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ARKANSAS STATE  
UNIVERSITY  
NEWPORT

1999-2000 Catalog

"A GREAT PLACE TO LEARN"

# **ARKANSAS STATE UNIVERSITY-NEWPORT**

*A Branch Campus of Arkansas  
State University-Beebe*

**7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7800  
(800) 976-1676  
[www.asun.arknet.edu](http://www.asun.arknet.edu)**

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## **Equal Opportunity/Affirmative Action**

Arkansas State University-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-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, Drawer H, Beebe, Arkansas 72012-1000, Telephone (501) 882-8367.

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## **Policy Statement**

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

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



## **ARKANSAS STATE UNIVERSITY MISSION STATEMENT**

We pursue and share knowledge within a caring community that prepares students in challenging and diverse ways to become more productive global citizens.

## **ASU-NEWPORT MISSION STATEMENT**

Arkansas State University-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 locally from ASU.

An open admission policy encourages the enrollment of both traditional and nontraditional students. ASU-Newport recognizes the uniqueness of each student and provides support programs 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 and technical support for 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-Newport by studying the policies and procedures listed in this catalog. While students may get assistance from administrators, counselors, and advisors, they are responsible for selecting a field of study and enrolling in the prescribed courses for that field.**

## **ACCREDITATION**

**Arkansas State University-Beebe is accredited by the**

**Commission on Institutions of Higher Education  
of the  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440 or (312) 263-0456**

**Engineering Accreditation Commission of the Accreditation  
Board for Engineering and Technology, Inc.**

**National Accrediting Agency for Clinical Laboratory  
Sciences**





## **ACADEMIC 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 1999

August 17,18,19(see class schedule for times).....	Registration
August 17,19 (see class schedule for times) .....	Orientation
August 20.....	Classes begin
August 30.....	Last day to register or add courses
September 4-6 .....	Labor Day Holiday
October 24-26.....	AATYC Conference
October 29.....	Last day to drop a course with a "W" or change to audit
November 25-27.....	Thanksgiving Holidays
December 8 .....	Last day to withdraw from the University
December 9-14 .....	Final Exams

### SPRING 2000

January 6, 7,... (see class schedule for times).....	Registration
January 6, 7.... (see class schedule for times) .....	Orientation
January 11 .....	Classes begin
January 19 .....	Last day to register or add courses
March 13-18 .....	Spring Break
March 31 .....	Last day to drop a course with a "W" or change to audit
May 5 .....	Last day to withdraw from the University
May 5 .....	Commencement
May 6-11 .....	Final Exams

**\*See Class Schedule for Times**

## **ACADEMIC POLICIES**

### **General Information**

Arkansas State University-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-Newport, 7648 Victory Blvd., Newport, AR 72112. Persons wishing to telephone the Admissions Office may call (870) 512-7826 or 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 the Diesel Mechanics program, the ASSET test may be substituted.
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. (A tentative admission decision can be made on the basis of a seven-semester high school transcript.)
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.)

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

## Admissions Categories

Arkansas State University-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 and Arkansas State University-Newport faculty members and staff. Conditions of admission will be specified and must be met to the satisfaction of the committee. Students admitted in this category are:

- A. Applicants from high schools not accredited by the state.
- 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-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 transcripts 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-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 Arkansas Higher Education Coordinating Board (AHECB) 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.

### **AHECB-Adopted Criteria for concurrent enrollment**

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-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-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 (Test of English as a Foreign Language) 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, intersession 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-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 with a failing grade which will be recorded immediately. 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-Newport has a more stringent attendance policy which is outlined in the departmental handbook.

## Requesting a Transcript

All transcript requests must be made in person or in writing to the Assistant Registrar's Office. Transcripts are provided free of charge unless ten or more are ordered at one time. A charge of \$1.00 each is required when 10 or more transcripts are requested. Transcripts will not be issued if the student has past due financial obligations to the University.

## 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 Office. 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 the form to the 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. 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. Grades in developmental classes are not counted in computing the grade point average.

## 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**

A total of 18 hours including work at all institutions 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-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-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-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-Newport degree-seeking students who are properly admitted and have earned credit at Arkansas State University-Newport.

Credits will be awarded for comparable Arkansas State University-Newport 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-Newport. Audit students will pay the regular course fee as indicated under the section on Fees and Expenses. They are expected to attend the class but need not submit assignments or take tests. If an auditing student stops attending class, the instructor may change the grade to "W."

## **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-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 who have been out of school no more than five years and can finish their program with no more than twelve hours may continue under the catalog under which they originally entered. 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 purchased from the Bookstore for an extra fee.

## **Academic Distinction**

Academic achievement is recognized in the following ways at Arkansas State University-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 (excluding developmental classes).
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 (excluding developmental classes).

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.

## **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.

## **Arkansas Assessment of General Education (AAGE)**

All students seeking the Associate of Arts degree are required to take the Arkansas Assessment of General Education (AAGE) upon completion of forty-five (45) hours of work (not counting developmental courses). Information and schedules for this test are available in the Counselor's office and will be publicized in advance of each testing session. Failure to take this test may delay students' further registration or their transfer to another state institution.





## **STUDENT SERVICES**

## Student Conduct

Students at Arkansas State University-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-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

The Counselor in Walton Hall offers a variety of services to assist students and staff in personal, academic, and career choices.

**Personal Counseling** is available as a voluntary, confidential resource for students who desire objective professional help with concerns which interfere with their academic success, personal growth, and happiness. Special-help booklets are available.

**Academic Advising.** A student is assigned an advisor upon entering ASU-Newport. Counselors and some faculty serve as academic advisors for students who have not yet chosen a career focus or emphasis area. The Counselor provides career and educational information.

**Services to Students with Disabilities.** The Coordinator of Student Services has been designated as Arkansas State University-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 Counselor's Office. 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 Assistant Registrar's Office.

## Learning Center

The Learning Center provides free tutoring services to any Arkansas State University-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 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 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-Newport is comparatively low, some students find they cannot afford to pay all of their expenses. Therefore, Arkansas State University-Newport has developed a comprehensive program of financial aid.

Financial aid at Arkansas State University-Newport consists of funds made available from federal, state and local sources. Scholarships, grants, loans, and veterans aid are all available to students who qualify. For up-to-date information, contact Student Services. Early contact and application is recommended.

## Scholarships

Arkansas State University-Newport awards scholarships through the Scholarship Committee. Information about scholarships may be obtained by contacting Student Services at Arkansas State University-Newport. Types of scholarships available to outstanding students at Arkansas State University-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 usually designated by the donor.

**Leadership Scholarships** - Leadership scholarships in the amount equal to one-half tuition are awarded to first-time entering students who have demonstrated leadership potential and graduated in the upper 25% of the class. These scholarships are renewable for a second semester based upon the student's involvement and leadership in campus activities and a 2.5 grade point average.

**Incentive Scholarships** - 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-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-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-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. Payment of tuition may be made with cash, check, or bankcard (VISA or Mastercard). 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 (per lab) .....	20

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

The refund schedule applies to the total tuition charge rather than the amount paid at the time of withdrawal.

## **Tuition Waiver for Senior Citizens**

Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at Arkansas State University-Newport and other state colleges and universities without a tuition charge. Proof of age must be presented at the time of registration. This waiver does not apply to non-credit classes, assessment fees, or any other fee collected by the college.

## **Food Services**

Arkansas State University-Newport offers food service through a private vendor for both breakfast and lunch. Vending machines are available in several locations. Food and drinks are not to be taken into any classroom or lab.

## **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 Human Resources will provide information and assistance in preparation of grievance complaints.

## **Sexual Harassment Policy**

Arkansas State University-Newport is committed to creating and maintaining a university community that is free from all forms of sexual harassment. Arkansas State University-Newport will not tolerate sexual harassment in relation to the evaluation of employee or student performance, nor shall the university tolerate such behavior in the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position.

All members of the university community are urged to report incidents of sexual harassment to the Director of Human Resources. Additional information regarding this policy and filing a grievance is available from the Department of Human Resources.

## 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-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-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-Newport Student Handbook.

## **ACADEMIC PROGRAMS**

## ACADEMIC PROGRAMS

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

### ASU-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 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. (Credit earned not applicable toward a degree)

#### **MATH 00503 Pre-Algebra**

Arithmetic, including fractions and percents, will be reviewed. The use of formulas and calculators will be treated. Exercises to prepare for the concept of algebraic variables will be worked. Linear equations will be solved. Application problems will appear. (Credit earned not applicable toward a degree.)

#### **MATH 00013 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 14013 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 00013 or acceptable ACT score and high school Algebra I. (Credit earned not applicable toward Associate of Arts degree)

**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. (Credit earned not applicable toward a degree)

**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-Newport includes the following: Applied Arts, Education and Social Science, English and Fine Arts, Mathematics and Science, and Continuing Education. Each division has a departmental substructure and is supervised by a Division Chair or director.

### **Division of Continuing Education**

Arkansas State University-Newport operates a program of continuing education to meet the needs of the service area. In addition, computer software training classes and leisure arts classes are offered on 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.

## ADULT EDUCATION

The Arkansas State University-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*

\*Clock hours are approximate and may vary for each student.

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

### ABE COURSE OUTLINE

Writing Skills .....	220 hours*
Reading Skills .....	220 hours*
Arithmetic .....	220 hours*

\*Clock hours are approximate and may vary for each student.

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.

For more information on these programs, please call the Coordinator of Adult Education at (870) 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.

Many Arkansas State University-Newport students plan to pursue a baccalaureate or professional degree. Most 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-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-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-Newport
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-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
		(or a more advanced course)

**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-Newport. 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. Students should work out a degree plan in cooperation with their advisor.

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-Newport. Therefore, they can get an Associate of Arts degree from Arkansas State University-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.**

## PHILOSOPHY OF GENERAL EDUCATION

The general education core at ASU-Newport provides learning experiences in a variety of academic disciplines designed to give students an opportunity to acquire the body of knowledge and skills common to educated people regardless of their career paths. Recognizing the importance of life-long learning, the faculty has established the following goals to be accomplished by all students completing the general education component:

- I. All students will have mastered the basic skills, including reading, writing, speaking, listening, mathematics, computer interaction, and library and informational technologies.
  - A. The student will gather and process information effectively through reading, writing, listening, and speaking. The student will be able to write a well-organized essay free of major errors, to give an effective short speech, and to participate in group exchanges of information.
  - B. The student will possess numeric skills adequate for additional coursework, for personal life needs, and for the basic requirements of non-technical jobs.
  - C. The student will possess knowledge of past world events and an understanding of the functioning of human beings in groups.
  - D. The student will recognize and be able to discuss some of the major artistic, musical, and literary works of the world.
  - E. The student will have elementary knowledge of the ideas, terminology, and techniques of natural science.
- II. All students will have developed higher order thinking skills, such as summary, synthesis, analysis, interpretation, organization, problem solving, and evaluation.
- III. All students will have developed a personal system of values, including dependability, work ethic, self-reliance, sense of self-value, honesty and integrity, and good interpersonal skills. These values are deemed to be essential to the students planning to obtain an associate of applied science degree in order to go to work and to the students pursuing a transfer degree.

## **ARKANSAS STATE UNIVERSITY PARTNERSHIP AGREEMENT**

You, as a student at Arkansas State University-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-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-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-Newport.

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

University of Arkansas at Little Rock will accept Arkansas State University-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.

## **ARKANSAS TECH UNIVERSITY PARTNERSHIP AGREEMENT**

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

## **SOUTHERN ARKANSAS UNIVERSITY AT MAGNOLIA PARTNERSHIP AGREEMENT**

Southern Arkansas University at Magnolia will accept Arkansas State University Newport's 43-hour core curriculum as meeting Southern Arkansas University's general education core provided the student has an Associate of Arts degree with all grades of "C" or better.



## THE ASSOCIATE OF GENERAL EDUCATION

The Associate of General Education degree is designed for students who are working and need a degree and specific skills for their current job or a job upgrade.

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.

No more than 15 semester hours of previously earned credit other than core courses may be applied to this degree. Courses needed to complete the degree should be planned in advance with an advisor.

As a part of the degree plan, the student will submit a statement showing how this degree meets the needs for the student's current position or for an upgrade. If students plan to use this degree for transfer, documentation from the receiving institution should be submitted with the plan at the time the degree is declared.

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

A. Communications

- 3 hours Freshman English I
- 3 hours Freshman English II or Technical Communication
- 3 hours Oral Communication or Business Communication

B. 3-4 hours 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, or Literature

G. 1 hour P. E.

H. 1-6 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 either the campus at Arkansas State University-Newport or the Arkansas State University-Beebe campus to graduate.

Advisors for this program are the chair of the Applied Arts Division and the director of the Arkansas State Technical Institute.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science degree is designed for students who desire a program of study leading to job preparation for entry into the work force. The Applied Science degree is available in Business Technology.

## **TECHNICAL CERTIFICATES**

Arkansas State University-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-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. Students seeking a second degree or certificate should work out a degree plan with an advisor in the second area.

## **DIVISION OF APPLIED ARTS**

### **DEPARTMENT OF BUSINESS**

The Department of Business offers the Associate of Arts degree for students who wish to transfer to another institution to complete a bachelors degree. The academic advisor can provide assistance in selecting courses which apply toward a degree in accounting, administrative services, business education, business administration, economics, finance, management, marketing, and computer information systems.

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.

### **Associate of Arts**

The Associate of Arts degree with emphasis in business 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 pre-requisites which will also fulfill University Core Requirements. The courses which apply to an Associate of Arts degree with an emphasis in business are listed below:

#### **Business Core**

ACCT	2003	Principles of Accounting I
ACCT	2013	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 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 I
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	25033	Intermediate Shorthand
BUED	25043	Advanced Keyboarding
EDU	20003	Early Classroom Experience
EDU	20023	Child and Adolescent Development

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:

BUAD	11013	Introduction to Business
ECON	20333	Economic Issues and Concepts
MGMT	21043	Supervisory Management
MGMT	21053	Small Business Management
MGMT	21023	Managerial Finance
MGMT	21063	Management of Marketing Organizations
MGMT	21003	Introduction to Management
MGMT	21073	Promotions to Management
MGMT	21083	Introduction to Retail Store Management

## Associate of Arts in 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: (12-13 hours)

ACCT	20003	Principles of Accounting I
CIS	24843	Database Management Systems
<b>OR</b>		
CIS	24823	Spreadsheet Applications for Business

Select 2 courses from the following:

CIS	24833	Principles of COBOL Programming
CIS	24854	Advanced COBOL Programming
CIS	24863	Visual Basic Programming
CIS	24874	Structured Programming in the C Language

### BUSINESS/COMPUTER ELECTIVES: (to complete 62 hours)

Select courses from the group upon approval of advisor.

CIS	24833	Principles of Cobol Programming
CIS	24854	Advanced COBOL Programming
CIS	24863	Visual Basic Programming
CIS	24874	Structured Programming in the C Language
CIS	24853	Microcomputer 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
<b>OR</b>		
ACCT	20033	Computerized Accounting
CIS	25111	Special Topics in Computer Applications
CIS	25112	Special Topics in Computer Applications
CIS	25113	Special Topics in Computer Applications
CST	11114	Networking Essentials -Cisco 1 and 2
CST	11124	Advanced Router Technologies-Cisco 3 and 4

**Total: 62-63 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**

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.

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

### **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
<b>OR</b>		
CIS	24853	Microcomputer Applications

#### **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 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
xxxxx		Business or Technical Electives

**Select 2 courses: (6 hours)**

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 - MARKETING****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 Applications

**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
ECON	20323	Principles of Microeconomics
BUAD	21023	Legal Environment of Business
MGMT	21023	Business Statistics I
MGMT	21003	Introduction to Management
CIS	24853	Microcomputer Applications
OR		
BUED	25003	Word Processing
CIS	24813	Desktop Publishing Applications
MGMT	21063	Management of Marketing Organizations
MGMT	21073	Promotions Management
MGMT	21083	Introduction to Retail Store Management

**Total Major Requirements: 30 hours**

**A.A.S. DEGREE TOTAL 66 HOURS**

## **BUSINESS TECHNOLOGY- COMPUTER APPLICATIONS**

**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 Applications

**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	24863	Visual Basic Programming
CIS	24833	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
CST	11114	Networking Essentials - Cisco 1 and 2

**Select 3 courses:**

(9-10 hours)

CIS	24813	Desktop Publishing Applications
CIS	24843	Data Base Management Systems
	OR	
CIS	24823	Spreadsheet Applications for Business
CIS	24853	Microcomputer Applications
CIS	24854	Advanced COBOL Programming
	OR	
CIS	24874	Structured Programming in the C Language
ACCT	20013	Principles of Accounting II
	OR	
ACCT	20033	Computerized Accounting
CST	11124	Advanced Router Technologies-Cisco 3 and 4

**Total Major Requirements: 28-29 hours****A.A.S. DEGREE TOTAL 64-65 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	14013	Intermediate Algebra
	OR	
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
	OR	
CIS	24853	Microcomputer Applications

**Business Core:**

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
<b>OR</b>		
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 Applications
<b>OR</b>		
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 66-67 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	14013	Intermediate Algebra
<b>OR</b>		
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
<b>OR</b>		
CIS	24853	Microcomputer Applications

**Business Core:**

BUAD	11013	Introduction to Business
ACCT	20003	Principles of Accounting I
ECON	20313	Principles of Macroeconomics
<b>OR</b>		
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	25023	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	14013	Intermediate Algebra
<b>OR</b>		
MATH	14023	College Algebra
CIS	11003	Introduction to Computer Information Systems
<b>OR</b>		
CIS	24853	Microcomputer Applications

**Business Core:**

BUAD 11013	Introduction to Business
ACCT 20003	Principles of Accounting I
ECON 20313	Principles of Macroeconomics <u>OR</u>
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

**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

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-Newport.
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at either the Arkansas State University-Newport campus or the Arkansas State University-Beebe campus.
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	24863	Visual Basic Programming
CIS	24833	Principles of COBOL Programming
CIS	24874	Structured Programming in the C Language
<b>OR</b>		
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 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
<b>OR</b>		
CIS	24853	Microcomputer Applications
	xxxxx	Business elective on approval of advisor



## 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 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.

#### ACCT 20023 Fundamental Accounting Concepts

This course is designed to develop an understanding of basic accounting concepts, with secondary emphasis on procedural mechanics. Also included is the development of an understanding of the language and environment of business, an appreciation of accounting methodology, and skills in problem solving. (This course does not fill a degree requirement for business majors).

**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.



**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 24823 Spreadsheet Applications for Business**

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. Prerequisite: CIS 11003 or consent of instructor. Students concerned about transferability should check with their transfer institution.

**CIS 24833 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 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 24833 or consent of instructor.

**CIS 24853 Microcomputer 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 24833. (Offered on demand.)

**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. Prerequisite: CIS 11003 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 24833 and/or 24843 or consent of instructor.

**CIS 25111 Special Topics in Computer Applications****CIS 25112 Special Topics in Computer Applications****CIS 25113 Special Topics in Computer Applications**

Course content and length will vary. Subject matter will be determined by demand and recent developments in information systems. Pre-requisite: consent of instructor. (Course may be repeated if topic changes.) (Offered on demand.)

## **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.

### **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 21033 Applied Human Resource Management Concepts**

A survey course designed to provide an understanding of the role, processes, and approaches to human resource management in today's organization.

### **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.

**MGMT 21063 Management of Marketing Organizations**

An introductory survey course that examines various critical issues involved in the transfer of goods and services from the producer to the consumer. Emphasis is placed on managerial planning and execution, policy formulation, contemporary operating methods, and performance appraisal to achieve organizational effectiveness. Prerequisite: ACCT 2003 and ECON 20313 recommended.

**MGMT 21073 Promotions Management**

A course designed to improve the student's knowledge of promotion within the larger area of marketing. Special emphasis is placed on understanding consumer behavior and how producers/sellers can effectively communicate with buyers. Advertising and sales promotion concepts are examined to demonstrate how the marketing manager approaches the task of determining basic promotional strategy and administering promotional programs.

**MGMT 21083 Introduction to Retail Store Management**

A course designed to aid students seeking a general knowledge of contemporary issues in retailing within the larger area of marketing. Emphasis is placed on decision making relative to such integrated variables as store location and layout, sales promotion, buying, pricing, personnel management, credit and stock control.

**MGMT 21093 Industrial Organizational Concepts**

A survey of organizational approaches, techniques and policies used in business, industry, and other organizations. Organizational behavior, motivation, leadership, formal and informal organization, social environment, and communication and group processes. 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. (Offered on demand.)

## **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 keyboarding speed of 40 words per minute.

**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 keyboarding speed of 55 words per minute.

**BUED 25003 Word Processing**

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

**BUED 25023 Elementary Shorthand**

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

**BUED 25033 Intermediate Shorthand**

An advanced study of shorthand. Emphasis is on the development of speed and accuracy, with application to business situations. Prerequisite: BUED 25023 or equivalent ability. (Offered on demand.)

**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. Three hours per week plus laboratory time. Prerequisite: Keyboarding speed 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. Three hours per week plus laboratory time. 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. 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.

1. 43-hour core, including 12 hours of English
2. Fine Arts-Visual, Fine Arts-Musical, or Fine Arts-Theatre.  
(Must take one of the other two not taken in the core.)
3. 6 hours of World Civilization. (One is in the core.)
4. Additional English, speech, drama, and foreign language as approved by an advisor to complete the 62-hour program.

### **DESCRIPTION OF COURSES IN ENGLISH**

#### **READ 00003 Reading Improvement**

A course designed to help students improve reading and comprehension skills as well as reading habits. Students with 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 for students in technical programs to prepare them 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 20043 Creative Writing**

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

**ENG 20053 Folklore**

Survey of form in American folk culture. Includes collection, classification, and analysis of folklore within the context of form. Prerequisite: ENG 10013 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

**PHIL 10003 Introduction to Philosophy**

An examination of the basic problems of philosophy as evidenced in the major schools of philosophical thought. Includes historical and contemporary readings.

## **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.

**SPAN 20003 Spanish III**

Continuation of Spanish II. Prerequisite: SPAN II 10013

**SPAN 20013 Spanish IV**

Continuation of Spanish III. Prerequisite: SPAN III 20003

## **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. 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.

**See University Core Requirement (43 hours)**

**Art Emphasis Requirements (15 hours)**

Select five courses from:

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

**Related Requirements\* (3 hours)**

ART	20003	Fine Arts - Visual
MUS	20503	Fine Arts - Musical
DRAMA	22243	Fine Arts - Theatre

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

**Elective (1 hour)**

**Total Program Hours: 62 hours**

## **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 20343 Ceramics II**

Continuation in development of creative clay processes. Emphasis is placed on handbuilding techniques, sculpture, and wheel thrown pot methods along with glazing and firing procedures. Surface and glaze treatment are explored for visual as well as tactile purposes. Prerequisite: ART 20243

**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 Department of Speech and Theatre provides opportunities for students to develop a wide range of communication and theatrical skills. These in turn enrich the student's academic, professional, and cultural life. Emphasis is given to the development of an intellectual and aesthetic appreciation of the human experience. Students may take advantage of these opportunities through enrollment in departmental courses or through participation in the co-curricular theatrical productions.

Each year the ASU-Newport Department of Speech and Theatre presents a series of co-curricular productions in order to enrich the educational and cultural environment of the students. Department productions are selected from a variety of historical periods, theatrical styles, and ideological viewpoints in order to provide our students with the maximum educational opportunities possible. These co-curricular theatre productions are educational laboratories. As such they are designed to enhance student academic growth, artistic expression, and intellectual freedom.

Students are trained to reach high levels of achievement in their disciplines. The theatre program provides students with training in both performance and production skills. All students are encouraged to develop an appreciation of the role theatre plays in the development of culture.

The Speech and Theatre Department 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.

### **See University Core Requirements (43 hours)**

#### **Emphasis Requirements(2 hours)**

DRAMA 12261 Theatre Workshop I

DRAMA 12271 Theatre Workshop II

**Select from the following: (14 hours)**

SPCH 20013	Interpersonal Communications
SPCH 22033	Oral Communications
DRAMA 22253	Introduction to Drama
DRAMA 22263	Acting
DRAMA 22283	Fundamentals of Stagecraft
DRAMA 22273	Theatre Practicum
DRAMA 22261	Theatre Workshop III
DRAMA 22271	Theatre Workshop IV

**Related Requirements (3 hours)\***

ART 20003	Fine Arts-Visual
MUS 20503	Fine Arts-Musical
DRAMA 22243	Fine Arts-Theatre

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

**Total Program Hours: 62 hours**

## **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. 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**

A special 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. 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.

#### **See University Core Requirements (43 Hours)**

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

#### **Plan A:                    Natural Science Majors**

##### **Emphasis Requirements (16 hours)**

*BIOL 10004	Biological Science
*BIOL 11004	General Botany
*ZOOL 13004	General Zoology I (Invertebrate)
*ZOOL 13014	General Zoology II (Vertebrate)

**Related Requirements (8 hours)**

- \*Chem 16014 General Chemistry I
- \*Chem 16024 General Chemistry II

Electives: 3 hours

**Total Hours Required: 62 hours**

**Plan B: Health Science Majors**

**Emphasis Requirements(19 hours)**

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

**Related Requirements (8 hours)**

- \*CHEM 16014 General Chemistry I
- \*CHEM 16024 General Chemistry II
- OR
- \*CHEM 26064 Intro to Organic & Biochemistry

Total Hours Required: 62 hours

\*Also meets University Core Requirements for science.

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

### **Biological Science**

**BIOL 10004 Biological Science**

A study of the similarity and diversity of life on earth. Lecture three hours, laboratory two hours per week. 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. 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.

#### 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 an emphasis in Mathematics are listed below:

#### Emphasis Requirements (13 hours)

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

Electives: 6 hours

**Total Hours Required: 62 hours**

## DESCRIPTION OF COURSES IN MATHEMATICS

### MATH 00503 Pre-Algebra

Arithmetic, including fractions and percents, will be reviewed. The use of formulas and calculators will be treated. Exercises to prepare for the concept of algebraic variables will be worked. Linear equations will be solved. Application problems will appear. (Credit earned not applicable toward a degree.)

**MATH 00013 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 00011 Beginning Algebra Lab**

A computer based instruction lab that will review the basic features of Math 00013. Topics will include the arithmetic of the rational numbers and an introduction to fundamental algebraic concepts. Algebraic topics include real number, linear equations, linear inequalities, integral exponents, polynomials, factoring and rational expressions and graphing linear equations. Two hours laboratory per week. (Credit earned not applicable toward a degree.)

**MATH 14013 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 00013 or acceptable ACT score and high school Algebra I.

**MATH 00021 Intermediate Algebra Lab**

Computer aided instruction to 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. Two hour laboratory per week. (Credit earned not applicable toward a degree.)

**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 14013 or acceptable ACT score and high school Algebra II.

**MATH 00031 College Algebra Lab**

Computer aided instruction to review and development of fundamental concepts with additional topics including quadratic equations and inequalities, polynomial, rational, exponential, and logarithmic functions, graphing functions, combining functions, inverse functions, and solving systems of linear and non-linear equations. (Credit earned not applicable toward a degree.)

**MATH 14021 Graphing Calculator Skills**

Recommended for Intermediate Algebra students who will take College Algebra. Requires students to purchase the TI-83 graphing calculator. Concentrates on basic operations, operations with parentheses, all function buttons, graphing basic functions, changing the viewing window, all zoom operations, point plotting from a table, and some basic programming on the calculator. Not open to students who have completed College Algebra or higher.

**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. (Credit earned not applicable toward an Associate of Arts degree.)

**MATH 11003 Mathematical Solutions for Mechanical Technology**

Designed to give the student the basic problem-solving skills needed in the work place. Applications of arithmetic, ratios and proportions, percentages, formulas, statistics, metric system, geometry and algebra. (Credit earned not applicable toward an Associate of Arts degree.)

**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 for 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. 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.

### See University Core Requirements (43 hours)

#### Emphasis Requirements (16 hours)

- \*CHEM 16014 General Chemistry I
- \*CHEM 16024 General Chemistry II
- \*PHYS 25054 General Physics I
- OR
- \*PHYS 25074 Fundamental Physics I
- \*PHYS 25064 General Physics II
- OR
- \*PHYS 25084 Fundamental Physics II

#### Related Requirements (3 hours)

- MATH 14033 Plane Trigonometry

Electives: 8 hours (BIOL 10004 is recommended as an elective.)

**Total Hours Required: 62 hours**

\*Also meets University Core Requirements for Science

## DESCRIPTION OF COURSES IN PHYSICAL SCIENCE Physical Science

### GSP 10204 Physical Science

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 00013 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 00013 or equivalent.

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

Fundamental laws and theories of chemistry. Lecture three hours, laboratory three hours per week. Prerequisite: High school chemistry or CHEM 16003. Co-requisite: MATH 14013; 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 14013.

### **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 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.

### **EDU 20013 Educational Technology**

An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as an instructional, administrative, and information-gathering tool.

### **EDU 20023 Child and Adolescent Development**

A study of the nature and development of the child and adolescent, including physical, cognitive and psychosocial development.

### **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. 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.

**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 an emphasis in physical education are noted in the listing below:

**Emphasis Requirements: (9 or 10 hours)**

HLTH	23513	Principles of Personal Health
PE	23903	Foundations of Physical Education

Fours hours of the above requirements may be selected from:

PE	12002	Aerobics I
PE	12012	Aerobics II
PE	13841	Aerobic Dancing/Exercise I
PE	13851	Aerobic Dancing/Exercise II
PE	14622	Concepts of Physical Activity

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

HLTH	23533	Basic Physiology of Activity
HLTH	23543	Principles of Health Education
HLTH	23523	First Aid and Safety

**Electives as required to complete 62 hour degree program.** (Courses may be used that were not selected in the core.)

History

Political Science

Psychology

English

Sociology

Health/PE (6 hours required for BSE degree)

Geography

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

Education (EDU 20003 required for BSE degree at freshman or sophomore level - see advisor for additional certification requirements.)

Computer Information Systems

Economics

Math/Science

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

## **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 (adult, infant, and child) through the American Red Cross.

#### **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 life-style 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, on demand)

**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 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. (on demand)

**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.

**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.

**PE                    23941 Badminton**

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

## **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. 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.

#### See University Core Requirements (43 hours)

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

#### Emphasis Requirements: (6 hours)

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

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

GEOG	22613	Introduction to Geography
GEOG	22623	World Regional Geography

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

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

Electives may be selected to complete 62 hours. Some suggested courses are listed below for social science majors. Education majors may substitute required education courses with the approval of their advisors.

HIST	21893	American Minorities
POSCI	22323	Principles of International Relations
POSCI	22343	State and Local Government
ECON	20313	Principles of Macroeconomics
ECON	20323	Principles of Microeconomics
SOC	22923	Social Problems



- GEOG 22613 Introduction to Geography  
OR  
GEOG 22623 World Regional Geography

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

### **United States History**

**HIST 21763 The United States to 1876**

A survey of the development of social, political and economic institutions in the United States from the age of exploration and discovery to reconstruction.

**HIST 21773 The United States Since 1876**

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

**HIST 21783 History of Arkansas**

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

**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.

**IST 12023 World Civilization II**

A survey of world civilizations from 1660 to present.

### **Political Science**

**POSCI 22313 United States Government**

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

**POSCI 22323 Principles of International Relations**

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

**POSCI 22343 State and Local Government**

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

## **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.

**CRIM 12043 Community Relations in the Administration of Justice**

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance.

**CRIM 12253 Criminal Investigation**

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory.

**CRIM 12263 Criminal Evidence and Procedure**

Rules of Evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal constitutional liberties.

## **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.

### **SOC 22933 Cultural Anthropology**

Students will examine the concept of culture, cultural processes and several anthropological theories. Topics will include introduction to anthropology, culture and communications, economic systems, kinship and descent, sex, marriage and the family, religious beliefs, behavior, and symbolism. Pre-requisite: SOC 22913

## **SOCIAL WORK**

### **SW 22003 Introduction to Social Work**

Students will examine the emerging profession of Social Work and its role in various social programs. A history of social welfare and events and philosophies will be given in order to assess present services. A basic overview of social work. Course will teach assessment of adequacy/inadequacy of resources, prevailing attitudes and influences, and trends during various periods of history.

## **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-Newport
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at Arkansas State University-Newport
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	16002	Air Conditioning Systems
DMT	17002	Hydraulics
DMT	18002	Electrical Systems
DMT	19002	Brake Systems
DMT	15012,	DMT 15022, DMT 15013, DMT 15023
	DMT	15016 Applications Lab*
ENG	00003	Developmental English (or higher)
MATH	10003	Technical Mathematics

\*Students must complete a total of ten hours of Applications Lab to complete certificate requirements.



Students will 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 15012, DMT 15022, DMT 15013, DMT 15023, DMT 15016 Applications Lab**

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. The credit hours assigned will vary from two, three, or six hours depending on the clock hours involved in the lab.

**DMT 16002 Air Conditioning Systems**

Study of the basic construction, operations and principles of air conditioning. 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 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**

The Practical Nursing program 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 is eligible to 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. Fifty-four (54) credit hours are required for this certificate, at least fifteen of which must be earned at Arkansas State University-Newport.

### **LPN Admissions Criteria**

Practical Nursing students will be selected for enrollment based on the following criteria: ACT scores, NET score, an interview. Additional points may be awarded in the selection process for advanced coursework and work experience. Before enrollment, all prerequisites must also be completed.

**For additional information on specific deadlines and criteria, applicants should contact the Admissions office.**

### **Prerequisites**

LPN applications, required paperwork such as high school/GED transcripts, college transcripts, ACT scores, and work verification letters must be sent to the attention of LPN Applications, Admission Office.

Applicants for the Practical Nursing program must meet all unconditional admission criteria as listed in the admissions section of this catalog.

Applicants must also be at least 17 years of age and complete the following prerequisite courses with a "C" or higher before entering the Practical Nursing program.

MATH	00013	Beginning Algebra (or Higher)
ENG	00003	Developmental English (or Higher)
READ	00003	Reading Improvement (if needed)
UNIV	10001	Freshman Seminar

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.

Any student who is, or has been convicted of a crime must report this conviction to the Director of the LPN program immediately. You must check "yes" to the question on the Arkansas application and provide a letter of explanation, a copy of the court docket and evidence/documentation that all fines and restitution has been paid. Each case will be evaluated on an individual basis. You may or may not be required to make an appearance before the Board and ask permission to write the NCLEX-PN.

Practical Nursing students are required to meet more stringent attendance and grading guidelines. Students are required to maintain a 76% average in each 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 the student's 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 in 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 weeks of the course in classroom sessions Monday through Friday (8:00 a.m. to 2:45 p.m.). During the remaining weeks the students are in clinical practice three days a week. They also spend two days a week in classroom study at the school. The majority of clinical experience is during the day (6:45 a.m. to 3:00 p.m.); however, the students will work two or three weeks on evening duty and one to two weeks on night duty\*.

### Affiliated Clinical Facilities

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

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

### Major Requirements:

LPN	10001	Vocational, Legal, & Ethical Concepts
LPN	11006	Basic Concepts of Nursing I
LPN	13004	Basic Concepts of Nursing II
LPN	18004	Body Structure & Function
LPN	12002	Medical/Surgical Nursing I
LPN	14005	Medical/Surgical Nursing II
LPN	25001	Medical/Surgical Nursing III
LPN	27002	Medical/Surgical Nursing IV
LPN	15002	Nutrition
LPN	16001	Geriatric Nursing
LPN	19002	Nursing of Children
LPN	16002	Pharmacology I
LPN	17002	Pharmacology II
LPN	26003	Nursing of Mothers and Infants
LPN	18001	Mental Health
LPN	11103	LPN Clinic I
LPN	12107	LPN Clinic II
LPN	13103	LPN Clinic III
LPN	14103	LPN Clinic IV

## 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; delegation of duties; nursing organizations; and local, state and national health resources. Prerequisite: None

### **LPN 11006 Basic Concepts of Nursing I**

Covers the fundamental principles, skills, delegation, 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, to report and to record observations using the nursing care process. Co-requisite: LPN 10001

### **LPN 12002 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 11006

### **LPN 13004 Basic Concepts of Nursing II**

Continuation of LPN 11006. Prerequisite: LPN 11006

### **LPN 14005 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, including administration of drugs. Prerequisite: LPN 12002. Co-requisite: LPN 13004

### **LPN 15002 Nutrition**

Covers the principles of good nutrition for all age groups. There is a brief description of special diets for treatment in diseases or body system disorders. The student applies the principles of diet therapy by making menus for modified diets. The basic four groups are taught as well as the importance of good nutrition. Prerequisite LPN 12002, LPN 14005. Co-requisite: LPN 25001

**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 11006

**LPN 16002 Pharmacology I**

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. Prerequisite: MATH 00013 or higher.

**LPN 17002 Pharmacology II**

Pharmaceuticals 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. Pre-requisite: LPN 16002

**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 19002 Nursing of Children**

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

**LPN 25001 Medical/Surgical Nursing III**

Continuation of LPN 14005. Prerequisite: LPN 14005

**LPN 27002 Medical/Surgical Nursing IV**

Continuation of LPN 25001. Prerequisite: LPN 25001

**LPN 26003 Nursing of Mothers and Infants**

Covers the expected physiologic changes during the antepartum, intrapartum and postpartum periods, as well as unexpected physiologic changes in these periods. The students are instructed in nursing care of the expectant mother and the newborn infant.



**LPN 11103 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 11006 and LPN 12002. Prerequisites: LPN 10001, LPN 18004, and LPN 16001

**LPN 12107 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-requisites: LPN 17002, LPN 13004, and LPN 14005. Prerequisite: LPN 11103

**LPN 13103 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 25001. Prerequisites: LPN 12107, LPN 19002, LPN 13004, and LPN 14005

**LPN 14103 LPN Clinic IV**

Continuation of LPN 13103. Prerequisite: LPN 13103.

## **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.



**DTI 11005 Commercial Driver Training**

This three-week course covers all of the instructional areas of DTI 11007 but has less time for field exercises and road trips. The course is open only to students with experience or ones who will be employed by companies with a very extensive over-the-road training program.

## **CISCO TRAINING**

**CST 11114 Networking Essentials - Cisco 1 and 2**

Networking Essentials is the study of router hardware and software. Topics include the OSI model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, basic electrical and electronic issues in networks, TCP/IP transport-layer protocols, flow control, IOS, router configuration, IP address configuration, RIP and IGRP routing protocols, IP traffic filtering, router elements, and routing problem solving.

**CST 11124 Advanced Router Technologies - Cisco 3 and 4**

Includes advanced routing and switching. This course is a continuation of the study of router hardware and software. Topics include LAN switching, VLANs; LAN design, IGRP and access lists.

**ORGANIZATION AND PERSONNEL  
AT  
ARKANSAS STATE UNIVERSITY  
NEWPORT CAMPUS**

## THE INSTITUTION

Arkansas State University-Newport has been in continuous operation for more than twenty (20) years. During this time it has been known by four different names:

1. White River Vocational Technical School (1974)
2. White River Technical College (1991)
3. Arkansas State University-Beebe/Newport (1992)
4. Arkansas State University-Newport (1997)

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-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-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-Newport serves a large rural population with students attending from over 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-Newport is stated in the following language:

The essential purpose of Arkansas State University-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-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
Harold Perrin .....	January 2000
Velmar S. Richmond .....	January 2001
Richard Bell .....	January 2002
Jim Pickens .....	January 2003
John Paul Hammerschmidt .....	January 2004

## Officers Of The Board

Harold Perrin .....	Chairman
Velmar S. Richmond .....	Vice Chairman
Richard Bell .....	Secretary

## Administrative Staff

<b>J. Leslie Wyatt, III, 1995</b>	<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	
<b>Eugene McKay, 1966</b>	<i>Chancellor</i>
B.A., Lyon College	
M.A., University of Arkansas	
Ph.D., University of Mississippi	
<b>Ruth Couch, 1971</b>	<i>Vice Chancellor for Academic Affairs</i>
B.S.E., Southern Arkansas University	
M.S.E., Henderson State University	
Ph.D., Oklahoma State University	
<b>Larry Haile, 1986</b>	<i>Vice Chancellor and Director, ASTI</i>
B.S., University of Central Arkansas	
M.S., University of Central Arkansas	
<b>Jerry Carlisle, 1994</b>	<i>Vice Chancellor for Fiscal Affairs</i>
B.S., Arkansas State University	
<b>Ben Pickard, 1980</b>	<i>Vice Chancellor for Student Affairs</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.S., Arkansas State University	
<b>Dianne Tiner, 1985</b>	<i>Assistant to the Chancellor</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.D., University of Memphis	

**Nancy F. Jackson, 1985**      *Director of Institutional Advancement*  
B.S.E., University of Central Arkansas  
**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  
Ed.D., Arkansas State University

**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  
*Assistant Professor  
Business Education*
- Jayne Black, 1988**  
B.S.E., Arkansas State University  
M.S., Arkansas State University  
*Assistant Professor  
Mathematics*
- Paula Breckenridge, 1997**  
A.S.N. North Arkansas Community College  
*Instructor  
LPN*
- Zandra Brockway, 1997**  
B.A., Harding University  
M.Ed., Harding University  
Reading Specialist  
*Assistant Professor  
English*
- Patricia Keeter Calhoun, 1999**  
A.A., Arkansas State University  
B.S., Arkansas State University  
*Instructor  
Adult Education*
- Freddie Cameron, 1999**  
C.D.L.  
*Instructor  
Truck Driver Training*
- Duane E. Doyle, 1993**  
B.S., Arkansas State University  
M.S., Arkansas State University  
*Assistant Professor  
Mathematics*
- 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  
*Assistant Professor  
Business Education*
- Kimberly Freeman, 1998**  
A.S.N., North Arkansas Community College  
*Instructor  
LPN*
- Tanya Hagler, 1994**  
B.S., Arkansas State University  
M.S., Arkansas State University  
*Assistant Professor  
Chemistry*
- Judy Hogue, 1981**  
B.S., Phillips University  
M.Ed., Phillips University  
*Adult Education Coordinator*



- |  |   |
|--|---|
| <b>David H. Jamieson, 1993</b><br>B.S., Arkansas State University<br>M.S., Arkansas State University   | <i>Assistant Professor<br/>Biological Science</i> |
| <b>Janna M. Kegley, 1985</b><br>B.S., Arkansas State University<br>M.S., Arkansas State University   | <i>Assistant Professor<br/>Business Education</i> |
| <b>Sandra Lacy, 1988</b><br>B.S.H.E., University of Arkansas<br>M.S.E., Arkansas State University<br>Reading Specialist<br>Adult Education Certified | <i>Instructor<br/>General Adult Education</i>     |
| <b>Rebecca D. Landreth, 1975</b><br>B.S.E., Arkansas State University<br>M.S.E., Arkansas State University   | <i>Assistant Professor<br/>Business Education</i> |
| <b>Cledas L. Manuel, 1981</b><br>A.S.E. Certification<br>C.D.L.  | <i>Instructor<br/>Diesel Mechanics</i>            |
| <b>Allen Mooneyhan, 1997</b><br>B.S.E., Arkansas State University<br>M.S.E., Arkansas State University   | <i>Assistant Professor<br/>Health/PE</i>          |
| <b>Terri Reno, 1994</b><br>B.S.E., Arkansas State University<br>M.A., Arkansas State University<br>S.C.C.T., Arkansas State University               | <i>Assistant Professor<br/>English</i>            |
| <b>Gary Robertson, 1996</b><br>C.D.L.  | <i>Instructor<br/>Truck Driver Training</i>       |
| <b>Bruce Smock, 1996</b><br>B.A., The University of West Florida<br>M.A., Arkansas State University  | <i>Assistant Professor<br/>Speech/Drama</i>       |
| <b>Herschel D. Stuart, 1993</b><br>C.D.L.  | <i>Instructor<br/>Truck Driver Training</i>       |
| <b>Ira (Ike) Wheeler, 1995</b><br>B.A., Arkansas State University<br>M.A., Arkansas State University   | <i>Assistant Professor<br/>Social Studies</i>     |

## ADMINISTRATIVE SUPPORT STAFF

**Lesley Bauders, 1997**

*Counselor*

B.S., University of Central Arkansas

M.S., University of Central Arkansas

**Jeff Bookout, 1998**

*Community Outreach*

B.S., Arkansas State University

M.S., Arkansas State University

**Tara Byrd, 1992**

*Assistant Registrar*

B.S.E., Arkansas State University

**Donna Gould, 1989**

*Assistant Librarian*

B.S.E., Henderson State University

M.S., University of Central Arkansas

**Dale Martin, 1988**

*Coordinator*

A.A., Williams Baptist College

C.D.L.

*Truck Driver Training*

**Kaye Moore, 1990**

*Learning Center*

B.M.E., Arkansas State University

M.S.E., Arkansas State University



## APPENDIX

## STATE MINIMUM CORE (35 HOURS)

State policy requires all state universities to accept Arkansas State University-Newport's core courses in transfer. Students who have completed Arkansas State University-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
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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