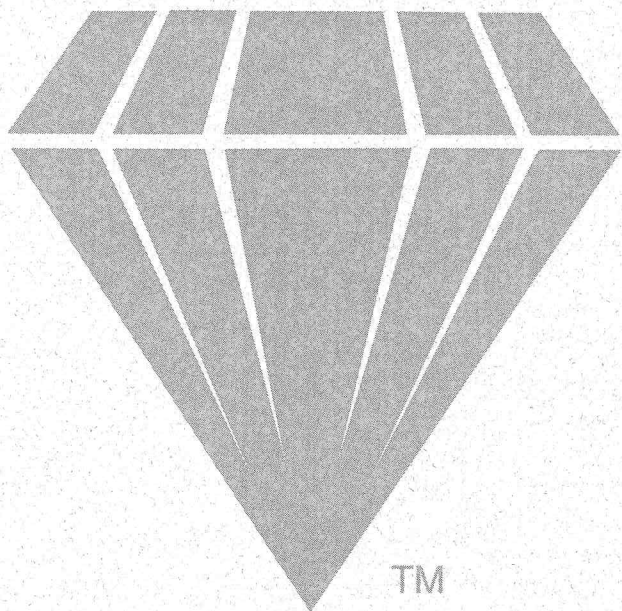
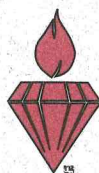


Arkansas State University-Beebe Newport Campus



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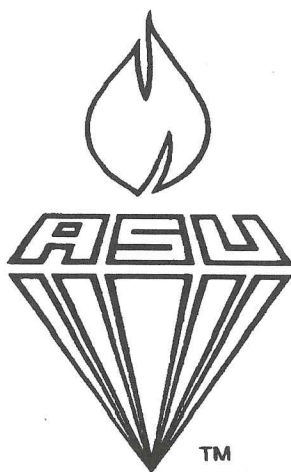
"A great place to start"



1997/1998 CATALOG

ARKANSAS STATE UNIVERSITY-BEEBE

NEWPORT CAMPUS



**7648 Victory Blvd.
Newport, AR 72112
(870) 512-7800
(800) 976-1676
Admissions only (870) 51ASUBN**

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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) 882-8367.

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/Newport is a satellite campus of Arkansas State University-Beebe, an operationally separate campus of Arkansas State University. The major purpose of this institution is to provide quality, affordable instruction and service programs. University transfer and technical programs are available to students at the associate degree and certificate levels. Instructional programs beyond the associate degree are available from ASU.

An open admission policy encourages the enrollment of both traditional and nontraditional students. ASU-Beebe/Newport recognizes the uniqueness of each student and provides support programs and services designed to assist students in determining and achieving their educational, personal, and occupational goals. The institution contributes to the economic development of Arkansas by providing comprehensive training support for and in partnership with business and industry. Cultural enrichment activities are provided to enhance the quality of life for the citizens of the community.

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 noncredit courses that meet the needs of a diverse 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 work place 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.

ACCREDITATION

Arkansas State University-Beebe is accredited by the

Commission on Institutions of Higher Education

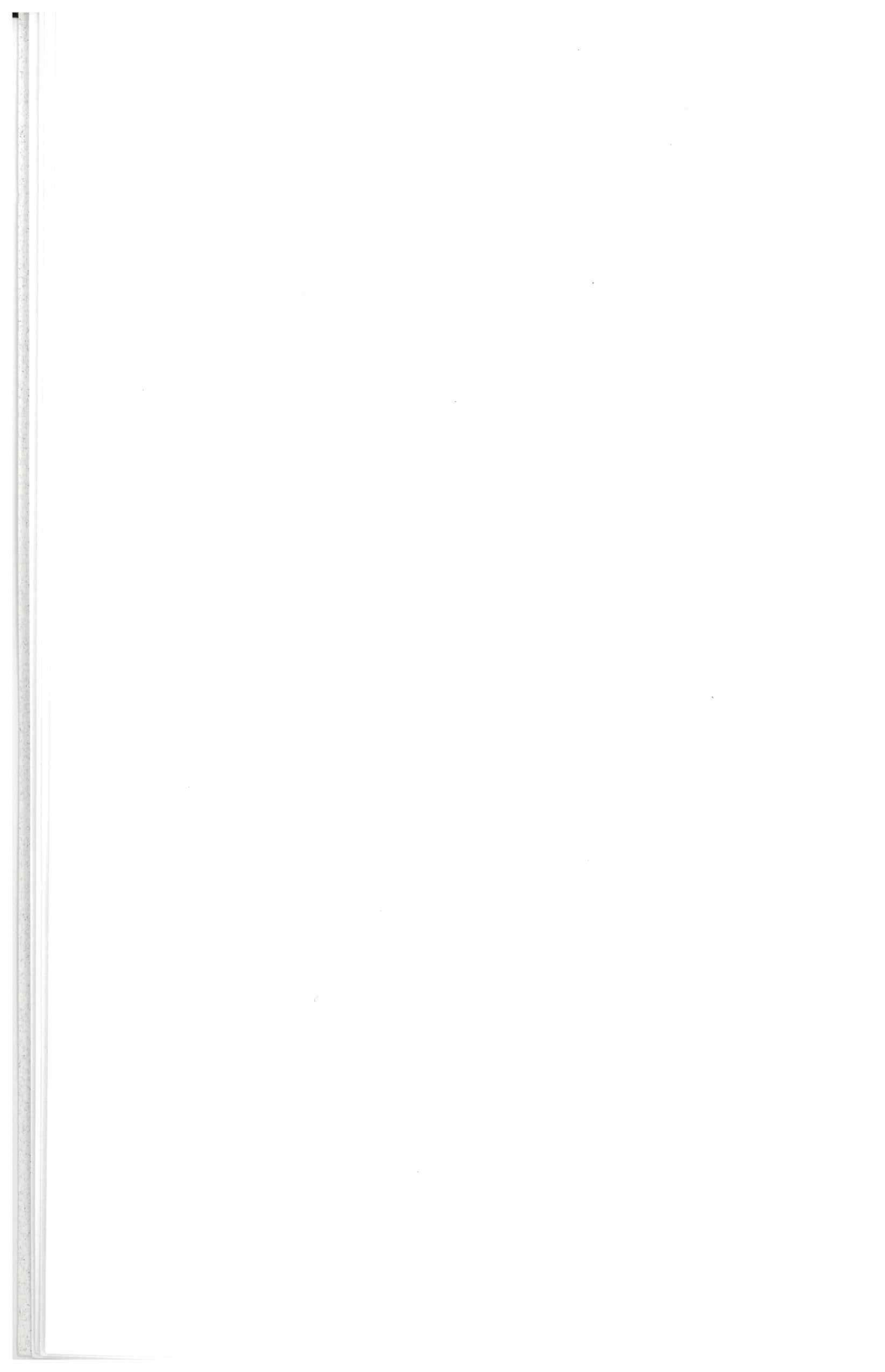
of the

North Central Association of Colleges and Schools

Engineering Accreditation Commission of the Accreditation

Board for Engineering and Technology, Inc.

National Accrediting Agency for Clinical Laboratory Sciences



STUDENT AFFAIRS

UNIVERSITY CALENDAR

The University is closed on the following recognized holidays: Christmas, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving.

All students who have more than 45 hours must take the Arkansas Assessment of General Education test. See class schedule for test dates.

FALL 1997

August 15, 18, 19 (See Class Schedule for Times).....Registration
August 15, 18, 19 (See Class Schedule for Times)Orientation
August 20.....Classes begin
August 28.....Last day to register or add courses
September 1.....Labor Day Holiday
October 31.....Last day to drop a course with a "W"
or change to audit
November 27-28.....Thanksgiving Holidays
December 5.....Last day to withdraw from the University
December 8-12.....Final Exams

SPRING 1998

January 7, 8, 9, (See Class Schedule for Times).....Registration
January 12.....Classes begin
January 22.....Last day to register or add courses
March 16-21.....Spring Break
March 26.....Last day to drop a course with a "W"
or change to audit
May 6.....Last Day to withdraw from the University
May 8(7:00 pm).....Commencement
May 7-13.....Final Exams

FIRST SUMMER TERM 1998

May 28, 29,* Registration
June 1 Classes begin
July 2 Final Exams

EIGHT-WEEK SUMMER TERM 1998

June 10* Registration
June 11 Classes begin
July 3 Independence Day Holiday
August 7 Final Exams

SECOND SUMMER TERM 1998

July 6* Registration
July 7 Classes begin
August 7 Final Exams

*See Class Schedule for Times

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 Admissions Office may call (870) 512-7826 or within Arkansas 1-800-976-1676.

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.) For some technical programs, the ASSET test may be substituted. Check with the Assistant Registrar for a list of these programs.
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. Provide proof of immunization for rubella and measles. (Arkansas state law requires all full-time students born after 1-1-57 to provide proof of immunization.)

- * 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 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 Admissions and Credits Committee) may petition the committee for conditional admission. The University believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the University. Assistance in obtaining a GED is readily available through the Adult Education Program 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

A. Summer Enrollment:

High school students who have completed their junior year, have a "B" average (3.00 on 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.

B. 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, a 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 and seeking a degree 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.

6. Academic Clemency

Academic Clemency is a one-time, irrevocable recalculation 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 made 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/Newport) 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)."

7. Admission and Enrollment of International Students

In addition to regular procedures, special conditions apply to the admission and enrollment of international students, including a minimum TOEFL score of 500, proof of medical insurance, a signed authorization for medical services, and proof of financial resources. There are no university funds available for financial aid to foreign students. Complete details of special admissions and enrollment procedures are available from the Office of the Registrar, Beebe Campus.

Student Classification

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours 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 in fall or spring, or seven hours for a summer term, without special approval from the Coordinator of Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load.

Registration

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

Changes in Schedule and Withdrawal from a Course

Changes in a student's schedule will be made without charge if the announced schedule is altered, i.e., cancelled classes, etc. A fee may be charged for any other class changes made after the student completed 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, get the signature of the advisor and the instructor, pay a fee at the Business Office, and return the form to the Assistant Registrar's Office in order 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.

Attendance Policy

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

Because of State Board of Nursing requirements, the Practical Nursing department of Arkansas State University-Beebe/Newport has a more comprehensive attendance policy which is outlined in the departmental 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 will 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 fee at the Business Office, and return form to Assistant Registrar's Office in order 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 and 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 hours credit by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted.

Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. The student 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 re-admission 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. Re-admission 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 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, one 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 two 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 director of testing in the Counseling Center of Arkansas State University-Beebe.

Servicemembers Opportunity College

Arkansas State University-Beebe has been designated as an institutional member of Servicemembers Opportunity College (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Arkansas State University-Beebe recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

Military evaluation credits may be awarded to Arkansas State University-Beebe degree-seeking students who are properly admitted and have earned credit at Arkansas State University-Beebe.

Credits will be awarded for comparable Arkansas State University-Beebe courses in accordance with the most recent American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*.

A maximum of 15 hours of non-comparable courses to be counted as electives can be accepted. If elective course work exceeds 15 hours, the student must select the 15 hours to be used. Original certificates or copies certified by an appropriate military official are required prior to document evaluation.

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)

Participants of seminars and other noncredit programs earn 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 they complete their degree requirements, students should notify the Assistant Registrar's Office of their intent to graduate. The deadline for making plans to participate in graduation exercises will fall approximately six weeks before the end of 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.
4. At Commencement, graduates who have a 3.8 GPA will be awarded the Director's Award for Academic Excellence.

*excluding developmental classes

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 Admissions Office. Violators may be reported for possible disciplinary action.

STUDENT SERVICES

Student Conduct

Students at Arkansas State University-Beebe/Newport are expected to conduct themselves 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 Services. All students are encouraged to obtain a copy of the handbook and to become familiar with it.

Counseling

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

In addition to individual counseling, the Coordinator of Student Services provides career and educational information.

The Coordinator of Student Services may assist in academic advising for students. Students in certificate programs and in departments staffed with full-time faculty should consult a faculty member in that department for advising.

Disabled student services. The Coordinator of Student Services has been designated as Arkansas State University-Beebe/Newport's Coordinator of Services to students with disabilities and is the University's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). In this capacity, the Coordinator of Student Services arranges for academic and non-academic support accommodations. The Coordinator of Student Services is also the individual to whom concerns about physical access to facilities should be addressed.

Testing

Administration of standardized tests, including the American College Testing program (ACT), and the Arkansas Assessment of General Education (AAGE), is coordinated through the Coordinator of Student Services. The College Level Examination Program (CLEP) and the Pre-Professional Skills Test (PPST) are administered through the Counseling Center on the Beebe campus. Registration information and test schedules can be obtained in the Student Services office.

Learning Resources Center

The 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 tutors and computer programs, are available to provide assistance. 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. The 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 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 Services or the Financial Aid office on the Beebe campus. 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 Services at Arkansas State University-Beebe/Newport. Types of scholarships available to outstanding students at Arkansas State University-Beebe /Newport include the following:

Academic Scholarships - Full tuition scholarships 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 up to three additional 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. Priority deadline is June 1.

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

Leadership Scholarships - Leadership scholarships in the amount equal to half tuition are awarded to first-time entering students who have demonstrated leadership potential. These scholarships are renewable for a second semester based on performance.

Incentive Scholarship - Incentive scholarships in the amount equal to half tuition are awarded to first-time entering students who have a composite score on the Enhanced American College Test (ACT) of 22 or better and are not receiving any other ASU-Beebe/Newport academic scholarship. These scholarships are one-semester, non-renewable for the student's first semester of enrollment. Recipients are required to enroll in at least 12 hours of non-remedial coursework for the semester of the award.

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

Complete information concerning the conditions for each scholarship is included on the scholarship applications.

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 United States Department of Veteran's Affairs may contact the Coordinator of Student Services 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).....	\$10
*Tuition Fee Per Credit Hour.....	\$45
*Tuition Fee Per Credit Hour (Out-of-State).....	\$76
Quality Improvement Fee (per hour).....	\$2
Class Lab Fee.....	\$20
Testing Fee.....	\$5

Students without ACT scores will be charged an additional fee for the exam.

See current class schedule or call the Business 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. The refund schedule is as follows:

	Fall and Spring Semester	Five-Week and Eight-Week Terms
First Week	80%	50%
Second or third weeks	60%	None
Fourth and fifth weeks	40%	None
Over five weeks	None	None

There is no refund of fees for off-campus courses. The refund schedule applies to the total tuition charge rather than the amount paid at the time of withdrawal.

Health

The University does not maintain a health clinic. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to all students. See the Coordinator of Student Services for applications and information.

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 is an exception and is given to any inquirer.

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 Admissions office.

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

1. Arkansas State University-Beebe staff and 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 Admissions office along with information about types of student records maintained at Arkansas State University-Beebe, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

ORGANIZATIONS

Several academic, service, and pre-professional 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 Arkansas State University-Beebe/Newport Student Handbook.

ACADEMIC PROGRAMS

ACADEMIC PROGRAMS

In addition to regular college programs, Arkansas State University-Beebe/Newport provides developmental programs for students who test accordingly.

ASU-BEEBE/NEWPORT DEVELOPMENTAL PROGRAM

In accordance with state law, students with an ACT score below 19 in English, reading, or mathematics must take developmental courses in these areas. Course numbers beginning with zeros indicate developmental 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.

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.

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.

READ 00003 Reading Improvement

A course designed to help students improve reading and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. Lecture 3 hours, laboratory 1 hour per week.

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.)

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, Arkansas State Technical Institute, 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

Dr. Hazel Dickey, Chair

Department of Agriculture

Department of Business

Division of Education and Social Science

Jeannie M. Lindsey, Chair

Department of Education and Psychology

Department of Health, Physical Education and Recreation

Department of Social Science

Division of English and Fine Arts

Bill Long, Chair

Department of English

Department of Fine Arts

Division of Mathematics and Science

Dr. Fred Floodstrand, Chair

Department of Biological Science

Department of Mathematics

Department of Physical Science

Arkansas State Technical Institute

Larry Haile, Director and Vice Chancellor

Department of Agriculture Equipment Technology

Department of Computer-Aided Drafting

Department of Computer Systems Technology

Department of Electronics Technology

Department of Electronics Engineering Technology

Department of Medical Laboratory Technology

Division of Continuing Education

Bob Lashlee, Director

Arkansas State University-Beebe 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 campus. 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 at 512-7826.

ADULT EDUCATION

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

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

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 adopted for each student.

For more information on these programs, please call the Coordinator of Adult Education at 512-7800.

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 technical certificate 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

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

1. Unconditional admission to Arkansas State University-Beebe
2. Completion of a minimum of 62 semester hours, at least 15 of which must be earned at Arkansas State University-Beebe (including the Newport campus)
3. Fulfillment of all basic and elective requirements
4. Cumulative GPA of at least 2.00 in field of emphasis
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**.

English (6 hrs.)

ENG	10003	Freshman English I
ENG	10013	Freshman English II

Lab sciences (8 hrs.)

_____	_____
_____	_____

Math (3 hrs.)

MATH	14023	College Algebra
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Social Sciences (12 hrs.)

3 HRS. FROM THE FOLLOWING:

HIST	21763	U.S. History to 1876
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OR

HIST	21773	U.S. History Since 1876
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OR

POSCI	22313	U.S. Government
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3 HRS. FROM THE FOLLOWING:

HIST 12013 World Civilization I

OR

HIST 12023 World Civilization II

6 HRS. ELECTIVES (from HIST, SOC, ECON, PSY, POSCI, or GEOG)

Arts and Humanities (12 hrs.)

ENG 20003 World Literature I

ENG 20013 World Literature II

SPCH 12003 Oral Communication

ART 20003 Fine Arts Visual

OR

MUS 20503 Fine Arts Musical

OR

DRAMA 22243 Fine Arts Theatre

Physical Education (2 hrs.)

Hours:43

A minimum of **62 hours** (with a minimum 2.00 grade point average) must be taken to receive the Associate of Arts Degree from ASU-Beebe. Nineteen (19) hours of electives must be selected with the approval of an advisor. Courses should be transferable to a 4-year institution as degree requirements or as electives. Students who **change** majors or choice of transfer institutions after selecting electives may encounter difficulty in transferability and/or financial aid.

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 Coordinator of Student Affairs 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.

The Associate of Arts degree has 62 hours, including the 43-hour core and 19 hours approved by an advisor. The goal is to have all credit courses in the Associate of Arts degree transfer into the student's 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 bachelor's degrees at Arkansas State University-Beebe/Newport. Therefore, they can get an Associate of Arts degree from Arkansas State University-Beebe/Newport as a foundation for a major in almost any academic discipline, including those in the following broad areas:

Agriculture
Business
Computer Information Systems
English
Fine Arts
Biological Science
Physical Science
Mathematics
Education and Psychology
Health, Physical Education, and Recreation
Social Science

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 developmental courses.

For graduates receiving Associate of Arts degrees in all areas except Computer Information Systems under the 1994-96 catalog and later catalogs, only the listing Associate of Arts will appear on the transcript.

The State Board of Higher Education has established in consultation with the colleges and universities a minimum core of courses which apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which are fully transferable between state institutions. The list of courses that make up the state minimum core is included in the appendix.

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 became 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 at 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.

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK
PARTNERSHIP AGREEMENT**

University of Arkansas at Little Rock will accept Arkansas State University-Beebe/Newport's 43-hour core curriculum as meeting University of Arkansas at Little Rock's general education core provided the student has an Associate of Arts degree with all grades of "C" or better. Where possible, the University of Arkansas at Little Rock would like for the student to have six hours of the Fine Arts and six hours of World Civilization.

THE ASSOCIATE OF GENERAL EDUCATION

Advisors for this program are Dr. Hazel Dickey, chair of the Applied Arts Division, and Larry Haile, director of the Arkansas State Technical Institute.

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 which 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:

A. Communications

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

B. Math (Intermediate Algebra or higher)

C. 4 hours lab science

D. 6 hours Computers, Accounting, Economics, Psychology

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

F. 3 hours Fine Arts-Visual, Fine Arts-Musical, Fine Arts-Theatre, Art, Literature

G. 1 hour P. E.

H. 1 to 6 hours can be awarded for related work experience if approved by advisor and Vice Chancellor for Academic Affairs.

- I. Elective hours as approved by an advisor and the Vice Chancellor for Academic Affairs to complete the 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.

TECHNICAL CERTIFICATES

Arkansas State University-Beebe/Newport offers Technical Certificate in five areas: Computer Information Systems, Computerized Accounting, Diesel Mechanics, Licensed Practical Nursing, and Office Occupations. A minimum of fifteen hours must be taken in residence at Arkansas State University-Beebe/Newport

A certificate of proficiency is awarded in Truck Driver Training.

For requirements and further information concerning the certificates, see the sections pertaining to each department.

REQUIREMENTS FOR A SECOND ASSOCIATE DEGREE OR SECOND CERTIFICATE

Students receiving an AAS degree may then seek an AA degree.

DIVISION OF APPLIED ARTS

DEPARTMENT OF BUSINESS

The Department of Business offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

The Associate of Applied Science in Business Technology degree is also available through the Department of Business. Six options may be pursued through this degree—marketing, management, computer applications, office systems, legal assistant, and medical records technology. This degree is designed for students who desire a program of study leading to job preparation for entry into the work force.

In addition, three technical certificates—in office occupations, computerized accounting, and computer information systems—are available through the department for those students who desire preparation for more immediate entry into the work force.

For those students who wish to satisfy specific vocational or personal objectives, an individualized course of study may be planned with the assistance of an academic advisor.

Business Core

ACCT	20003	Principles of Accounting I
ACCT	20013	Principles of Accounting II
ECON	20313	Principles of Macroeconomics
		(may be taken as a social science requirement in the general education core)
ECON	20323	Principles of Microeconomics
CIS	11003	Introduction to Computer Information Systems
OR		
CIS	24853	Microcomputer Business Applications

Electives (to complete 62 hours)

Select one or more of the following courses which will fulfill specific degree requirements at a four-year school. Students should consult with their academic advisor for further information on requirements at Arkansas State University-Jonesboro or other specific schools.

BUAD	21023	Legal Environment of Business
BUED	25123	Business Communications
MGMT	21013	Business Statistics
MATH	24143	Calculus with Business Applications

Students who plan to major in business education, office administration, or administrative services may also select from the following courses with the approval of the advisor:

BUED	25003	Word Processing
BUED	25043	Advanced Keyboarding

Courses from the following list may be selected; however, they usually do not fill specific degree requirements but may be accepted as electives at four-year schools:

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

COMPUTER INFORMATION SYSTEMS

The Associate of Arts degree 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	24843	Database Management Systems
OR		
CIS	24823	Spreadsheet Applications for Business

Select 2 courses from:

CIS	11014	BASIC Computer Programming Language
CIS	24814	Principles of COBOL Programming
CIS	24854	Advanced COBOL Programming
CIS	24874	Structured Programming in the C Language

(continued next page)

BUSINESS/COMPUTER ELECTIVES: (7-8 hours)

Select courses from the group upon approval of advisor.

CIS	11014	BASIC Computer Programming Language
CIS	24814	Principles of Cobol Programming
CIS	24854	Advanced COBOL Programming
CIS	24874	Structured Programming in the C Language
CIS	27863	Visual Basic Programming
CIS	24853	Microcomputer Business Applications
CIS	24843	Database Management Systems
CIS	24823	Spreadsheet Applications for Business
CIS	24813	Desktop Publishing Applications
CIS	11003	Introduction to Computer Information Systems
ACCT	20013	Principles of Accounting II

OR

ACCT	20033	Computerized Accounting
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Total: 64-65 hours

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

Associate of Applied Science in Business Technology

Students who desire to complete a two-year degree leading to job preparation should complete an Associate of Applied Science in Business Technology degree. Four areas of study are available under this degree at the Newport campus—computer applications, office systems, legal assistant, and medical records technology. The medical records technology option is offered in cooperation with Foothills Technical Institute in Searcy. The following degree plans list the requirements for each option.

The Associate of Applied Science degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

BUSINESS TECHNOLOGY - MANAGEMENT**General Education Core:**

ENG	10003	Freshman English I
ENG	10013	Freshman English II
SPCH	12003	Oral Communications
PSY	22513	General Psychology
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems

OR

CIS	24853	Microcomputer Business Applications
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Business Core:

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
BUED	15013	Elementary Keyboarding
BUED	25123	Business Communications
BUAD	21093	Internship

Total of General and Business Core: 36 hours

Major Requirements:

CIS	24853	Microcomputer Business Applications <i>(if not taken in core)</i>
ECON	20323	Principles of Microeconomics
MGMT	21013	Business Statistics I
BUAD	21023	Legal Environment of Business
MGMT	21003	Introduction to Management
ACCT	20013	Principles of Accounting II
CIS	24823	Spreadsheet Applications for Business
ACCT	20033	Computerized Accounting Business Electives

Select 2 courses:

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

Total Major Requirements: 30-33 hours

A.A.S. DEGREE TOTAL 66-69 HOURS

BUSINESS TECHNOLOGY COMPUTER APPLICATIONS MAJOR

General Education Core:

ENG	10003	Freshman English I
ENG	10013	Freshman English II
SPCH	12003	Oral Communications
PSY	22513	General Psychology
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems

OR

CIS	24853	Microcomputer Business Applications
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Business Core:

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
BUED	15013	Elementary Keyboarding
BUED	25123	Business Communications
BUAD	21093	Internship

Total of General and Business Core: 36 hours

Major Requirements:

ACCT	20013	Principles of Accounting II
OR		
ACCT	20033	Computerized Accounting
CIS	11014	BASIC Computer Programming Language
OR		
CIS	24863	Visual Basic Programming
CIS	24814	Principles of COBOL Programming
CIS	24854	Advanced COBOL Programming
OR		
CIS	24874	Structured Programming in the C Language
CIS	24843	Data Base Management Systems
OR		
CIS	24823	Spreadsheet Applications for Business

Select 3 courses: (9-10 hours)

CIS	24813	Desktop Publishing Applications
CIS	24843	Data Base Management Systems

(continued next page)

CIS	24823	Spreadsheet Applications for Business
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	24863	Visual Basic Programming
CIS	24864	Systems Design, Analysis, & Implementation
ACCT	20013	Principles of Accounting II
OR		
ACCT	20033	Computerized Accounting

Total Major Requirements: 30-31 hours

A.A.S. DEGREE TOTAL 66-67 HOURS

BUSINESS TECHNOLOGY - OFFICE SYSTEMS

General Education Core:

ENG	10003	Freshman English I
ENG	10013	Freshman English II
SPCH	12003	Oral Communications
PSY	22513	General Psychology
MATH	14014	Intermediate Algebra
OR		
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
OR		
CIS	24853	Microcomputer Business Applications

Business Core:

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
OR		
ECON	20333	Economic Issues and Concepts
BUED	15013	Elementary Keyboarding
BUED	25123	Business Communications
BUAD	21093	Internship

Total of General and Business Core: 36-37 hours

Major Requirements:

CIS	24853	Microcomputer Business Applications
OR		
CIS	24823	Spreadsheet Applications for Business
BUED	25003	Word Processing
CIS	24813	Desktop Publishing Applications
ACCT	20033	Computerized Accounting
BUED	25053	Business Machines
BUED	15023	Intermediate Keyboarding
BUED	25043	Advanced Keyboarding
BUED	25023	Elementary Shorthand
BUED	25113	Machine Transcription
BUED	25133	Business Office Skills

Total Major Requirements: 33 hours

A.A.S. DEGREE TOTAL 69-70 HOURS

BUSINESS TECHNOLOGY - LEGAL ASSISTANT

General Education Core:

ENG	10003	Freshman English I
ENG	10013	Freshman English II
SPCH	12003	Oral Communications
PSY	22513	General Psychology
MATH	14014	Intermediate Algebra
OR		
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
OR		
CIS	24853	Microcomputer Business Applications

Business Core:

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
OR		
ECON	20333	Economic Issues and Concepts
BUED	15013	Elementary Keyboarding
BUED	25123	Business Communications
BUAD	21093	Internship

Total of General and Business Core: 36-37 hours

Emphasis Requirements:

BUAD	21023	Legal Environment of Business
BUED	25003	Word Processing
BUED	25223	Legal Transcription
BUED	25133	Business Office Skills
BUED	15023	Intermediate Keyboarding
BUED	15043	Advanced Keyboarding
ACCT	20033	Computerized Accounting
CIS	24813	Desktop Publishing Applications
BUED	25053	Business Machines
POSCI	22313	United States Government

Total Emphasis Requirements: 30 hours**A.A.S. DEGREE TOTAL****66-67 HOURS****BUSINESS TECHNOLOGY - MEDICAL RECORDS TECHNOLOGY****Offered in cooperation with Foothills Technical Institute****General Education Core:**

ENG	10003	Freshman English I
ENG	10013	Freshman English II
SPCH	12003	Oral Communications
PSY	22513	General Psychology
MATH	14014	Intermediate Algebra
OR		
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
OR		
CIS	24853	Microcomputer Business Applications

Business Core:

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
OR		
ECON	20333	Economic Issues and Concepts
BUED	15013	Elementary Keyboarding
BUED	25123	Business Communications
*INT	2005	Internship/OJT

Total of General and Business Core: 38-39 hours

Emphasis Requirements:

MGMT	21043	Supervisory Management
*MTA	1605	Medical Office Procedures
BUED	25213	Medical Transcription
*MTA	1304	Body Structure & Function
*MTA	1804	Medical Terminology I
*MTA	1904	Medical Terminology II
*MTA	1404	Coding
BUED	15023	Intermediate Keyboarding
*MTH	1203	Medical Office Math

Total Emphasis Requirements: 33 hours

** These courses must be taken at Foothills Technical Institute, Searcy*

A.A.S. DEGREE TOTAL 71-72 HOURS

Technical Certificates in Business

Students who wish to pursue a concentrated course of study requiring approximately 30 semester hours of courses should complete a technical certificate. Technical certificates are available in three areas—computer information systems, computerized accounting, and office occupations. Courses taken for the technical certificate may be applied toward a subsequent associate degree.

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

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

Requirements for each certificate are outlined on the following pages.

Technical Certificate COMPUTER INFORMATION SYSTEMS

Requirements (30 hours)

ACCT	20003	Principles of Accounting I
CIS	11003	Introduction to Computer Information Systems
CIS	11014	BASIC Computer Programming Language

OR

CIS	24863	Visual Basic Programming
CIS	24814	Principles of COBOL Programming
CIS	24874	Structured Programming in the C Language

OR

CIS	24854	Advanced COBOL Programming
MATH	14023	College Algebra

Select three courses from:

CIS	24823	Spreadsheet Applications for Business
CIS	24813	Desktop Publishing Applications
CIS	24843	Database Management Systems
CIS	24853	Microcomputer Business Applications
CIS	24854	Advanced COBOL Programming
CIS	24874	Structured Programming in the C Language

Technical Certificate OFFICE OCCUPATIONS

Requirements (30 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
*BUED	15023	Intermediate Keyboarding
*BUED	25023	Elementary Shorthand
CIS	11003	Intro. to Computer Information Systems

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

BUED	25043	Advanced Keyboarding
ACCT	20003	Principles of Accounting I
CIS	24853	Microcomputer Business Applications

Technical Certificate COMPUTERIZED ACCOUNTING

Requirements		(30 hours)
BUED	25003	Word Processing
BUED	25053	Business Machines
BUED	25133	Business Office Skills
ENG	10003	Freshman English I
ENG	10013	Freshman English II
ACCT	20003	Principles of Accounting I
ACCT	20033	Computerized Accounting
CIS	24853	Microcomputer Business Applications
OR		
CIS	11003	Intro. to Computer Information Systems
CIS	24823	Spreadsheet Applications for Business

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 financial accounting principles applicable to measuring assets, liabilities, and owners' equity.

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 with minimum grade of C.

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.

BUAD 21093 Internship

An employment experience relating to the student's major within the AAS in Business Technology. An instructor will monitor the student's progress with the supervising employer. The student will submit a journal describing the experience and will be evaluated by the employer at the end of the internship.

Computer Information Systems

CIS 11003 Introduction to Computer Information Systems

The study of information systems and their application to the use and flow of information within organizations. Topics include familiarity with hardware and software concepts, data representation, storage media, computer systems and configurations, and computer-based information systems. Provides fundamental understanding of computer capabilities in managerial decision making. Students will gain "hands on" experience with application software commonly used in business operations. Prerequisite: BUED 15013 or consent of instructor.

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 24813 Desktop Publishing Applications

An introduction to desktop publishing concepts. Course concentrates on design, creation, formatting and revision of business documents using micro-computers 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 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 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 24843 Data Base Management Systems

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems. 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. Students will gain an increased level of understanding of operating systems and environments, word processing software, spreadsheet applications, and database file creation and manipulation. Prerequisite: CIS 11003 or consent of instructor.

CIS 24854 Advanced COBOL Programming

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

CIS 24863 Visual Basic Programming

An introduction to object oriented/event driven high level programming language. Emphasis will be on designing full-featured GUI applications that exploit the key features of Microsoft Windows.

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

An introduction to the fundamental issues impacting economic decision-making in American industry, as well as the global environment. The emphasis of the course is on current economic problems and issues, as well as solutions to the problems.

Management

MGMT 21003 Introduction to Management

Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing: planning; decision making; strategic management; organizing and coordinating work; authority, delegation, and decentralization; organizational design; interpersonal skills; leadership; organizational effectiveness; control methods; and organizational change and development.

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. Prerequisites: ACCT 20003, ACCT 20013, ECON 20313 or 20323 recommended or consent of instructor.

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, forms of organization, location, and sources for assistance. Prerequisites: ACCT 20003 recommended or consent of instructor.

Business Education

BUED 15011 Keyboarding

Instruction in basic keyboarding skills for data entry on computers. Three hours per week plus laboratory time for nine weeks. For beginners only.

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 on microcomputers. 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 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 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 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. 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, and preparing various types of oral presentations. Prerequisite: ENG 10013 and ability to type.

BUED 25133 Business Office Skills

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

BUED 25213 Medical Transcription

Instruction and practice in transcribing from medical audiocassette tapes. Areas of concentration include urinary, musculoskeletal, cardiovascular, integumentary, reproductive, nervous, digestive, endocrine, lymphatic, and respiratory systems. Lecture two hours, laboratory three hours per week. Prerequisite: keyboarding speed of 40 words per minute or consent of the instructor.

BUED 25223 Legal Transcription

Instruction and practice in transcribing from legal audiocassette tapes. Areas of concentration include litigation, civil actions, criminal law, probate, and contracts. Lecture two hours, laboratory three hours per week. Prerequisite: keyboarding speed of 40 words per minute or consent of the 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 theatre 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 includes offerings in modern languages.

ENGLISH

The Department of English offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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 ACT reading scores below 19 must take this course. Lecture 3 hours, laboratory 1 hour per week.

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, religious, and literary 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 British literature from the Old English period through the Eighteenth Century. Prerequisite: ENG 10013.

ENG 20043 Creative Writing

Instruction and practice in writing poetry and fiction. 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 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 French I

French I is designed to teach French language and culture as complementary facets of a single reality. Students will learn authentic, unsimplified French and use it in the context of actual communication. French I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for French I.

FREN 10013 French II

French II is a continuation of FREN 10003. The prerequisite for French II is FREN 10003 or at least one year of high school French.

SPAN 10003 Spanish I

Spanish I is designed to teach Spanish language and culture as complementary facets of a single reality. Students will learn authentic, unsimplified Spanish and use it in the context of actual communication. Spanish I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for Spanish I.

SPAN 10013 Spanish II

Spanish II is a continuation of Spanish I 10003. The prerequisite for Spanish II is SPAN 10003 or at least 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 Art Department offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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 with emphasis on original illustration using the human form. 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 hand building 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 THEATRE

The Speech and Theatre 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 theatre 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 in the division are trained to reach high levels of achievement in their fields of special interest. The theatre program provides students with training in acting, production, and technical theatre work. All interested students are encouraged to develop a comprehension and appreciation of the role of theatre in the development of modern civilization.

The Speech and Theatre Department offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

DESCRIPTION OF COURSES IN SPEECH AND THEATRE

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 Theatre Workshop I

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

DRAMA 12271 Theatre Workshop II

Continuation of DRAMA 12261.

DRAMA 22261 Theatre 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 Theatre Workshop IV

Continuation of DRAMA 22261.

DRAMA 22243 Fine Arts Theatre

Introduction to the creative process and history of theatre. Provides students with an appreciation of how various artistic elements combine to produce theatrical presentations. Students will explore the human experience through the theatre arts. Attendance at theatre presentations is required.

DRAMA 22253 Introduction to Drama

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works. Prerequisite: ENG 10003 or consent of Instructor.

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 Theatre Practicum (Summer Session Only)

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

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.

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 Department of Biological Science offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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. This course is a prerequisite for most other BIOL and ZOOL courses.

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. Lecture three hours, laboratory three hours per week.

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 are 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 more advanced 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 Department of Mathematics offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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 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.

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 nonlinear 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 20113 Mathematics for Elementary School Teachers I

This course will cover sets and numbers with an emphasis on the development of the real number system. It gives an introduction to the mathematical concepts underlying the traditional computational techniques for elementary school mathematics with the NCTM Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving.

MATH 20123 Mathematics for Elementary School Teachers II

This course will cover probability and statistics, introductory geometry, constructions, congruencies and similarity, and concepts of measurement, elementary school mathematics with the NCTM Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline.

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 28215 Calculus III

This course is to provide the student with more advanced concepts in integral calculus, vectors and other topics, so that these concepts may be applied in problem-solving situations as well as used in further course work.

MATH 24233 Applied Statistics

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

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 Department of Physical Science offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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 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. Co-requisite: MATH 14014; recommended MATH 14023.

CHEM 16024 General Chemistry II

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

CHEM 26051 Investigations in Chemistry

One hour class. Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. Prerequisite: CHEM 16014 and consent of Instructor.(This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

CHEM 26052 Investigations in Chemistry

Same as CHEM 26051 but a two hour class.(This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

CHEM 26053 Investigations in Chemistry

Same as CHEM 26051 but a three hour class.(This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

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. Co-requisite: 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. Co-requisite: MATH 24215.

DIVISION OF EDUCATION AND SOCIAL SCIENCES

The Division of Education and Social Sciences consists of three departments: education and psychology; social science; and health, physical education and recreation. The main 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.

Emphases in this division are in physical education and health and social science.

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. For education majors. 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 22533 Lifespan Development (formerly Developmental Psychology)

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors.

PSY 22553 Sensation and Perception

Approaches the subject of perception as a biological process. Emphasis will be toward scientific research and its application to our lives individually and socially.

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.

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.

**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 Department of Physical Education offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

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 (Responding to Emergencies)

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. (On demand.)

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. The student will have the opportunity to be certified in ARC/Adult CPR. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities.

PE 12002 Aerobics I

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal lifestyle for optimal lifelong 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 covered. Especially emphasized are CPR, structure and function of the musculoskeletal system, care and prevention of sports injuries and smoking. Methods and techniques of developing strength, flexibility, cardiovascular 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 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 13791 Track and Field

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

- 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 of tennis.
- PE 23741 Intermediate Tennis**
Instruction in skill, strategy, and techniques of tennis.
- PE 23761 Ballroom Dancing**
The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others.
- 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 23913 Physical Education for Elementary Grades

A course designed to assist prospective elementary teachers in planning and conducting a well-rounded program. Emphasis is placed on proper selection of activities, program organization, and teaching procedures. For course transferability, see an advisor. Prerequisite: EDU 20003 Early Classroom Experience.

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 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 Department of Social Science offers the courses listed on the following pages. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

DESCRIPTION OF COURSES IN SOCIAL SCIENCE

Criminal Justice

Crim 11023 Introduction to Criminal Justice

This course is to expose students to the workings of the criminal justice system. An exploration of the historical development, current operation of and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the U.S., but also other cultures and their systems of justice.

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. (On demand.)

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. (On demand)

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.

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 the ASTI section in the ASU-Beebe catalog.

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

TECHNICAL CERTIFICATE

DIESEL MECHANICS

Students 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.

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

1. Unconditional admission to Arkansas State University-Beebe
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at Arkansas State University-Beebe.
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed on page 48.

A technical certificate is awarded to students who complete all departmental requirements. Thirty-four (34) credit hours are required for this certificate.

Major Requirements

DMT	11002	Heavy Duty Clutches
DMT	12002	Diesel Engines
DMT	13002	Diesel Fuel Systems
DMT	14002	Heavy Duty Gasoline Engines
DMT	15002	Heavy Duty Transmissions
DMT	15005	Applications Lab I
DMT	16002	Air Conditioning Systems
DMT	16005	Applications Lab II
DMT	17002	Hydraulics
DMT	18002	Electrical Systems
DMT	19002	Brake System
ENG	00003	Developmental English (or Higher)
MATH	10003	Technical Mathematics

Students may also be required to pass READ 00003 READING IMPROVEMENT if their entrance test scores fall below the minimum required.

DESCRIPTION OF COURSES IN DIESEL MECHANICS

DMT 11002 Heavy Duty Clutches

A study of pressure plates and clutch discs and how they operate with an introduction to heavy duty clutches and clutch discs, and torque converters. This also includes fluid drives and how to adjust and service them with special emphasis put on safety throughout the course.

DMT 12002 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.

DMT 13002 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.

DMT 14002 Heavy Duty Gasoline Engines

A study of the basic gasoline engine construction, operation, and principles. This includes the carburetor system, removal and replacement, engine time and troubleshooting. Safety and the use of special tools will be emphasized.

DMT 15002 Heavy Duty Transmissions

A study of the basic components of the drive line and how it operates. This includes introduction to heavy duty transmissions, mechanical transmissions, automatic transmissions, drive lines, differentials, final drive power take offs, and special drives. Safety and special tools will be emphasized throughout this course.

DMT 15005 Applications Lab I

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed.

DMT 16002 Air Conditioning Systems

Study of the basic construction and operations and principles. This includes basics of air conditioning, refrigerants and oil, basic system and how it works, service equipment, inspecting the system, diagnosing the system, testing and adjusting the system, preparing system for service, and reading troubleshooting charts. Safety and use of special tools will be emphasized.

DMT 16005 Applications Lab II

A continuation of skills application with live models.

DMT 17002 Hydraulics

Covers the basic hydraulics construction and operations principles. This includes introduction to hydraulics, fundamentals of hydraulics, reservoirs, lines, fittings and couplers, seals, fluids and filter, pumps, valves, cylinders, motors, accessories, hydraulic circuits, diagrams and symbols, general maintenance, diagnosis and testing.

DMT 18002 Electrical Systems

An introduction to electrical systems. This includes electrical circuits, electrical indicator circuits, storage batteries, starting systems, circuit ignition, circuit alternator, charging circuits and emergency shut down circuits. Safety and the use of special tools will be emphasized.

DMT 19002 Brake Systems

A study of the basic construction and operations and principles. This includes fundamentals of braking and hydraulic brakes, disc brakes, cam wedge and internal expanding tube type drum brakes, power assist brakes, brake fluid, troubleshooting, air brakes and engine brakes. Safety and the use of special tools will be emphasized.

TECHNICAL CERTIFICATE PRACTICAL NURSING

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

A technical certificate is awarded to students who complete all departmental requirements. Forty-three (43) credit hours are required for this certificate, at least fifteen of which must be earned at Arkansas State University-Beebe/Newport.

Applicants for the Practical Nursing Program must meet all unconditional admission criteria as listed on page 13. Applicants must also be 17 years of age and complete the following pre-requisite courses with a "C" or higher.

MATH	00014	Beginning Algebra (or Higher)
ENG	00003	Developmental English (or Higher)
READ	00003	Reading Improvement (if needed)

Practical Nursing students will be selected for enrollment based on the following criteria: ACT scores, a written autobiography, and an interview. Additional points may be awarded in the selection process for advanced coursework and work experience. For additional information on specific deadlines and criteria, applicants should contact the Admissions office.

Students accepted into the program 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 Admissions office.

Practical Nursing students are required to meet more comprehensive attendance and grading guidelines. Students are required to maintain a 76% average in every class in which they are enrolled. The attendance requirements are explained in detail in the departmental handbook.

RE-ADMISSION OR TRANSFER

Any applicant for re-admission or transfer from another school will follow the LPN selection criteria for program admission. If a student is interested in transferring or re-admission, 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 re-admitted 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 a 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

Newport

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

McCrory

Woodruff County Nursing Home

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

Major Requirements:

LPN	10001	Vocational, Legal, & Ethical Concepts
LPN	11004	Basic Nursing Principles I
LPN	13002	Basic Nursing Principles II
LPN	18004	Body Structure & Function
LPN	12003	Medical/Surgical Nursing I
LPN	14003	Medical/Surgical Nursing II
LPN	25002	Medical/Surgical Nursing III
LPN	15002	Nutrition
LPN	16001	Geriatric Nursing
LPN	19001	Nursing of Children
LPN	17004	Pharmacology
LPN	26002	Nursing of Mothers and Infants
LPN	18001	Mental Health
LPN	11104	LPN Clinic I
LPN	12105	LPN Clinic II
LPN	13104	LPN Clinic III

DESCRIPTION OF COURSES IN PRACTICAL NURSING

LPN 10001 Vocational, Legal and Ethical Concepts

This course includes personal development; ethical, legal and social responsibilities with the patient, family and co-workers; communication skills; vocational responsibilities of the practical nurse; nursing organizations; and local, state and national health resources. Prerequisite: None

LPN 11004 Basic Nursing Principles I

Covers the fundamental principals, skills and attitudes needed to give nursing care. Scientific rationale concerning common procedures used in the care of the sick will be discussed and demonstrated. Competency will be demonstrated in the clinical setting. The prevention of the spread of disease, safety and comfort measures will be taught. The student will be taught the development of responsibility to make report and record observations using the nursing care process. Prerequisite: LPN 10001

LPN 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 13002 Basic Nursing Principles II

Continuation of LPN 11004. Prerequisite: LPN 11004

LPN 14003 Medical/Surgical Nursing II

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

LPN 15002 Nutrition

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

LPN 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 or higher.

LPN 18001 Mental Health

Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses.

LPN 18004 Body Structure and Function

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

LPN 19001 Nursing of Children

This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children.

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.

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 12002. 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. Prerequisite: LPN 12105, LPN 19001, LPN 13002, and LPN 14003

CERTIFICATE OF PROFICIENCY

TRUCK DRIVER TRAINING

DTI 11007 Commercial 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.

DTI 11008 Commercial Driver Training

An expanded class to include all areas of instruction included in DTI 11007 with additional time in over-the-road driving and training in specialty areas.

ORGANIZATION AND PERSONNEL
AT
ARKANSAS STATE UNIVERSITY - BEEBE
NEWPORT CAMPUS

THE INSTITUTION

Arkansas State University-Beebe/Newport has been in continuous operation for more than twenty (20) 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 (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 White River Technical College and Arkansas State University-Beebe to create Arkansas State University-Beebe/Newport. This merger now allows Arkansas State University-Beebe/Newport to offer course work for certificate programs, Associate degrees and transfer to four-year institutions.

The campus is located 40 miles southwest of Jonesboro and 55 miles northeast of Beebe. Arkansas State University-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

Term Expires

William R. Phillips.....	January 1998
Charlotte Bornhoft Bradbury.....	January 1999
Harold Perrin.....	January 2000
Velmar S. Richmond	January 2001
Richard Bell	January 2002

Officers Of The Board

William R. Phillips.....	Chairman
Charlotte Bornhoft	Vice Chairman
Harold Perrin	Secretary

Administrative Staff

J. Leslie Wyatt, III, 1995	<i>President of the University</i>
B.A., Abilene Christian University	
B.F.A., University of Texas at Austin	
M.F.A., University of Texas at Austin	
Ph.D., University of Texas at Austin	
Eugene McKay, 1966	<i>Chancellor</i>
B.A., Lyon College	
M.A., University of Arkansas	
Ph.D., University of Mississippi	
Ruth Couch, 1971	<i>Vice Chancellor for Academic Affairs</i>
B.S.E., Southern Arkansas University	
M.S.E., Henderson State University	
Ph.D., Oklahoma State University	
Larry Haile, 1986	<i>Vice Chancellor and Director, ASTI</i>
B.S., University of Central Arkansas	
M.S., University of Central Arkansas	
Jerry Carlisle, 1994	<i>Vice Chancellor for Fiscal Affairs</i>
B.S., Arkansas State University	
Ben Pickard, 1980	<i>Vice Chancellor for Student Affairs</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.S., Arkansas State University	

Dianne Tiner, 1985

Assistant to the Chancellor

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Ed.D., University of Memphis

James Washburn, 1981

Registrar/Director of Admissions

B.S.E., University of Central Arkansas

M.S.E., University of Central Arkansas

ADMINISTRATIVE STAFF NEWPORT CAMPUS

Bob Stiger, 1975

Director

B.S., Harding University

Pamela K. Cicirello, 1988

Coordinator of Academic Affairs

B.S.E., Henderson State University

M.Ed., University of Arkansas

Mary Robertson, 1984

Coordinator of Student Affairs

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Instructional Staff

- | | |
|--|---|
| Margaret R. Berry, 1975
A.A., Williams Baptist College
B.S., University of the Ozarks
M.S.E., Arkansas State University | <i>Assistant Professor
Business Education</i> |
| Jayne Black, 1988
B.S.E., Arkansas State University
M.S., Arkansas State University | <i>Assistant Professor
Mathematics</i> |
| Paula Breckenridge, 1997
A.S.N. North Arkansas Community College | <i>Instructor
LPN</i> |
| Zandra Brockway, 1997
B.A., Harding University
M.Ed., Harding University | <i>Instructor
English</i> |
| Duane E. Doyle, 1993
B.S., Arkansas State University
M.S., Arkansas State University | <i>Assistant Professor
Mathematics</i> |
| Linda D. 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 | <i>Assistant Professor
Business Education</i> |
| Angela Grant, 1997
B.A., Stephens College
M.S., University of Arkansas
Ph.D., University of Arkansas | <i>Assistant Professor
Mathematics</i> |
| Tanya Hagler, 1994
B.S., Arkansas State University
M.S., Arkansas State University | <i>Assistant Professor
Chemistry</i> |
| Judy Hogue, 1981
B.S., Phillips University
M.Ed., Phillips University
Adult Education Certified | <i>Adult Education Coordinator</i> |
| David H. Jamieson, 1993
B.S., Arkansas State University
M.S., Arkansas State University | <i>Assistant Professor
Biological Science</i> |

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M.S., Arkansas State University
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*Assistant Professor
English*
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M.A., Arkansas State University
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- Bruce Smock, 1997**
B.A., The University of West Florida
M.A., Arkansas State University
*Instructor
Speech*
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Truck Driver Training*
- Ira (Ike) Wheeler, 1995**
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M.A., Arkansas State University
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ADMINISTRATIVE SUPPORT STAFF

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Assistant Registrar

Donna Gould, 1989

B.S.E., Henderson State University

M.S., University of Central Arkansas

Assistant Librarian

Jeff Grizzle, 1996

Public Safety Officer

Kaye Moore, 1992

B.M.E., Arkansas State University

M.S.E., Arkansas State University

Learning Resource Center



APPENDIX

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.

HOURS	COURSE		
9	English/Communication		
	ENG	10003	Freshman English I
	ENG	10013	Freshman English II
	SPCH	12003	Oral Communications
HOURS	COURSE		
3	Math*		
	MATH	14023	College Algebra
8	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 II
	PHYS	15014	Applied Physics for Health Science
	PHYS	25054	General Physics I
	PHYS	25064	General Physics II
	PHYS	25074	Fundamental Physics I
	PHYS	25084	Fundamental Physics II
3	Fine Arts/Humanities		
	ART	20003	Fine Arts-Visual
	MUS	20503	Fine Arts-Musical
	DRAMA	22243	Fine Arts-Theatre
3	World Literature		
	ENG	20003	World Literature I
	ENG	20013	World Literature II

- 3 Social Sciences***
- | | | |
|-------|-------|------------------------------|
| HIST | 21763 | The United States to 1876 |
| HIST | 21773 | The United States Since 1876 |
| POSCI | 22313 | United States Government |
- 3 World Civilization
- | | | |
|------|-------|-----------------------|
| HIST | 12013 | World Civilization I |
| 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 either to take six hours of humanities and social sciences at the junior/senior level or to substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.

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

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