	21763	The United States to 1876
HIST	21773	The United States Since 1876
HIST	21783	History of Arkansas
POSCI	22313	United States Government

Electives (6 hours) may be selected to complete 64 hours. Some suggested courses are listed below for social science majors. Education majors may substitute required education courses with the approval of their advisor.

HIST	21893	American Minorities
HIST	22093	Russian History
POSCI	22323	Principles of International Relations
POSCI	22343	State and Local Government
ECON	20313	Principles of Macroeconomics
ECON	20323	Principles of Microeconomics
SOC	22923	Social Problems
GEOG	22613	Introduction to Geography
or		
GEOG	22623	World Regional Geography

## 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 African-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.



## LIBERAL ARTS

The Associate of Arts degree with a major in liberal arts is awarded to students who complete all core and major requirements.

See University Core Requirements (43 hours.)

### Major Requirements: (17 hours)

Selected from the following - if not selected in core curriculum. Not more than 6 hours may be taken in areas marked by an asterisk.

Sociology	Music
Health	History
*Physical Education	English/Literature
Political Science	*Art
Psychology	Journalism
*Economics	*Speech and Theater
*Computer Information Systems	Foreign Language
Geography	Education

Electives as required to complete 60 hour degree program.

Academic advisors can provide assistance in selecting appropriate courses.

## 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. Instruction includes classroom and laboratory activities which help the students understand service and repair procedures of gas, electric, and refrigeration/air conditioning type appliances.

A technical certificate is awarded to students who complete all major requirements. Thirty (30) credit hours are required for this certificate.

#### Major Requirements:

MAS	11002	Related Lab
MAS	11004	Electricity for Appliance Service
MAS	12004	Motor Driven Appliances
MAS	13004	Resistance Heating & Gas Appliances
MAS	14004	Domestic Refrigeration
MAS	15004	Refrigeration & Air Conditioning
MAS	16002	Microwave Oven Repair
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR FIRST THIRTY CREDIT HOURS IF THEIR ENTRANCE TEST SCORE FALLS BELOW THE MINIMUM REQUIRED.

### DESCRIPTION OF COURSES IN APPLIANCE SERVICE

#### MAS 11002 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.

#### MAS 11004 Electricity for Appliance Service

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

#### MAS 12004 Motor Driven Appliances

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

#### MAS 13004 Resistance Heating and Gas Appliances

Covers the installation and maintenance of resistance heating and gas appliances. Safety and codes affecting installation will be emphasized.

**MAS                    14004                    Domestic Refrigeration/Air Conditioning**

Covers basic refrigeration fundamentals, applications, and installation. The emphasis will be on electrical circuitry and sealed system servicing. Safety practices will be emphasized in the laboratory.

**MAS                    15004                    Refrigeration/Air Conditioning**

Covers controls, circuitry, and commercial refrigeration applications as well as air conditioning fundamentals. Emphasis will be on troubleshooting and servicing air conditioners. Safety practices will be emphasized in the laboratory.

**MAS                    16002                    Microwave Oven Repair**

Covers the fundamentals of microwave repair with emphasis on installation and maintenance. Safety will be emphasized, especially as it relates to radiation hazards.

## **TECHNICAL CERTIFICATE**

### **AUTOMOTIVE SERVICE TECHNOLOGY**

The Automotive Service Technology program is designed to give students a working knowledge in the ever-expanding field of automotive 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 dealerships.

A technical certificate is awarded to students who complete all major requirements. Forty-seven (47) credit hours are required for this certificate.

**Major Requirements**

AST	11001	Related Lab
AST	11005	Automotive Engine Repair
AST	12007	Basic Electronics and Electrical Systems
AST	13003	Automotive Suspension and Steering
AST	14003	Brakes
AST	15007	Engine Performance
AST	16003	Heating & Air Conditioning
AST	18006	Manual Drive Train & Axles
AST	19006	Automatic Transmissions/Transaxles
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR FIRST THIRTY CREDIT HOURS IF THEIR ENTRANCE TEST SCORE FALLS BELOW THE MINIMUM REQUIRED.



## DESCRIPTION OF COUSES IN AUTOMOTIVE SERVICE TECHNOLOGY

### **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.

### **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 sytems. 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 Drive Train 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 Transmission/Transaxes**

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.



## TECHNICAL CERTIFICATE

### COLLISION REPAIR TECHNOLOGY

With the increasing trend of individuals and fleet owners to retain, maintain, restore, and individualize vehicles, the Collision Repair Technician is assured of a promising future with excellent income potential. The nature of the work seldom lacks variety or challenge. It provides the opportunity to develop unique craftsmanship and talent.

Collision Repair Technicians are responsible for the repair and restoration of vehicles involved in collisions, or when normal use requires the repair or replacement or repainting of exterior and interior components comprising the vehicle body.

Graduates of the program are employed as auto body technicians and paint specialists. With experience, graduates qualify for positions as service managers, custom paint specialists, material and equipment representatives, insurance adjusters, shop owners, and material supply store managers.

A technical certificate is awarded to students who complete all major requirements. Thirty (30) credit hours are required for this certificate.

#### Major Requirements:

CRT	14002	Introduction to Structural Repair
CRT	10002	Mechanical and Electrical Repair
CRT	16003	Automotive Refinishing
CRT	17003	Non-Structural Repair
CRT	10003	Application Lab I
CRT	10004	Application Lab/Cooperative Work Experience II
CRT	11003	Application Lab III
CRT	11004	Application Lab/Cooperative Work Experience IV
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR ENTRANCE TEST SCORE FALLS BELOW THE MINIMUM REQUIRED.

### DESCRIPTION OF COURSES IN

### COLLISION REPAIR TECHNOLOGY

#### CRT 14002 Introduction to Structural Repair

This course is designed to help students learn the fundamentals of welding, heating, and cutting techniques used in automotive collision repair. Students will also learn the basic measuring principles using a universal gauge measuring system. Emphasis is on theory, practical applications, and safety.

#### CRT 10002 Mechanical and Electrical Repair

This course is designed to help students learn how to repair the mechanical and electrical components that are often damaged following a collision. Emphasis will be on identification, removal, and replacement of parts and safety.

**CRT 16003 Automotive Refinishing**

Emphasis is placed on learning how to comply with personal and environmental safety practices associated with clothing, eye protection, use of chemicals, hand tools, and power tools. Surface preparation, masking and application of undercoats and topcoats are taught.

**CRT 17003 Non-Structural Repair**

Emphasis is placed on learning how to comply with personal and environmental safety practices associated with clothing, eye protection, use of chemicals, hand tools, and power tools. Surface preparation, outer body panel repair, replacement and adjustments, metal finishing and body filling, movable glass and hardware, and plastic repair are taught.

**CRT 10003 Application Lab I**

A skills application class designed to give students an opportunity to apply basic collision repair techniques with both static and live models. Use of hand tools, power tools and safety are stressed. Offered the first eight (8) weeks of the semester only. Prerequisite: None Co-requisite: Two CRT theory classes.

**CRT 10004 Application Lab/Cooperative Work Experience II**

A continuation of skills application with live models. Students will be placed at a cooperative work experience site only after maintaining the required program GPA for the prescribed time and with consent of the instructor. Offered the second eight (8) weeks of the semester only. Prerequisite: CRT 10003. The student must have completed two of the four required CRT theory classes.

**CRT 11003 Application Lab III**

A continuation of CRT 10004. Offered the first eight (8) weeks of the semester only. Prerequisite: CRT 10004. Co-requisite: Two CRT theory classes.

**CRT 11004 Application Lab/Cooperative Work Experience IV**

A continuation of CRT 11003. Offered the second eight (8) weeks of the semester only. Prerequisite: CRT 11003. The student must have completed all four required CRT theory classes.

**CRT 15003 Advanced Structural Repair**

Students will receive instruction in vehicle structural design, collision theory, gauging and analyzing, and straightening. Steering and suspension alignment is included. Prerequisite: Certificate in Collision Repair Technology or consent of the instructor. (Offered on demand)

**CRT 19003 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 repair shop. Emphasis is on theory and practical application. Prerequisite: Certificate in Collision Repair Technology or consent of the instructor. (Offered on demand)

## **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 will 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.

A technical certificate is awarded to students who complete all major requirements. Thirty-one (31) credit hours are required for this certificate.

#### **Major Requirements**

DTM	12004	Diesel Engines
DTM	13004	Diesel Fuel Systems
DTM	14002	Heavy Duty Suspension and Steering
DTM	15003	Power Trains
DTM	16002	Air Conditioning Systems
DTM	17003	Hydraulics
DTM	18004	Electrical Systems
DTM	19003	Brakes
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR FIRST THIRTY CREDIT HOURS IF THEIR ENTRANCE TEST SCORE FALLS BELOW THE MINIMUM REQUIRED.

### **DESCRIPTION OF COURSE IN**

### **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 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 14002 Heavy Duty Suspension and 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 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 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.

**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, troubleshoot the systems and make necessary repairs and/or adjustments. Safety and the use of special tools will be emphasized.

**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 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.

## **TECHNICAL CERTIFICATE ELECTRONICS**

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

A technical certificate is awarded to students who complete all major requirements. Fifty-six (56) credit hours are required for this certificate.



**Major Requirements**

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

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR FIRST THIRTY CREDIT HOURS IF THEIR ENTRANCE SCORE FALLS BELOW THE MINIMUM REQUIRED.

**DESCRIPTION OF COURSES IN ELECTRONICS****EGR            11103            Computer Solutions for Engineering Problems**

This course presents an overview of the history and development of computers; computer architecture; and an 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            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

**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 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 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. This 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 applications notes is stressed. Prerequisite: ELEC 21024 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.

**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.

**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                      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.

## **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. Instructions 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.

A technical certificate is awarded to students who complete all major requirements. Forty-six (46) credit hours are required for this certificate.

**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:

MATH	00014	Beginning Algebra (or Higher)
ENG	00003	Developmental English (or Higher)



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. to 3:00 p.m.); however, the students will work two or three weeks on evening duty and one to two weeks on night duty.

## AFFILIATED CLINICAL FACILITIES

Harris Hospital, Inc.  
Newport Hospital & Clinic  
Regional Health Care  
Pinedale Nursing Home

Woodruff County Nursing Home

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

## LPN ACADEMIC CALENDAR

Fall Semester 1994 and Spring Semester 1995

(See school calendar at front of catalog)

### SUMMER SEMESTER 1995 (10 weeks)

Classes begin and refund of fees at less than 100%.....	May 31
Midsemester grade report period .....	July 5
Last day to drop a course with a "W" or change to Audit.....	July 20
Last day to withdraw from University.....	August 10
Final examinations .....	August 11



**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
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	13404	LPN Clinic III

STUDENTS MAY ALSO BE REQUIRED TO PASS READ 00003 READING IMPROVEMENT WITHIN THEIR FIRST THIRTY CREDIT HOURS IF THEIR ENTRANCE TEST SCORE FALLS BELOW THE MINIMUM REQUIRED.

## DESCRIPTION OF COURSES IN PRACTICAL NURSING

**LPN                    1001                    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: LPN10001

**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                    13005                    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 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 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 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 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. Prerequisite: None

**LPN 19001 Nursing of Children**

This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children. Prerequisite: None

**LPN 25002 Medical/Surgical Nursing III**

Continuation of LPN 14003. Prerequisite: LPN 14003

**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                      27003                      Basic Nursing Principles III**  
Continuation of LPN 13002. Prerequisite: LPN 13002

**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 and LPN 13002. 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 will be placed on medical/surgical nursing of the adult patient. Medical/surgical nursing of children will be initiated. 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 the process. This clinical will also include nursing of mother and infants. Co-requisite: LPN 25002 and LPN 27003. Prerequisite: LPN 12405, LPN 19001, LPN 12003, and LPN 14003

## **CERTIFICATE OF PROFICIENCY**

### **TRUCK DRIVER TRAINING**

**TTD      11007      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 weeks      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)

**JTPA Truck Driver Training 1994 - 95 Calendar**

First class.....August 22 - October 14

Second class.....October 24 - December 16

Third class .....January 9 - March 3

Fourth class .....March 13 - May 5

**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 weeks Monday-Saturday
- Classes start every two (2) weeks.



## ASTI

The Associate of Applied Science Degrees that can be obtained from Arkansas State University-Beebe are listed below. For more information about these degree programs see ASTI section in the ASU-Beebe's catalog.

1. Computer-Aided Drafting/Design
2. Computer Systems Technology
3. Electronics Technology
4. Electronics Engineering Technology
5. Medical Laboratory Technology
6. Quality Control Technology

# ORGANIZATION AND PERSONNEL AT ARKANSAS STATE UNIVERSITY BEEBE/NEWPORT

## THE INSTITUTION

Arkansas State University-Beebe/Newport has been in continuous operation for more than nineteen (19) 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 foundation in 1974, Arkansas State University-Beebe/Newport has provided course work in certificate 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 certificate programs, Associate degrees and for transfer to four-year institutions.

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 eight (8) counties. The campus is currently making many physical changes and will continue to expand within the next few years.

As changes occur in the campus, the student body, or the course offerings, the priorities . . . quality teaching and attention to the individual student . . . remain the same. The philosophy of Arkansas State University-Beebe/Newport is stated in the following language:

The essential purpose of Arkansas State University-Beebe/Newport is to provide a two-year postsecondary program of education responsive to the needs of the clientele. The faculty and staff share a commitment to the belief that both traditional and non-traditional students should be given a continuing opportunity for development and extension of their skills, knowledge, and awareness of their role in society. Arkansas State University-Beebe/Newport realizes this primary objective as students (1) enter the university, (2) find programs compatible with their goals, (3) persist in college until their goals are obtained, and (4) subsequently become responsible members of society.

Arkansas State University-Beebe Branch 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. Arkansas State University-Beebe also holds membership in the American Council on Education and the Council of North Central Community Junior Colleges.

# ORGANIZATION OF THE UNIVERSITY

## Board Of Trustees - 1994

	Term Expires
Wayne Hartsfield .....	January 1995
Larry Ross .....	January 1996
Harold O. Thomas .....	January 1997
William R. Phillips .....	January 1998
Charlotte Bornhoft Bradbury.....	January 1999

## Officers Of The Board - 1994

Wayne Hartsfield .....	Chairman
Larry Ross.....	Vice Chairman
Harold O. Thomas.....	Secretary

## Administrative Staff

<b>Robert L. Hoskins, 1972</b>	<i>Interim President of the University</i>
B.J., University of Missouri	
M.A., University of Missouri	
Ph.D., North Texas State University	
<b>William H. Owen, Jr., 1959</b>	<i>Chancellor</i>
A.A., Arkansas State University-Beebe	
B.S., University of Central Arkansas	
M.S., University of Central Arkansas	
<b>Eugene McKay, 1966</b>	<i>Vice Chancellor for Academic Affairs</i>
B.A., Arkansas College	<i>Professor of English</i>
M.A., University of Arkansas	
Ph.D., University of Mississippi	
<b>Larry Halle, 1986</b>	<i>Vice Chancellor and Director, ASTI</i>
B.S., University of Central Arkansas	
M.S., University of Central Arkansas	
<b>David Moseley, 1985</b>	<i>Vice Chancellor for Fiscal Affairs</i>
B.S., University of Arkansas at Monticello	
M.B.A., University of Central Arkansas	
<b>Ben Pickard, 1980</b>	<i>Vice Chancellor for Student Affairs</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.S., Arkansas State University	
<b>Jennifer Lane Smith, 1990</b>	<i>Assistant to the Chancellor</i>
B.S., Harding University	
M.E.D., University of Arkansas	
<b>James Washburn, 1981</b>	<i>Registrar/Director of Admissions</i>
B.S.E., University of Central Arkansas	



**Bob Stiger, 1975**

B.S., Harding University

*Director*

**Pamela K. Cicciello, 1988**

B.S.E., Henderson State University

M.Ed., University of Arkansas

*Coordinator of Academic Affairs*

**Mary Robertson, 1984**

B.S.E., Arkansas State University

M.S.E., Arkansas State University

*Coordinator of Student Affairs*

## Instructional Staff

**Margaret Berry, 1975**

A.A., Williams Baptist College  
B.S., University of the Ozarks  
M.S.E., Arkansas State University

*Business Education*

**Jayne Black, 1988**

B.S.E., Arkansas State University  
M.S., Arkansas State University

*Mathematics*

**Johnny Bratcher, 1987**

Nashville Auto Diesel College Certification  
A.S.E. Certification

*Collision Repair Technology*

**Danny Doss, 1984**

White River Vocational Technical Certification  
NOCTI Certification

*Appliance Service*

**Duane Doyle, 1993**

B.S., Arkansas State University  
M.S., Arkansas State University

*Mathematics*

**Linda Duncan, 1988**

A.A., Arkansas State University  
A.A.S., Arkansas State University  
B.S.E., Arkansas State University  
M.S.E., Arkansas State University

*Business Education*

**Francis Gay, 1992**

Delta Vocational Technical School Certification  
C.D.L.

*Truck Driver Training*

**Thomas Hampton, 1985**

Foothills Vocational Technical School Certification  
Cotton Boll Vocational Technical School Certification  
Delta Vocational Technical School Certification  
A.S.E. Master Technician Certification

*Automotive Service Technology*

**Phil Hart, 1991**

Quapaw Vocational Technical School Certification  
A.A.S., Garland County Community College  
A.G.E., Garland County Community College  
B.S.E., Henderson State University  
FCC License  
NARTE Technician Class II

*Electronics*

**Judy Hogue, 1981**

B.S., Phillips University  
M.Ed., Phillips University  
Adult Education Certified

*Adult Education Coordinator***David Jamieson, 1993**

B.S., Arkansas State University  
M.S., Arkansas State University

*Biology***Janna Kegley, 1986**

B.S., Arkansas State University

*Business Education***Sandra Lacy, 1988**

B.S.H.E., University of Arkansas  
M.S.E., Arkansas State University  
Reading Specialist  
Adult Education Certified

*General Adult Education***Rebecca Landreth, 1975**

B.S.E., Arkansas State University  
M.S.E., Arkansas State University

*Business Education***Cledas Manuel, 1981**

A.S.E. Certification

*Diesel Mechanics***Dale Martin, 1988**

A.A., Williams Baptist College  
C.D.L.

*Truck Driver Training***Jennifer Methvin, 1993**

B.F.A., Arkansas Tech University  
M.A., Oklahoma State University

*English***Mike Shannon, 1993**

C.D.L.

*Truck Driver Training***Linda Sharp, 1989**

A.S.N., Arkansas State University

*Practical Nursing***Georgia Shocklee, 1987**

B.S.E., Arkansas State University  
Adult Education Certified

*Adult Basic Education***Dee Stuart, 1993**

C.D.L.

*Truck Driver Training***Paulette White, 1987**

A.S.N., Arkansas State University

*Practical Nursing*

## Administrative Support Staff

**Tara Byrd, 1992**

*B.S.E., Arkansas State University*

*Assistant Registrar*

**Donna Gould, 1989**

*B.S.E., Henderson State University*

*M.S., University of Central Arkansas*

*Assistant Librarian*

**Jayne Pyle, 1993**

*B.S., Arkansas State University*

*Bookstore Manager*

**Barbara Wickersham, 1994**

*A.S.N., Arkansas State University*

*LPN Clinical Coordinator*



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