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ASU **NEW**

ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

2015-2016 CATALOG

800.976.1676



Getting Started

What to do to attend classes at ASUN...

1. **Apply Today!** Complete the online application at <http://www.asun.edu/application>.
2. **Submit ALL required materials to Office of Enrollment Services/Registrar.**
See the ASUN Catalog or www.asun.edu under the “Resources” tab for a complete list of requirements, including:
 - Placement Test Scores (may be ACT or Compass Scores earned in the last five years)
 - High School Transcript or General Education Development Scores
 - Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
 - Official Transcripts from ALL prior colleges or universities attended
 - Attend New Student Orientation (for first time Freshmen/Transfer students starting in the fall semester)
3. **Complete Financial Aid Paperwork** (FAFSA scholarship applications, “etc.”) at https://portal.asun.edu/ICS/Financial_Aid/.
4. Meet with your Academic Advisor. Your Academic Advisor is assigned after your online application is submitted and processed and will help you make your course schedule based on the specific degree plan you want to pursue.
5. Enroll in classes online at www.asun.edu, follow the “Get Started” dropdown and click on Apply Online or click here to apply <http://www.asun.edu/application>.

ALL STUDENTS

Check out the **Beginning of Semester Checklist**
on the Inside Back Cover of the ASUN Catalog!

Further Questions?

Refer to the **Quick Reference Guide on the Back Cover of the ASUN Catalog**

ARKANSAS STATE UNIVERSITY-NEWPORT

Catalog 2015-2016

Newport Campus
7648 Victory Blvd.
Newport, AR 72112

Jonesboro Campus
5504 Krueger Drive
Jonesboro, AR 72401

Marked Tree Campus
33500 Hwy 63 East
Marked Tree, AR 72365

General Information: 800-976-1676 or 870-512-7800
website: www.asun.edu

Message from the Chancellor



Welcome to ASU-Newport where your future begins now!

College is a life changing experience, and here at ASUN, the faculty and staff are committed to providing everything needed for success. You are now part of our family, and we want you to be engaged in the classroom and extra-curricular activities.

The ASU-Newport experience is designed for everyone. Whether you attend full-time or part-time on one of our campuses, study online, enroll as a visiting or concurrent student, are a traditional or non-traditional student or a veteran, you are extremely important to us. We encourage your involvement. If you don't know how, just ask!

Employment is ultimately the goal for most, and it is our desire to provide rich, high quality programs that provide the skills necessary to be competitive and create a better way of life for you and your family.

We support Arkansas Community College's student success agenda, the national college completion agenda, and helping new generations reclaim the American Dream.

Your success is our passion. May your experiences with ASU-Newport be vital, fulfilling, and life-changing!

Sincerely,

A handwritten signature in cursive script that reads "Sandra".

Dr. Sandra Massey
Chancellor
Arkansas State University-Newport



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Mission Statement

Our Mission

ASU-Newport provides an accessible, affordable, quality education that transforms the lives of our students, enriches our communities and strengthens the regional economy.

Our Vision

ASU-Newport will be the driving force that revitalizes the Delta and restores the American Dream in the communities we serve.

Our Values

- Community
- Diversity
- Innovation
- Integrity
- Student-Centeredness
- Trust

Board of Trustees

It is the purpose of the Board of Trustees for ASUN to represent the people of Arkansas in formulating those operational policies that will implement the mission of this University as it strives to fulfill the educational needs of its public. All actions of this Board shall be executed within the constitutional prescriptions of the Constitution of the State of Arkansas. It is the intent and desire of the Board of Trustees to consider those matters pertinent to the welfare of the University and to receive full information in its decision-making process.

Equal Opportunity/Affirmative Action

ASU-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 ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to Equal Opportunity/ Affirmative Action, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112, 870-512-7800.

Policy Statement

Policies and procedures stated in this catalog, from admission through graduation, require continuous evaluation, review, and approval by appropriate College officials. All statements reflect policies in existence at the time this catalog was printed. The College reserves the right to change policies at any time without prior notice. College officials determine whether students have satisfactorily met admission, retention, or graduation requirements. ASU-Newport reserves the right to require a student to withdraw from the College for cause at any time.

History of Arkansas State University-Newport

Arkansas State University-Newport was founded as White River Vocational Technical School in 1976. In 1992, the school merged with ASU-Beebe becoming ASU Beebe / Newport, and in April 2000, the Arkansas Board of Higher Education gave its approval for ASUN to become a stand-alone campus. The institution was tasked with obtaining a separate budget appropriation, gaining accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools, and hiring a Chancellor. Those tasks were completed, and in 2002, ASUN became a stand-alone college. Jackson County residents also supported the institution by passing a half-cent sales and use tax dedicated to ASUN. The tax passed with 67% of the votes. Since 2002, enrollment has nearly tripled. The college now has four off-site instructional locations:

1. Arkansas State University-Newport, Main Campus, 7648 Victory Boulevard, Newport, AR 72112
2. Arkansas State University-Newport, Jonesboro, 5504 Krueger Drive, Jonesboro, AR 72401
3. Arkansas State University-Newport, Marked Tree, 33500 Highway 63 East, Marked Tree, AR 72365
4. Arkansas Department of Corrections McPherson Unit, 302 Corrections Drive, Newport AR 72112
5. Arkansas Department of Corrections Grimes Unit, 300 Corrections Drive, Newport, AR 72112

The institution's approach to offering general education courses, remediation, and a full range of academic programs at Newport, Jonesboro, and Marked Tree is integrated, streamlined, and consistent with offerings on the main campus in Newport. Online course offerings spanning most degrees are offered to ensure appropriate access for students regardless of physical location. Technical programs offered at Newport, Marked Tree, and Jonesboro are aligned with the service area industry needs, available facilities, and are driven by workforce-based advisory groups to ensure relevancy and employability. *See Appendix 1 for program listings and location offerings and Appendix 2 for enrollment by location.

Our approach to both Arkansas Department of Corrections (ADC) locations is to provide an array of general education coursework as determined by the needs of the student population for personal growth and employment post-incarceration as well as to ensure educational access while maintaining appropriate standards in service set forth by the ADC, ADHE, and HLC.

ASU-Newport's vision is to be the driving force that revitalizes the Delta and restores the American Dream in the communities we serve. Our mission is to provide an accessible, affordable, quality education that transforms the lives of our students, enriches our communities, and strengthens the regional economy. ASU-Newport has demonstrated its mission of access by expanding the number of instructional locations,

courses, concurrent high school enrollment, and distance education offerings. Through sustained overall enrollment growth, ASU-Newport continues to be a leader among two-year colleges in the state. With steady enrollment growth since 2006, and an enrollment growth of approximately 22% and 13% in fall 2014 and spring 2015 semesters, respectively, the institution is carefully assessing program offerings, staffing, academic and student services support, facilities management, and technology resource allocation in the current budgeting cycle. With an increased statewide focus on technical program offerings and exploration of new relationships with four-year institutions in the state, the college is researching viable program additions and course offerings that ensure growth and sustainability while ensuring fiscal and academic accountability.

Organization of the University

Board of Trustees

	Term Expires
Mr. Charles Luter, Chair (Paragould, AR)	January 2016
Mr. Howard L. Slinkard, Vice Chair (Rogers, AR)	January 2017
Mr. Ron Rhodes, Member (Cherokee Village, AR)	January 2018
Dr. Tim Langford, Member (Little Rock, AR)	January 2019
Mr. Niel Crowson, Member (Jonesboro, AR)	January 2020

ARKANSAS STATE UNIVERSITY SYSTEM

Dr. Charles L. Welch ASU-System President

ARKANSAS STATE UNIVERSITY-NEWPORT EXECUTIVE CABINET

Dr. Sandra Massey Chancellor
B.S., Arkansas State University
M.S., Arkansas State University
Ed.D., Oklahoma State University

Mr. Adam Adair Vice Chancellor for Finance and Administration
B.S., Arkansas State University
M.B.A., University of Arkansas - Little Rock

Mr. Charles Appleby Vice Chancellor for Economic & Workforce Development
B.S., Trevecca Nazarene
M.B.A., Arkansas State University

Mr. Jeff Bookout Vice Chancellor for Strategic Initiatives
B.S., Arkansas State University
M.S., Arkansas State University

Dr. Martha Shull Interim Vice Chancellor for Academic Affairs
B.A., Bowling Green University
M.A., University of Dayton
M.A., Bowling Green University
Ph.D., Bowling Green University

Ms. Jacqueline Faulkner Vice Chancellor for Student Affairs
B.A., Jackson State University
M.S., University of Memphis

Dr. Holly Ayers

B.S., Arkansas State University
M.S., Arkansas State University
S.C.C.T., Arkansas State University
Ed.D., Arkansas State University

Director for Institutional Effectiveness

Mr. Ike Wheeler

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

Dean for Institutional Advancement

Accreditation

ASU-Newport is accredited by the
Higher Learning Commission, a Commission of the:
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
www.ncacihe.org

National Board of Surgical technology and Surgical Assisting (NBSTSA)
Commission on Accreditation of Allied Health Education programs
1361 Park Street
Clearwater, FL 33756
www.caahep.org

National Alliance of Concurrent Enrollment Partnerships, Inc.
(NACEP)
126 Mallette Street
Chapel Hill, NC 27516
www.nacep.org

Certifications

Arkansas Department of Health and Human Services
Division of Medical Services
Office of Long Term Care Nursing Assistant Training Program
PO Box 8059; Slot S405
Little Rock, AR 72203-8059

Arkansas State Board of Nursing
University Tower Bldg., Suite 800
1123 South University Avenue
Little Rock, AR 72204

Arkansas State Board of Cosmetology
4815 West Markham, Slot 8
Little Rock, Arkansas 72205

Arkansas Department of Health
Section of EMS & Trauma Systems
5800 West 10th Street, Suite 800
Little Rock, AR 72204

Arkansas State University-Newport

Air Conditioning Contractors of America
2800 S Shirlington Road, Suite 300
Arlington, VA 22206

American Association of Collegiate Registrars & Admissions Officers
(AACRAO) PO Box 37097
Baltimore, MD 21297-3097

Institutional Memberships

American Association of Collegiate Registrars & Admissions Officers (AACRAO)
PO Box 37097
Baltimore, MD 21297-3097

American Association of Community Colleges (AACCC)
One DuPont Circle, NW
Suite 410
Washington, DC 20036

Arkansas Association for Developmental Education (ArkADE)
ADHE
423 Main St., Suite 400
Little Rock, AR 72201

American Library Association
50 East Huron Street
Chicago, IL 60611-2795

Association for Student Conduct Administration (ASCA)
PO Box 2237
College Station, TX 77841-2237

American Welding Society
8669 Doral Blvd.
Doral, FL 33166

Amigos Library Services
14400 Midway Rd.
Dallas, TX 75244

Arkansas Association of Student Financial Aid Administrators
(AASFA)

Institutional Memberships, Continued

Arkansas Association for Assessment of Collegiate Learning (AAACL)
407 West Q Street WPN 239A
Russellville, AR 72801

Arkansas Association of Campus Law Enforcement Administrators
(AACLEA)

Arkansas Association of Chiefs of Police (AACP)
1020 W. 4th St., Ste. 400
Little Rock, AR 72201

Arkansas Association of College & University Business Officers
(AACUBO)
<http://aacubo.org>

Arkansas Association of Collegiate Registrars & Admissions Officers
(ArkACRAO)
<http://arkacrao.org>

Arkansas Community Colleges (ACC)
1400 West Markham, Suite 402
Little Rock, AR 72201

Arkansas College Personnel Association (ArCPA) UALR
2801 South University-Ross Hall
Little Rock, AR 72204

Arkansas Delta Training and Education Consortium (ADTEC)
<http://www.anc.edu/adtec>

Arkansas Economic Developers (AED)
c/o Arkansas State Chamber of Commerce
1200 W. Capitol Ave.
Little Rock, AR 72201

Arkansas Hospitality Association
PO Box 3866
Little Rock, AR 72203

Arkansas Institutional Research Organization (AIRO)
<http://orgs.atu.edu/airo/>

Institutional Memberships, Continued

Arkansas State Chamber of Commerce
1200 W. Capitol
PO Box 3645
Little Rock, AR 72203-3645
www.statechamber-aia.dina.org

ARKLink Library Consortium
Box 12267
Searcy, AR 72149

Efficiency First
55 New Montgomery St. #802
San Francisco, CA 94105

Council for Advancement and Support of Education (CASE)
Dept. 4022
Washington, DC 20042-4022

Council for Higher Education Accreditation (CHEA)
PO Box 75387
Baltimore, MD 21275-7387

Council of North Central Two-Year Colleges (CNCTYC)
Labette Community College
200 S. 14th
Parsons, KS 67357

Educause
282 Century Place, Suite 5000
Louisville, CO 80027-1676

Future Business Leaders of America (FBLA)
PO Box 79063
Baltimore, MD 21279

Higher Learning Commission
230 S. LaSalle St., Ste. 7-500
Chicago, IL 60604-1413

Jackson County Farm Bureau
206 North Harwood
Newport, AR 72112

Institutional Memberships, Continued

Jonesboro Regional Chamber of Commerce
PO Box 789
Jonesboro, AR 72403-0789

League for Innovation in the Community College
1333 South Spectrum Boulevard, Suite 210
Chandler, AZ 85286

Marked Tree Chamber of Commerce
#1 Elm Street
Marked Tree, AR 72365

National Alliance of Concurrent Enrollment Partnerships (NACEP)
<http://nacep.org/>

National Association of College & University Business Officers
(NACUBO)
1110 Vermont Avenue, N.W.
Suite 800
Washington, DC 20005

National College Testing Association (NCTA)
<http://www.ncta-testing.org>

National Council for Marketing & Public Relations (NCMPR)
PO Box 336039
Greeley, CO 80633

National Institute for Staff & Organizational Development (NISOD)
Community College Leadership Program
College of Education
The University of Texas at Austin
1 University Station, D 5600
Austin, TX 78712-0378
www.nisod.org

Newport Area Chamber of Commerce
201 Hazel Street
Newport, AR 72112
www.newportarchamber.org

Institutional Memberships, Continued

Nurse Administrators of Nursing Education
National Park Community College
101 College Dr.
Hot Springs, AR 71913

Skills USA
14001 Skills USA Way
Leesburg, VA 20176

Society for College and University Planning (SCUP)
1330 Eisenhower Place
Ann Arbor, MI 48108

Southwest Association of Student Financial Aid Administrators
(SWASFAA)
1101 Connecticut Avenue NW, Suite 1100
Washington, DC 20036-4303

Student Affairs Administrators in Higher Education (NASPA)
PO Box 5007
Merrifield, VA 22116-5007

The Air Conditioning Contractors of America
2800 Shirlington Road, Suite 300
Arlington, VA 22206

The Jackson County Historical Society
PO Box 711
Newport, AR 72112

Western Association of Veterans Education Specialists (WAVES)
Center for America's Veterans
PO Drawer 6283
Mississippi State, MS 39762



Academic Calendar

ACADEMIC CALENDAR
2015-2016

FALL 2015

April 6 (M)	Fall Registration Opens
August 10 ((M)	ARNEC Courses Begin
August 17 (M)	9-month Faculty Return to Campus
August 17 (M) – August 21 (F)	Convocation Week for Full Time Faculty
August 20 (R) & August 22 (Sa)	Convocation for Adjuncts
August 24 (M)	Full Term Fall Courses Begin
August 24 (M) – October 16 (F)	First Flex Term Courses
August 24 (M)	Last Day to Register for Full Term Courses
August 29 (Sa)	Saturday Courses Begin
August 31 (M)	Last Day for Schedule Adjustments for Full Term Courses
September 7 (M)	Labor Day Holiday
October 19 (M)	Last Day to Register for Second Flex Courses
October 19 (M) – December 15 (T)	Second Flex Term Courses
November 9 (M)	Spring Registration Opens
November 19 (R)	Last Day to Withdraw for Full Term Courses
November 23-27 (M-F)	Fall Break/Thanksgiving Holidays
December 7 (M)	Last Day for Full Term General Education Courses
December 9-15 (W-T)	Final Exams General Education Courses
December 11 (F)	Last Day for Full Term Applied Science/Allied Health Courses
December 14-15 (M-T)	Final Exams Applied Science/Allied Health Courses
December 15 ((T)	Spring Intersession Registration Opens
December 18 (F)	Grades Due in Admissions

SPRING 2016

November 9 (M)	Spring Registration Opens
January 4 (M) – January 15 (F)	Spring Intersession
January 6 (W)	ARNEC Orientation
January 11 (M)	ARNEC Courses Begin
January 13 (W)	9-month Faculty Return to Campus
January 18 (M)	Martin Luther King Day Observed (No Courses)
January 20 (W)	Full Term Spring Courses Begin
January 21 (R)	Last Day to Register for Full Term Courses
January 21 (R) – March 11 (F)	First Flex Term Courses
January 23 (Sa)	Saturday Courses Begin
January 28 (R)	Last Day for Schedule Adjustments for Full Term Courses
March 14 (M) – May 11 (W)	Second Flex Term Courses

Arkansas State University-Newport

March 21-25 (M-F)		Spring Break
April 11 (M)		Summer/Fall Registration Opens
April 20 (W)		Last Day to Withdraw for Full Term Courses
May 2 (M)		Last Day for Full Term General Education Courses
May 6 (F)		Last Day for Full Term Applied Science/Allied Health Courses
May 4-11 (W-W)		Final Exams General Education Courses
May 9-11 (M-W)		Final Exams Applied Science/Allied Health Courses
May 12 (R)		Grades Due in Admissions
May 13 (F)	(7:00 pm)	Newport Commencement

FIRST SUMMER TERM 2016

May 9 (M)		ARNEC Courses Begin
May 16 (M) – May 27 (F)		Summer Intersession
May 16 (M) – June 30 (M)		First Summer Term Applied Science/Allied Health Courses
May 31 (T)		Last Day to Register for First Summer Term Courses
May 31 (T)		First Summer Term Courses Begin
June 1 (W)		Last Day for Schedule Adjustments
June 17 (F)		Last Day to Withdraw from Courses
June 29 (W)		Last Day of Courses
June 30 (R)	(7:00 pm)	Jonesboro & Marked Tree Commencement
July 1 (F)		Final Exams
July 5 (T)	by noon	Grades Due in Admissions

SECOND SUMMER TERM 2016

July 5 (T)		Last Day to Register for Second Summer Term Courses
July 5 (T)		Second Summer Term Courses Begin
July 6 (W)		Last Day for Schedule Adjustments
July 22 (F)		Last Day to Withdraw from Courses
August 3 (W)		Last Day of Courses
August 4 (R)		Final Exams
August 5 (F)	by noon	Grades Due in Admissions

ASU-Newport is closed on the following recognized holidays: Christmas Eve, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Martin Luther King Day, and additional days as designated by the Governor of Arkansas or College Officials. Some holidays are not observed on the day they actually occur because they fall on a Saturday or Sunday. The schedule will be adjusted accordingly.



Programs of Study

TYPES OF CERTIFICATES AND DEGREES

CERTIFICATE TYPES

Certificate of General Studies: A Certificate of General Studies is awarded to those who complete a minimum of 31 semester hours of credit within a specified series of courses with a minimum cumulative grade point average of 2.0. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

Certificate of Proficiency: A Certificate of Proficiency is awarded to those who complete a series of specified courses in an area of study in one semester or less with a minimum cumulative grade point average of 2.0.

Technical Certificate: Technical Certificates are awarded to those who complete the courses specified in various career programs. A minimum cumulative grade point average of 2.0 is required. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

DEGREE TYPES

Associate of Arts Degree: The Associate of Arts (AA) is intended to provide a basic foundation for a Bachelor of Arts degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. A student must complete the required courses within the core curriculum as well as designated electives; a student must earn at least 15 credit hours at ASUN to be eligible for an AA degree.

Associate of Applied Science Degree: The Associate of Applied Science (AAS) is intended to provide the preparation necessary for potential employment in an occupational specialty. A minimum of 60 credit hours with at least a 2.0 grade point average is required. Fifteen credit hours must be met in the General Education Core courses, and the student must complete the courses required within the specialty. A student must have earned at least 15 credit hours at ASUN to be eligible for an AAS degree.

Associate of Science Degree: The Associate of Science (AS) is intended to provide a basic foundation for a Bachelor of Science degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. The student must complete the courses required within the specialty as well as the required General Education Core courses. A student must have earned at least 15 credit hours at ASUN to be eligible for an AS degree.

DEGREE PLAN TERMS AND DEFINITIONS

Designated Elective Courses: Courses applicable toward a degree or certificate which may be selected from a specified list by the student to meet individual interests and needs.

Prerequisite: A course that is required to be completed before registering for another course.

Program Advisor: Faculty or staff member in a particular program who advises students on appropriate courses taken to complete educational objectives.

Semester Hour: Official number of hours of credit given for the course. The terms semester hours and credit hours are used interchangeably.

ASU-NEWPORT DEGREES & CERTIFICATES BY CAMPUS

Campus Locations:

Newport Campus (NPT); Jonesboro Campus (J); Marked Tree Campus (MT)

Degree and Certificate Abbreviations:

Associate of Arts (AA); Associate of Science (AS); Associate of Applied Science (AAS);
Technical Certificate (TC); Certificate of Proficiency (CP)

Online options- 50% or more of the program courses are available online*

ASU Newport Programs and Campus Location	AA/AS	AAS	TC	CP
Advanced Manufacturing			JB	JB
Manufacturing Engineering Technology			JB	JB
Automotive Service Technology		MT	MT	
Business*	NPT/JB/MT	NPT/JB/MT		
Business Technology		NPT/JB/MT	NPT/JB/MT	
Business Operations*				NPT/JB/MT
General Studies*			NPT/JB/MT	
Certified Nursing Assistant				NPT/JB/MT
Collision Repair & Refinishing Technology		MT	MT	
Commercial Driver Training				NPT
Computer and Networking Technology		MT	MT	
Cosmetology			MT	
Cosmetology Instructor Trainee			MT	
Crime Scene Investigation		NPT	NPT	NPT
Criminal Justice*	NPT			
Diesel Technology			NPT	
Emergency Medical Technician				JB
Energy Control Technology		MT	MT	

(Continued on next page)

Arkansas State University-Newport

Campus Locations: (Continued from previous page)

Newport Campus (NPT); Jonesboro Campus (JB); Marked Tree Campus (MT)

Degree and Certificate Abbreviations:

Associate of Arts (AA); Associate of Science (AS); Associate of Applied Science (AAS);
 Technical Certificate (TC); Certificate of Proficiency (CP)

Online options – 50% or more of the program courses are available online*

ASU Newport Programs and Campus Location	AA/AS	AAS	TC	CP
General Technology		NPT/JB/MT		
AAS General Technology Pathways				
Culinary		JB	JB	
Food Service & Management		JB	JB	
Hospitality				JB
High Voltage Lineman Technology*		NPT	NPT	
Industrial Maintenance		JB	JB	
Plumbing Technology Apprenticeship		JB	JB	
Renewable Energy Technology*		NPT	NPT	NPT
Law Enforcement Administration		NPT	NPT	NPT
Associate of Arts*	NPT/JB/MT			
Medication Assistant Education*				NPT
Middle Level Emphasis	NPT			
K-6 Emphasis	NPT			
Nursing (RN)*	NPT			
Phlebotomy				JB
Practical Nursing			NPT/JB/MT	
Patient Care Technician				NPT/JB/MT
Behavioral Health Technician				NPT/JB/MT
Surgical Technology			NPT/MT	
Telecommunications			JB	JB
Welding				
Welding			JB	
Manufacturing Welding				JB
Construction Welding				JB

**Advanced Manufacturing
Jonesboro**

This program provides students the skills needed to work with the highly complex production systems in today's workplace. Students will develop skills in teamwork, mechanical systems, electrical systems, concepts of mechatronics, electronics, fluid power, computer aided design, and current industrial safety practice.

Degree Plans:

[TC - Advanced Manufacturing](#)

[CP - Advanced Manufacturing](#)

Manufacturing Engineering Technology
(This program is currently inactive)
Jonesboro

Degree Plans:

[TC Manufacturing Engineering Technology](#)

[CP Manufacturing Engineering Technology](#)

**Automotive Service Technology
Marked Tree**

For those students pursuing a career as a professional auto technician, the automotive industry has taken on new sophistication. It requires advanced technical training and computer literacy. ASE certified programs give assurance that graduates will be employable entry-level technicians.

The Automotive Service Technology shop is equipped with the latest diagnostic equipment and automotive software. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment are used.

Required related coursework in communications, math, computer fundamentals, and human relations provide valuable information needed to perfect the technical skills of the graduate.

Depending on Compass or ACT scores, students may be required to complete developmental courses.

Degree Plans:

[AAS Automotive Service Technology](#)

[TC Automotive Service Technology](#)

Business

We offer two programs of study to prepare students for the modern business workforce. The Associate of Science Business degree is a two-year, 62 credit hour program of study that provides students a strong foundation in business, accounting, and management. The AS Business includes all state required general education courses and a strong business core foundation. The AS Business will transfer to all state funded universities in Arkansas.

The Associate of Applied Science Business Technology is a two-year, 60 credit hour program that provides students the entry level knowledge and skills to work in business. Students learn business theory, ethical practices, and develop skills necessary to use modern office equipment.

Students may earn a Technical Certificate in Business Technology and/or a Certificate of Proficiency in Business operations.

Arkansas State University-Newport is a member of Phi Beta Lambda (PBL), the largest collegiate business student organization in the world. Student members participate in leadership training, skills competition, and service learning projects.

Degree Plans:

[AS Business](#)

[AAS Business Technology](#)

[TC Business Technology](#)

[CP Business Operations](#)

Certificate of General Studies

This is a one-year award designed to provide recognition of the completion of a body of knowledge in general education and to serve as an intermediate step toward an Associate of Arts degree and/or to recognize as a “completer” a student who has successfully finished a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

Degree Plans:

[Certificate of General Studies](#)

Collision Repair and Refinishing Technology Marked Tree

The Collision Repair and Refinishing Technology program provides each student with the knowledge and skills needed to enter and successfully advance within this profession. This program is designed to train students in estimating, metal-working, sanding, painting, aligning frames, and installing glass. Training will also include procedures to remove upholstery, accessories, electrical and hydraulic window-and-seat operation equipment, and trim to gain access to vehicle body parts.

Upon completion of the program, the graduate will have entry level skills as a glass installer, body and frame worker, automobile painter, or may choose to become self-employed. Graduates are encouraged to continue their education to earn an Associate of Applied Science in Collision Repair and Refinishing Technology.

Degree Plans:

[AAS Collision Repair & Refinishing Technology](#)

[TC Collision Repair & Refinishing Technology](#)

Commercial Driver Training Newport

The ASU-Newport offers a 7 credit hour Certificate of Proficiency in Commercial Driver Training. This is a four-week program of study and students normally train Monday thru Friday in classroom and labs. Late model tractors, 53' dry vans, and state-of-the-art simulators are used to enhance the training. Driver training begins with preparation for the CDL written exams and culminates with testing on pre-trip inspections, backing maneuvers, and driving skills. Safety is stressed during all aspects of the training.

For drivers who already have their CDL license, ASU-Newport offers refresher courses. These courses are offered in 1-week, 2-week, and 3-week sessions depending on the need of the student.

The successful completer will receive a Certificate of Proficiency and have the basic skills to enter the work force as an entry-level commercial driver with a Class A, Commercial Driver's License.

ENTRANCE REQUIREMENTS

1. Must be at least 18 years of age
2. Must pass the DOT physical
3. Must have a 'clean' drug screen
4. Must have a valid driver's license
5. Must have an original birth certificate with raised stamp

Degree Plans:

[CP Commercial Driver Training](#)

Computer and Networking Technology
Marked Tree

The Computer and Networking Technology program provides the basics of electronics. The curriculum is designed to provide students with entry level skills in computer hardware and operating systems repair. Students will also develop proficiencies in configuration and administration of computer networks. Career opportunities include computer repair technician, computer customer service technician, and computer field service technician, home/industrial security, and fiber optic telecommunications.

Degree Plans:

[AAS Computer & Networking Technology](#)

[TC Computer & Networking Technology](#)

General Cosmetology & Cosmetology Instructor Trainee Marked Tree

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. Students learn the basic techniques of hair care, professional and personal ethics, sanitation, manicuring, facials, anatomy, salon management and rules/regulations as designated by the state. In addition, students experience simulated future occupational employment situations in a Cosmetology laboratory. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

A new class begins every January and every August.

APPLICATION REQUIREMENTS:

1. See "[Applying for Admission](#)" in this **ASUN Catalog**.
2. Minimum COMPASS score required for admission to Cosmetology:
Reading - 83.
3. Submit proof of immunization.

Complete Application File:

- Application
- Test Scores
- Official transcripts
- Essay
- Letter of Recommendation

REQUIREMENTS FOR PROGRESSING IN THE COSMETOLOGY PROGRAM:

- Students must pass all prerequisite courses during a semester to progress to the next semester.
- Students who fail a prerequisite course during a semester have failed to progress in the Cosmetology program and they may retake the course(s) they failed during the following semester.
- After passing all prerequisite courses, students who had failed to progress in the program may reapply for reacceptance to the program. An individual may be readmitted based on department approval and available openings.

A student accumulating 60 hours of absence from class/lab will be automatically placed on probation. A student who accumulates more than 72 hours of absence from class/lab may be terminated from the program at the end of that semester or summer term.

Readmission to the program requires reapplication and reacceptance. An individual may be readmitted based on available openings and department approval.

REQUIREMENTS TO QUALIFY FOR THE STATE COSMETOLOGY LICENSING EXAM:

In order to receive instructor signature to qualify for the State Cosmetology Licensing Exam, a student must meet all three of the following criteria:

- Complete the 40 credit hour Technical Certificate of Cosmetology
- Accrue a minimum of at least 1500 classroom hours (requirement of the Arkansas State Board of Cosmetology)
- Receive program instructor recommendation

Cosmetology Instructor Trainee Marked Tree

The Arkansas State Board of Cosmetology requires an individual to successfully complete 600 additional hours of training. Applications are placed on file by date completed.

Additional admission requirements:
Present a valid Arkansas Cosmetology License.

APPLICATION REQUIREMENTS:

1. See "[Applying for Admission](#)" in this **ASUN Catalog**.
2. Minimum COMPASS score required for admission to Cosmetology:
Reading - 83.
3. Submit proof of immunization.

Complete Application File:

- Application
- Test Scores
- Official transcripts

Degree Plans:

[TC Cosmetology](#)

[TC Cosmetology Instructor Trainee](#)

Criminal Justice/ Law Enforcement Administration

Students enrolled in this program of study would obtain thirty-five to thirty-eight degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by ASUN. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Degree Plans:

[AAS Crime Scene Investigation](#)

[TC Crime Scene Investigation](#)

[CP Crime Scene Investigation](#)

[AS Criminal Justice](#)

[AAS Law Enforcement Administration](#)

[TC Law Enforcement Administration](#)

[CP Law Enforcement Administration](#)

**Diesel Technology
Newport**

The Diesel Technology program is designed for our students to learn the personal and technical skills required to work in a modern commercial truck and trailer maintenance facility. Our instructional lab has been equipped with state of the art equipment and tools to ensure our graduates will be competitive in a workforce that is becoming increasingly more dependent on technology.

Degree Plans:

[TC Diesel Technology](#)

**Energy Control Technology
Marked Tree**

The Energy Control Technology program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating conditions of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity and electronics as they relate to heating, air conditioning, and refrigeration systems. Emphasis is placed on the repair and installation of residential and commercial heating and cooling systems. Graduates may find employment in the field of residential, commercial, and industrial heating and air conditioning, industrial maintenance, residential and commercial wiring.

Degree Plans:

[AAS Energy Control Technology](#)

[TC Energy Control Technology](#)

General Technology

Degree Plan:

[AAS General Technology](#)

AAS General Technology Pathways

**General Technology
Pathway in Hospitality Services Program
Jonesboro**

The Hospitality Services Program prepares students with the necessary skills for culinary and management positions in the hospitality industry. Students may choose from two degree tracks: Culinary Services or Foodservice and Management. They can obtain Certificates of Proficiency, Technical Certificates, or Associates of Arts degrees.

"Food is our Common Ground, a universal experience."

Degree Plans:

[AAS General Technology \(Pathway to Culinary Services\)](#)

[TC Culinary Services](#)

[AAS General Technology \(Pathway to Food Service & Management\)](#)

[TC Food Service and Management](#)

[CP Hospitality Services](#)

General Technology

Pathway in High Voltage Lineman Technology

Newport (50% or more of courses are available online)

The High Voltage Lineman Technology program prepares individuals to apply technical knowledge and skills needed to install, repair, service, and maintain electrical power lines and supporting equipment. The program includes instruction in AC/DC electrical theory, safety, transformers, tools, material, testing equipment, pole framing, and bucket and digger derrick trucks. The program also includes instruction in the construction, maintenance, and troubleshooting of underground electrical systems. Students also receive instruction in pole climbing, pole testing, equipment maintenance, and pole top rescue. Graduates may find employment in the field of electrical power line work for electric cooperatives, electric contractors, city municipalities, and investor owned power companies.

Degree Plans:

[AAS GT \(Pathway to High Voltage Lineman Technology\)](#)

[TC High Voltage Lineman Technology](#)

**General Technology
Pathway in Industrial Maintenance
Jonesboro**

This two-year program offers broad-based skills and practical hands-on experience in welding, hydraulics, electricity, mechanical maintenance, maintenance machining, and programmable logic controller (PLC) maintenance. Learn how to troubleshoot, repair, install, and maintain industrial systems to engineering and industry standards. Apply life skills to your future success in an industrial environment.

Degree Plans:

[AAS GT \(Pathway to Industrial Maintenance\)](#)

[TC Industrial Maintenance](#)

**General Technology
Pathway in Plumbing Technology
Jonesboro**

This program will provide an advanced educational opportunity for individuals participating in the four-year apprenticeship program of coursework required by the state to qualify to test for a professional career and license in plumbing.

Additional admission requirements:

Successful completion of the first year of the plumbing apprenticeship coursework and field experience as determined by a regional plumbing apprenticeship program.

Degree Plans:

[AAS GT \(Pathway to Plumbing Technology\)](#)

[TC Plumbing Technology](#)

**General Technology
Pathway in Renewable Energy Technology
Newport**

About Our Program

Arkansas State University – Newport’s campus is located in the heart of the agricultural sector of Northeast Arkansas. ASUN’s Renewable Energy program offers you several choices, from individual courses of your choice to a fast-track path toward a Bachelor of Applied Science from Arkansas State University. Along the way you can earn a Certificate of Proficiency, a Technical Certificate, or an Associate of Applied Science in Renewable Energy Technology.

Courses

Some of the courses you can expect to take include Introduction to Renewable Energy Technology, Biofuels, Process Instrumentation, and Industrial Safety. In the Introduction to Renewable Energy Technology course, students learn about renewable energy technologies such as wind, solar, geothermal, hydropower, and biomass. In Biofuels, students learn to convert biomass resources into fuels such as methane, ethanol, and biodiesel. More advanced courses include Biomass and Feedstocks, Bioprocess Practices, and an industry related Internship completed by each student.

Research

Renewable Energy Technology students are also introduced to applied research in many different areas. Currently, students are active in research concerning hydropower, energy crop production, biofuels, and solar power. This research experience prepares graduates for entry into the workforce in the rapidly emerging field of alternative energy. Upon graduation, students have many career options. Dependent upon their interest, they can enter the field as operators, analysts, or technicians.

Degree Plans:

[AAS GT \(Pathway in Renewable Energy Technology\)](#)

[TC Renewable Energy Technology](#)

[CP Renewable Energy Technology](#)

Associate of Arts

Degree Plans:

[AA Degree](#)

Associate of Science Education

The goal of the teacher education program at ASUN is to prepare future educators who are knowledgeable about the issues that directly affect the American education system in the 21st century. The teacher education program builds a foundation for future teachers by exposing them to fundamental beliefs about schools and society through knowledge, performance, and ideas that have been deemed relevant to quality teaching by P-12 professionals, the academic community of higher education, and national and state standards for the profession. ASUN is committed to the initial phase of the preparation of teachers who possess the knowledge and skills necessary to meet the learning needs of students in culturally diverse American schools. The teacher education program of study is designed to provide an integrated series of studies of general education, pre-professional studies and field experiences. The mission of the teacher education program is to enable those students who are committed to pursuing a career in teaching a seamless transition from the two-year college into a four-year program of study at any of Arkansas' bachelor's degree granting universities.

Degree Plans:

[ASE K-6 Emphasis](#)

[ASE Middle Level Emphasis](#)

Allied Health

The Allied Health program combines classroom instruction and clinical training with strong emphasis on technical skills, professional relationships and workplace ethics. Our goal for all students is to function and participate as an effective member of the healthcare community and to support clients in the achievement of positive healthcare outcomes.

**Emergency Medical Technician (EMT)
Jonesboro**

The Emergency Medical Technician (EMT) program meets the requirements of the Arkansas Department of Health, Division of Emergency Medical Services and the guidelines of the Department of Transportation. Completion of the program will allow the students to take the National Certification Exam at their level of training. Criminal background checks are required for all EMT students prior to testing.

Additional Admissions Requirements:

1. Minimum COMPASS score required: Reading - 83
2. Current TB Test
3. Tetanus shot within the last ten (10) years
4. Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
5. Students must have a negative drug screen (administered at ASUN by an independent lab)

Degree Plans:

[CP Emergency Medical Technician](#)

**MEDICATION ASSISTANT
Newport**

This course, Basic Medication Administration Skills, prepares unlicensed assistant personnel for the task of medication administration. Upon successful completion of the course, students may apply to take the Arkansas State Board Certification Exam. Completion of the course does not guarantee admission to take the State Board Certification Exam.

ADMISSION REQUIREMENTS:

To be eligible for admission, the applicant must

- A. Be admitted to Arkansas State University–Newport
- B. Be currently listed in good standing on Arkansas’ certified nurse aide registry
- C. Maintain registration on Arkansas’ certified nurse aide registry continuously for a minimum of one (1) year
- D. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas
- E. Be currently employed at a long-term-care facility
- F. Have a reading skills placement test score 82 or above on the Compass
- G. Have proof of two separate immunizations for Measles, Mumps, and Rubella (MMR) and Tuberculosis (TB) skin testing
- H. Be enrolled in or have completed Introduction to Computers

Degree Plans:

[CP Medication Assistant](#)

Certified Nursing Assistant (CNA)

The Arkansas State University-Newport's Practical Nursing Program is approved by the Arkansas State Board of Nursing. The Practical Nursing Program prepares individuals for the practice of Licensed Practical Nursing. It provides the nursing student with the basic knowledge and skills for the entry level practical nurse. Upon satisfactory completion of the Practical Nursing Program, the student will be awarded a technical certificate and is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN).

The program integrates clinical experience with classroom theory. The students may obtain clinical experience in hospitals, nursing homes, outpatient surgery centers, public school nursing offices and other healthcare settings.

Following completion of all requirements, LPNs may find work in a variety of settings. For example, graduates of this program are now employed in hospitals, nursing homes, doctor's offices, public health departments, and various government programs.

Degree Plans:

[CP Certified Nursing Assistant](#)

Phlebotomy Jonesboro

The Phlebotomy program combines classroom instruction with clinical training which exceeds the certification requirements of the National Accrediting Agency for Clinical Laboratory Services. The curriculum provides instruction with strong emphasis on technical skills, professional relationships, and workplace ethics. Students who successfully complete the program may be eligible to take the test to become a Certified Phlebotomist. Graduates of the program are prepared to work in a hospital laboratory, doctor's office, or free standing laboratory.

Additional Admission requirements:

- Minimum COMPASS score required: Reading—70
- Current Tuberculosis (TB) Test
- Tetanus Shot within the last ten (10) years
- Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
- Students must have a negative drug screen. (administered at ASUN Jonesboro campus by an independent lab)

Degree Plans:

[CP Phlebotomy](#)

Practical Nursing

Arkansas State University-Newport offers a eleven month program combining classroom instruction with clinical experience. The Practical Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-PN Examination.

Note: Persons convicted of a crime may not be eligible to take the NCLEX- PN. See the program chair for details. Information on testing and other rules and regulations can also be obtained from the following website: [Arkansas State Board of Nursing](#)

Additional Admission requirements

- COMPASS Test (Minimum scores may be obtained from the Nursing Department)
- TEAS-V Exam (Minimum scores may be obtained from the Nursing Department)
- Current Tuberculosis (TB) Test
- Tetanus Shot within the last ten (10) years
- Varicella Vaccine or Titer

NOTE: Students in the Technical Certificate program in Practical Nursing must achieve a grade of “C” or better in each course for progression in the program.

All of the nursing programs undergo a survey by the Arkansas State Board of Nursing every five years. Each one has current unconditional approval.

Degree Plan:

[TC Practical Nursing](#)

**Nursing LPN to RN Bridge Program
Newport**

For further information and official application go to www.arnec.org.

To apply to the university [click here](#)

Faculty for the PN program are:

Nancy Weaver

Director of Program:

Crystal Gillihan

Degree Plans:

[AAS Nursing](#)

Patient Care Technician

This course provides basic patient care and knowledge of best practices in performing safety checks and Phlebotomy procedures. This course meets the needs of local medical providers. Upon successful completion of the course, students may either test with Arkansas Office of Long Term Care (OLTC) to receive licensure for Certified Nursing Assistant (CNA) or apply to be a Patient Care Technician (PCT) or Certified Phlebotomy Technician (CPT). This course is one of the stackable credentials within the Nursing and Allied Health Program from which a student can progress to other career opportunities within the Nursing and Allied Health field.

Degree Plans:

[CP Patient Care Technician](#)

Behavioral Health Technician

This program prepares the student to become a paraprofessional through instruction in best practices and care-giving skills as well as academic background needed by individuals in mental health related careers. It is anticipated that the demand for educated paraprofessionals will continue to rise. This course is one of the stackable credentials within the Nursing and Allied Health Program from which a student can progress to other career opportunities within the Nursing and Allied Health field.

Degree Plans:

[CP Patient Care Technician](#)

**Surgical Technology
Newport & Marked Tree**

Surgical Technology involves all areas of surgery requiring aseptic technique and surgical instrumentation. A surgical technologist is a valuable part of the operating team. The role of a surgical technologist involves being responsible for maintaining a sterile environment to prevent contamination, passing instruments by anticipating the needs of the surgeon, handling bodily tissues, and assist in providing wound care. Technologists work in all surgical areas with skills in the operating room, instrument processing, material management, and labor and delivery. This course of study requires significant travel to clinic sites in surrounding areas to meet program requirements

Criminal background checks and drug testing by ASU-Newport and affiliated clinical sites are required to participate in clinical rotations.

Degree Plans:

[TC Surgical Technology](#)

Telecommunications

(This program is currently inactive.

No new students will be admitted after May 2015.)

Telecommunications is the future of electronics communications. Fiber optics, telephone, cable television, internet, computer networking, fire and security systems are some of the types of electronic communications included in this program. Including knowledge of how communications systems work, students will learn job safety, PC repair, and how to create the infrastructure of cable, telephone and computer network systems.

Degree Plans:

[TC Telecommunications](#)

**Welding
Jonesboro**

The Welding program offers two programs of study in order to meet training needs of individuals and corporations. The Technical Certificate is a one-year program designed to prepare students for a career in industrial welding, construction, and fabrication. The Certificate of Proficiency is a semester program designed for those interested in basic welding knowledge suitable for industrial maintenance, home/farm repairs, and the hobbyist. All courses include classroom study and practical practice in a shop environment.

Welding is a competitive, high-paying career, with employment opportunities in all parts of the state and country. Local industry employs a large number of welders, and many offer travel opportunities.

Certification to AWS D1.1 structural steel code is available to individuals interested in documented proof of welding ability. The American Welding Society (AWS) sets the standards for weld quality in the United States. As of fall 2015, ASUN will adopt the National Center for Construction Education and Research (NCCER) curriculum and all students will be eligible for NCCER credentials.

Degree Plans:

[TC Welding](#)

[CP Manufacturing Welding](#)

[CP Construction Welding](#)



Course Descriptions

COURSE ABBREVIATIONS BY DEPARTMENT

- **AGRICULTURAL**
 - Agriculture (AGED, AGRI)
 - Aquaculture (AQFI)
 - Horticulture (HORT)
 - Plant Science (PSSC)
- **ARTS**
 - Art (ART)
 - Music (MUS)
 - Photography (PHT)
 - Theatre (THEA)
- **AUTOMOTIVE**
 - Automotive Service Technology (AST)
 - Collision Repair Technology (CRT)
 - Diesel Technology (DT)
- **BUSINESS**
 - Accounting (ACCT)
 - Business (BSYS, BUAD)
 - Economics (ECON)
 - Leadership (LDR)
 - Management Information Systems (MIS)
 - Management (MGMT) Marketing (MKTG)
 - Qualitative Mathematics (QM)
- **COMPUTERS**
 - Computer Networking Technology (CNT)
 - Management Information Systems (MIS)
 - Telecommunications (TCOM)
- **COSMETOLOGY**
 - Cosmetology (COS)
- **CRIMINAL JUSTICE**
 - Criminal Justice (CRIM)
 - Legal (LAW)
- **EDUCATION**
 - Early Childhood (ECH)
 - Education (EDU)
 - Secondary Teaching Education (SCED)
 - Special Education (SPED)
- **ENERGY**
 - Energy Control Technology (ECT)
 - High Voltage Lineman (HVLT)
 - Renewable Energy Technology (RET)
 - Solar Energy (SE)
 - Wind Energy (WE)

COURSE ABBREVIATIONS BY DEPARTMENT (continued)

- **ENGLISH & READING**
 - English (ENG)
 - Reading (READ)
 - Speech (SPCH)
- **FOOD SCIENCE**
 - Food Science (FDST)
- **HOSPITALITY**
 - Culinary Service (HS)
 - Food Service & Management (HS)
 - Hospitality Service (HS)
- **HISTORY**
 - Geography (GEOG)
 - Geology (GEOL)
 - History (HIST)
 - Political Science (POSC)
- **SOCIAL SCIENCE**
 - Psychology (PSY)
 - Sociology (SOC)
 - Social Work (SW)
- **LANGUAGE**
 - American Sign Language (ASL)
 - French (FR)
 - Spanish (SPAN)
- **MATH**
 - Mathematical Applications (MATH)
 - Mathematics (MATH)
 - Mathematics Fundamentals (MATH)
 - Mathematics for Hospitality Services (MATH)
- **MEDICAL**
 - Certified Nursing Assistant (CNA)
 - Behavioral Health Technician (BH)
 - Emergency Medical Technician (EMT)
 - Health Information Technology (HIT)
 - Medication Assistant (HSC)
 - Phlebotomy (PHL)
 - Practical Nursing (PN) (SPN)
 - Registered Nursing (RNSG)
 - Surgical Technician (SUR)
- **PHYSICAL EDUCATION & HEALTH**
 - Health (HLTH)
 - Physical Education (PE)

COURSE ABBREVIATIONS BY DEPARTMENT (continued)

- **SCIENCE**
 - Biology (BIOL, BOT)
 - Chemistry (CHEM)
 - Geology (GEOL)
 - Physics (PHYS)
 - Physical Science (PHSC)
 - Zoology (ZOO)
- **MECHANICAL & TECHNICAL**
 - Electrical (ELEC)
 - Mechanical (MECH)
 - Plumbing (PLB)
 - Telecommunications (TCOM)
 - Technical (TEC & TECH)
 - Welding (WELD)
- **TRUCK DRIVING**
 - Commercial Driver Training (CDT)
- **UNIVERSITY**
 - College and Life Skills (UNIV)

**Course Abbreviation Codes
(in alphabetical order)**

Accounting (ACCT)
Advanced Manufacturing (ADVM)
Agriculture (AGED, AGRI)
American Sign Language (ASL)
Aquaculture (AQFI)
Art (ART)
Automotive Service Technology (AST)
Behavioral Health Technology (BH)
Biology (BIOL, BOT)
Business (BSYS, BUAD)
Certified Nursing Assistant (CNA)
Chemistry (CHEM)
Collision Repair Technology (CRT)
Commercial Driver Training (CDT)
Computer Networking Technology (CNT)
Cosmetology (COS)
Criminal Justice (CRIM)
Diesel Technology (DT)
Early Childhood (ECH)
Economics (ECON)
Education (EDU)
Electrical (ELEC)
Emergency Medical Technician (EMT)
Energy Control Technology (ECT)
English (ENG)
Food Science (FDST)
French (FR)
General Engineering (GENG)
Geography (GEOG)
Geology (GEOL)
Health Information Technology (HIT)
Health (HLTH)
High Voltage Lineman (HVLT)
History (HIST)
Horticulture (HORT)
Hospitality (HS)
Leadership (LDR)
Legal (LAW)
Mathematics (MATH)
Management (MGMT)
Management Information Systems (MIS)
Marketing (MKTG)
Mechanical (MECH)
Medical Terminology (HP)

Course Abbreviation Codes (continued)
(in alphabetical order)

Medication Assistant (HSC)
Music (MUS)
Phlebotomy (PHL)
Physical Education (PE)
Physical Science (PHSC)
Physics (PHYS)
Photography (PHT)
Plant Science (PSSC)
Plumbing (PLB)
Political Science (POSC)
Practical Nursing (PN)
Psychology (PSY)
Qualitative Mathematics (QM)
Reading (READ)
Registered Nursing (RNSG)
Renewable Energy Technology (RET)
Secondary Teaching Education (SCED)
Social Work (SW)
Sociology (SOC)
Solar Energy (SE)
Spanish (SPAN)
Special Education (SPED)
Speech (SPCH)
Surgical Technician (SUR)
Technical (TEC & TECH)
Telecommunications (TCOM)
Theatre (THEA)
University (UNIV)
Wind Energy (WE)
Welding (WELD)
Zoology (ZOOL)

Course Descriptions

F-Fall; S-Spring; Su-Summer; D-Demand,
ACTS-Arkansas Course Transfer System
Not all courses have an ACTS number

Accounting (ACCT)

ACCT 1113 Concepts in Applied Accounting I - Students will gain knowledge of corporate accounting enabling them to gain the crucial decision-making and problem-solving skills needed in the workplace. (D)

ACCT 1153 Concepts in Applied Accounting II - Prerequisite: ACCT 1113. This course is a continuation of Concepts in Applied Accounting I. Students will gain a more advanced knowledge of corporate accounting, enabling them to gain advanced decision-making and problem-solving skills needed in the workplace. (D)

ACCT 2003 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. (F, S) ACTS Equivalent Course Number = ACCT2003

ACCT 2013 Principles of Accounting II - Prerequisite: ACCT 2003 with a grade of "C" or better. 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. (F, S) ACTS Equivalent Course Number = ACCT2013

ACCT 2023 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). (D)

ACCT 2033 Computerized Accounting - Prerequisite: ACCT 2003. Students' knowledge of accounting concepts and principles is reinforced through use of the computer. Instruction is provided in computer operations using commercially available accounting software. Students concerned about transferability should check with their transfer institution. (D)

ACCT 2043 Computer Applications for Accounting - A course designed to use QuickBooks for small businesses. This course introduces the student to QuickBooks, a software program used by small business for accounting/bookkeeping needs. Students will gain “hands on” experience using the software program applying basic accounting principles.

ACCT 280X Special Topics in Accounting - Variable credit course for special topics in accounting. (D)

Advanced Manufacturing (ADVM)

ADVM 1023 Introduction to Manufacturing - This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques, and produce some simple products.

ADVM 1033 Design for Manufacturing - This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

ADVM 1043 Manufacturing Production Processes - This course is designed to provide the student with hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

ADVM 1053 Manufacturing Power and Equipment Systems - This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

ADVM 1063 Manufacturing Materials - This course will introduce students to manufacturing materials, materials testing, and materials science. Additionally, this course will introduce primary and secondary processing and manufacturing and allow the students to instruct and conduct experiments on various manufacturing materials.

ADVM 1073 The Manufacturing Enterprise - This course is designed to expand upon concepts learned in introductory courses while allowing students to explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, and market products. As part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, and develop a prototype, production tooling and other procedures.

ADVM 1083 Manufacturing Equipment Maintenance & Operation - This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment safety, maintenance and operation procedures, control systems, as well as leadership abilities in the field.

ADVM 1093 Manufacturing, Engineering, Design & Problem Solving - This course will introduce new concepts related to engineering and design and problem solving, however, the primary function of this course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques.

Agriculture (AGED, AGRI, AGEC)

AGEC 1003 Introduction to Agricultural Economics - Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems. (D)

AGED 1403 Basic Agricultural Mechanics - Introduction to basic wood and metal working tools and equipment used in most mechanics laboratories. Instruction focuses on safety, project design, tool and equipment use. (D)

AGED 1411 Introduction to Agricultural & Extension Education - Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education. (D)

AGED 2411 Home and Farm Improvement - Learn about improvements that can increase usefulness and value of home or farm. The course will include such topics as building fences, energy conservation, electrical and plumbing repairs, small tractor selection and maintenance. Course content may vary according to participant interest. (D)

AGED 2421 Introduction to Welding Processes - An introduction to common welding, metal cutting processes and appropriate safety practices, and techniques associated with gas welding, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding. (D)

AGED 2431 Introduction to Alternative Energy Sources - An introductory course on the use and applications of alternative energy sources and their implications to society. (D)

AGED 2433 Principles of Agricultural Power Electricity and Internal Combustion Engines – Prerequisite: AGED 1403. Agricultural power includes electricity and internal combustion engines. Electricity includes systems, devices, motors, installation and service. Internal combustion power includes small engine repair and maintenance. (D)

AGED 2441 Introduction to Electricity - An introduction to basic electrical theory, appropriate safety practices, and applied techniques associated with electricity. (D)

AGED 2453 Application of Welding Technologies to Agriculture - Principles and practices of various methods of welding technology applied to agriculture. Lecture two hours, laboratory two hours per week. (D)

AGRI 1203 Agricultural Resources and Management - Significance of agriculture as a major force in advancing civilization. The application of agricultural sciences in solving pressing world problems will be stressed. (D)

AGRI 1211 Introductory Seminar in Agriculture - A series of lectures dealing with agriculture as a profession complete with various possible majors and job opportunities. (D)

AGRI 1213 Making Connections in Agriculture - First semester freshman course centered around the skills and knowledge needed to be a successful agriculture student, including academic performance, problem solving, critical thinking, self-management, university policies, issues, trends, and disciplines in agriculture. (D)

AGRI 2213 Genetic Improvement of Plants and Animals - Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations. (D)

AGRI 2243 Feeding the Planet - Emphasizes the historical background and current and future social, political, environmental or economic implications for the use of natural resources for feeding the world population. (D)

American Sign Language (ASL)

ASL 1003 American Sign Language - This is an introductory course in conversational ASL. Participants will be introduced to ASL and ASL History, Deaf Culture, and finger spelling, as well as basic signs for simple conversation. This class will focus on practical everyday communication skills for beginners. (D)

Art (ART)

ART 1013 Design I - The study of the elements and principles of two-dimensional design. (D)

ART 1033 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. (D)

ART 1043 Drawing II - Prerequisite: ART 1033. Continuation of ART 1033. Light and shade drawing with emphasis on original illustration using the human form. (D)

ART 2063 Painting I - Prerequisite: ART 1033. 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. (D)

ART 2073 Painting II - Prerequisite: ART 2063. A continuation of ART 2063. (D)

ART 2093 Ceramics I - 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. (D)

ART 2503 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. (F, S, Su) ACTS Equivalent Course Number = ARTA1003

Automotive Service Technology (AST)

AST 1003 Hybrid, Electric and Fuel Cell Vehicle Technologies - Prerequisite: AST 1106. This course will introduce students to the theory, construction, operation and proper repair procedures related to hybrid vehicles. The course will also introduce students to electric and fuel cell vehicle technologies. Students will receive instruction on the use of diagnostic and service equipment and safety procedures specifically related to these technologies. (D)

AST 1102 Automotive Cylinder Heads and Valve Trains Theory with Service - Prerequisite: AST 1103. This course would introduce students to the basic components of cylinder heads and valve trains. Students will receive basic instruction on cylinder heads, valve trains, combustion chambers and valves for servicing to manufacturers' specifications. Safety will be emphasized. (D)

AST 1103 Automotive Short Block Theory and Service - This course would introduce students to the basic parts of the short block engine. Students will receive basic instruction on diagnostic tools, measuring instruments and analytical testing for servicing to manufacturers' specifications. Safety will be emphasized. (D)

AST 1105 Automotive Engine Repair - A study of internal combustion engines which includes diagnosing and testing valve trains, lubrication systems, cooling systems, and engine assembly. Instruction in the use of related measuring instruments and analytical test equipment for servicing to manufacturers' specifications is included. Safety will be emphasized. (D)

AST 1106 Automotive Electrical/Electronic Systems - A study of direct current fundamentals as needed in the theory and troubleshooting of all electrical and electronic circuits and systems incorporated by automotive manufacturers. Diagnostic and testing procedures, equipment, and hand tools will be utilized in the maintaining and service/repair of the automobile electrical/electronic components. Safety is emphasized. (D)

AST 1203 Automotive Brake Systems - A study of hydraulic principles and fluid controls which operate the brake system. Emphasis will be on system diagnosis and repair of the brake system. Safety is emphasized. (D)

AST 1205 Automotive Suspension and Steering - A study of automotive steering geometry and undercarriage system, including alignment. Emphasis is on diagnosis and repair of steering components (manual and power), undercarriage systems, as well as realignment and wheel balancing. Safety is emphasized. (D)

AST 1206 Automotive Engine Performance - A study of fuel systems, ignition systems, engine testing, emission and emission controls. Fuel systems will include system principles and testing techniques on both carburetors and fuel injection. Ignition systems will include systems testing and diagnosis with up-to-date equipment for engine performance. Emission control will include the study of air pollution, engine performance and its relation, fuel recovery systems, catalytic converters, PVC systems, air pump systems and basic electronic controls. Safety is emphasized. (D)

AST 1604 Automotive Heating and Air Conditioning - The theory, construction, operation and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and CFC recovery and recycling. Special emphasis is placed on safety and general shop procedures. (Su)

AST 2105 Automatic Transmission/Transaxles - The automatic transmission unit is divided into the fundamental study of fluid units, torque converters, principles of automatic controls, and planetary gear systems, with service to various components. System testing and safety are emphasized. (D)

AST 2205 Automotive Manual Drive Train & Axles - A study of clutches, conventional automotive transmissions, and overdrive. The student will demonstrate his/her ability to service other components in addition to the transmission; this includes the drive line and final drive assemblies for automotive use. Safety is emphasized. (D)

Behavioral Health (BH)

BH 1133 Behavioral Health Issues – Provide students with an introduction to the behavioral health care system of Arkansas. Includes providing excellent service, ethics and boundaries, engagement and clinical documentation, introduction to service planning and covered services, management of complex needs, and strength-based behavioral health general assessment training.

BH 1141 Behavioral Health Practicum – Provides field experience in a behavioral health/human service environment. Students will be assigned a field observer who will supervise the student's ability to apply classroom theory to the behavioral health/human service practice.

BH 1143 Pharmacology for Behavioral Health – Provide students the knowledge, skills, and understanding of delegation and regulations, prevention of infectious disease, medication categories, various forms, dosages and reactions to medication, proper care, storage, labeling and administration of medication.

Biology (BIOL, BOT)

BIOL 1001 Biological Science Lab - Corequisite: BIOL 1003. Two hours per week. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = BIOL1004

BIOL 1003 Biological Science - A study of the similarity and diversity of life on earth. Lecture three hours. This course is a prerequisite for most BIOL and ZOOL courses. (F, S, Su) ACTS Equivalent Course Number = BIOL1004

BIOL 1051 Environmental Science Lab - Corequisite: BIOL 1053. Two hours per week. (Lab fee required). (D)

BIOL 1053 Environmental Science - An introduction to the most important concepts in the study of our environment and its associated problems. The course combines ideas from the natural sciences with environmental ethics, economics, politics, law, and planning in the diagnosis, present state, and prognosis for various environmental problems. (D)

BIOL 2013 Introduction to Nutrition - A study of human nutritional needs over the human life span. Individual nutrients, their nature, 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. (F, S)

BIOL 2101 Microbiology Lab - Corequisite BIOL 2103. Laboratory two hours per week. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = BIOL2004

BIOL 2103 Microbiology - Prerequisite: BIOL 1003 or ZOO 2003. 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. Knowledge of basic chemistry strongly recommended. Lecture three hours. (F, S, Su) ACTS Equivalent Course Number = BIOL2004

BIOL 2211 Biology of the Cell Lab - Corequisite BIOL 2213. This laboratory course is designed to familiarize you with cell and molecular biology techniques that are used for investigating cellular structure and function.

BIOL 2213 Biology of the Cell - Corequisite BIOL 2211. This course is designed to provide general understanding of the mechanism of how living cells work, by covering cell components, DNA replication, transcription, translation, cell membrane structure and cytoskeleton, cell division and signal transduction.

BIOL 2401 Special Problems in Biological Sciences (D)

BIOL 2402 Special Problems in Biological Sciences (D)

BIOL 2403 Special Problems in Biological Sciences (D)

BIOL 2404 Special Problems in Biological Sciences (D)

BOT 1101 Biology of Plants Lab - Corequisite: BOT 1103. Two hours per week. (Lab fee required). (D) ACTS Equivalent Course Number = BIOL1034

BOT 1103 Biology of Plants - A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Lecture three hours. (D) ACTS Equivalent Course Number = BIOL1034

Business (BSYS, BUAD)

BSYS 1213 Basic Word Processing Application I - Provides instruction in the basic word processing computer operations and skills. The student will learn to produce documents through keyboarding, editing, storing, retrieving and printing. (F, S)

BSYS 1223 Basic Word Processing Applications II - Designed to provide advanced word and information processing concepts, and communication skills on a computer. (F, S)

BSYS 1383 Spreadsheet Applications - Prerequisite: MIS 1033. The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. (F, S)

BSYS 1503 Document Formatting - This course is designed for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. (D)

BSYS 1563 Administrative Support Procedures - Prerequisite/Corequisite: BSYS 1213 OR MIS 1033. Topics include self-improvement, interpersonal relations, mail handling, telephone usage, and travel arrangements. Emphasizes the practice and procedures acceptable in a business office regarding records management and control. Topics include sorting, filing, and retrieval of records. (F, S)

BSYS 2143 Introduction to Entrepreneurship - Prerequisites: MIS 1033 or MIS 1503. Introduces the process of new venture creation and the critical knowledge needed to develop and manage your new business. Students will gain knowledge on the challenges of entrepreneurship, building a business plan, marketing considerations, e-commerce and the entrepreneur, advertising and pricing for profit, financial considerations, building a competitive edge, and debt/equity and site and location considerations. (D)

BSYS 2413 Word Processing I - Prerequisite: MIS 1033. Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. (D)

BSYS 2503 Business Office Skills - Prerequisite: Keyboarding ability. Development of professional skills, knowledge, attitudes, and other competencies necessary for employees in business occupations. Includes filing emphasis, word processing concepts, and career enhancement skills. (F)

BSYS 2523 Machine Transcription - Prerequisite or Corequisite: BSYS 1213 and MIS 1033. Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. (F, S)

BSYS 2533 Internet, Intranet, and E-mail Applications for Business - This is a course to teach students about the Internet, Intranet, and E-mail. They will develop technology skills and research strategies using the Internet. (S)

BSYS 2553 Business Machines - Prerequisite: MATH 1043. Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems. (F, S)

BSYS 2563 Business Communication - Prerequisite: ENG 1003 Freshman English I. Survey of the principles of effective oral and written communication. Practice in writing

business letters and reports, and preparing various types of oral presentation. (F, S, Su)
ACTS Equivalent Course Number = BUSI2013

BSYS 2573 Medical Transcription - Prerequisite: Knowledge of medical terminology and keyboarding speed of at least 40 words per minute. 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. (D)

BSYS 2583 Spreadsheets for Managerial Decisions - The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. (F)

BSYS 2801 Special Topics in Business (D)

BSYS 2802 Special Topics in Business (D)

BSYS 2803 Special Topics in Business (D)

BUAD 2093 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. Prerequisite: Completion of 45 hours toward an AAS degree and a 2.0 GPA. Approval of instructor required. (D)

Certified Nursing Assistant (CNA)

CNA 1507 Nursing Assistant Certification – Upon successful completion of this course plus additional required on-the-job training, a student can become a certified nurse assistant in the State of Arkansas. The program is designed to help students learn information, skills, and critical procedures necessary to improve the quality of life of clients in long-term care and other health care facilities and prepare them for the certification exam. This course will include a lab. (D)

Chemistry (CHEM)

CHEM 1003 Introduction to Chemistry - Prerequisite: MATH 1003 or equivalent. 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 1013. Lecture three hours per week. (D)

CHEM 1011 General Chemistry I Lab - Corequisite: CHEM 1013. Three hours per week lab. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = CHEM1414

CHEM 1013 General Chemistry I - Corequisite: MATH 1023. Fundamental laws and theories of chemistry. Lecture three hours per week. (F, S, Su) ACTS Equivalent Course Number = CHEM1414

CHEM 1021 General Chemistry II Lab - Corequisite: CHEM 1023. Three hours per week lab. (Lab fee required). (D) ACTS Equivalent Course Number = CHEM1424

CHEM 1023 General Chemistry II - Prerequisite: CHEM 1013. Continuation of CHEM 1013. Lecture three hours per week. (D) ACTS Equivalent Course Number = CHEM1424

CHEM 1031 Introduction to Organic and Biochemistry Lab - Corequisite: CHEM 1033. Three hours per week lab. (Lab fee required). (S, Su) ACTS Equivalent Course Number = CHEM1224

CHEM 1033 Introduction to Organic and Biochemistry - Prerequisite: CHEM 1013. A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy (S, Su) ACTS Equivalent Course Number = CHEM1224

CHEM 1041 Fundamental Concepts of Chemistry Lab - Corequisite: CHEM 1043 Fundamental Concepts of Chemistry. Fundamental concepts and theories of chemistry. Three hours per week lab. (Lab fee required). (D) ACTS Equivalent Course Number = CHEM1214

CHEM 1043 Fundamental Concepts of Chemistry – Corequisite: CHEM 1041 Fundamental Concepts of Chemistry I Lab. A one-semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium and acid base chemistry. Lecture three hours per week. (D) ACTS Equivalent Course Number = CHEM1214

CHEM 1052 Fundamental Concepts of Organic and Biochemistry - Prerequisite: CHEM 1013. A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. This will include an emphasis on the role of chemistry in human body functions. (S, Su)

CHEM 2051 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

CHEM 2052 Investigations in Chemistry - Prerequisite: CHEM 1013. Two-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. (D)

CHEM 2053 Investigations in Chemistry - Prerequisite: CHEM 1013. Three-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. (D)

Commercial Driver Training

CDT 1101 Professional Driver Refresher Course I - This one (1) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. (D)

CDT 1102 Professional Driver Refresher Course II - This two (2) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips. (D)

CDT 1103 Professional Driver Refresher Course III - This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips. (D)

CDT 1107 Commercial Driver Training - This seven (7) student semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, close quarters maneuvering, over the road driving, 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. Course consists of a combination of classroom, lab, and driving time. (F, S, Su)

CDT 1903 Driver Training Special Project: Enhanced Entry-Level Driver Training - This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time. It serves to expose commercial driver training students to concepts and theory relative to basic transportation, distribution, and logistics management, safety, fuel economy, driver lifestyle, as well as truck driving simulator training. (D)

CDT 1907 Special Topics - This seven (7) student semester credit hour 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. Course consists of classroom, lab, and driving time. (D)

Computer Networking Technology (CNT)

CNT 1303 PHP Essentials - (Hypertext Preprocessor) is a cross-platform scripting language that is particularly well-suited to web development. The PHP Essentials course starts by introducing students to the fundamentals of the PHP language. This course will teach the principles of programming through simple game creation. Students will acquire the skills needed for more practical programming applications and will learn how these skills can be put to use in real-world scenarios. (F, S)

CNT 1403 Introduction to Networks - Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Basic configurations for routers and switches and IP addressing schemes will also be introduced. (F, S)

CNT 1503 PC Troubleshooting and Repair I - An active exploration into the operation of a microcomputer system for the purpose of preparing students to sit for the CompTIA A+ Essentials certification exam. Emphasis will be placed on learning hardware functions, operating systems, software installation, and diagnostic and trouble-shooting techniques. (F, S)

CNT 1613 Routing and Switching Essentials - Prerequisite: CNT 1403. Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (F, S)

CNT 1903 Cabling Standards - This course is designed to introduce students to standards set by EIA/TIA, ANSI, ITU, CITELE, and IEC. This course covers standards used in user premises equipment, networking equipment, fiber optics, and wireless communications. Practical lab exercises will be utilized using these standards. (Su)

CNT 2103 Scaling Networks - Prerequisite: CNT 1613. Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, VTP and both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. (F, S)

CNT 2203 PC Trouble-shooting and Repair II - Prerequisite: CNT 1503. This is the second course in the active exploration into the operation, construction, and trouble-shooting of a microcomputer system for the purpose of preparing students to take the CompTIA A+ certification exam. Emphasis will be placed on learning hardware functions, operating system, software installation, safety, and diagnostic and troubleshooting techniques. (F, S)

CNT 2223 Introduction to Network Security - This course offers/provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. (Su)

CNT 2303 LAN Administration - The study of the most current version of Microsoft Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance. (F, S)

CNT 2313 Troubleshooting Processes - Prerequisites MIS 1503, CNT 2103, and CNT 2203. This course is the study of installation and troubleshooting of LAN devices. The course will include the design and installation of a local area network, testing and troubleshooting techniques, and preventative maintenance. Emphasis will be placed on activities and processes technicians will encounter in a work environment. (F, S)

CNT 2323 Special Topics IT- Prerequisites MIS 1503 and CNT 2203. This course gives the student the opportunity to study emerging trends and technologies in the field of IT. Projects, expert speakers, and field trips are used to help explore selected course topics. Course content will vary based on new and emerging technologies selected by the instructor. (S)

CNT 2413 Connecting Networks - Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. (F, S)

CNT 2433 Introduction to Linux - The study of a current version of Linux. Topics include hardware requirements, basic and custom server installation, Shell administration, and log-in scripts. (F, S)

CNT 2443 Internship - Computer and Networking Technology provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, to establish learning objectives and to coordinate learning activities with employer or work site supervisor. Prerequisites: Completion of 30 CNT hours toward the Associate of Applied Science/Technical Certificate in Computer Networking Technology. (F, S)

CNT 2503 Health Information Networking - Health Information Networking (HIN) equips students with knowledge that can be applied toward entry-level specialist careers in healthcare ICT and networking. The course aims to develop an in-depth understanding of the skills needed to specialize in healthcare network implementations. The health Information Networking course complements the Cisco CCNA curriculum and is designed to help students develop specialized skills for working in the field of health care ICT and networking. The course equips students with the knowledge and skills needed to design, implement, monitor, and troubleshoot networks in healthcare environments.

Cosmetology (COS)

COS 1101 Hygiene and Sanitation I - This course provides basic concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. (F, S)

COS 1112 Hairdressing Theory I - A basic study of the properties of the hair and scalp; principles of hair care and design. (F, S)

COS 1131 Manicuring I - Introductory study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 1141 Aesthetics I - Introductory study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial make-up, and eyebrow arching. (F, S)

COS 1151 Salesmanship, Shop Management, and Shop Department I - Introductory study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. (F, S)

COS 1173 Technical Skills Lab I - Application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (F, S)

COS 1193 Supervised Experience in Clinic I - Instruction and supervised experience in all aspects of cosmetology (F, S)

COS 1201 Hygiene and Sanitation II - Prerequisite: COS 1101. Intermediate concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. (F, S)

COS 1212 Hairdressing Theory II - Prerequisite: COS 1112. Continued study of the properties of the hair and scalp; principles of hair care and design. (F, S)

COS 1231 Manicuring II - Prerequisite: COS 1131. Continued study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 1241 Aesthetics II - Prerequisite: COS 1141. Continued study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

COS 1251 Salesmanship, Shop Management, and Shop Department II - Prerequisite: COS 1151. Continued study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. (F, S)

COS 1273 Technical Skills Lab II - Prerequisite: COS 1173. Continued application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (F, S)

COS 1274 Hair Dressing Practical Application - Supervised experience in all aspects of cosmetology. Theory and practical applications are stressed. Prerequisites: Successful completion of one semester of cosmetology course work. (Su)

COS 1293 Supervised Experience in Clinic II - Prerequisite: COS 1193. Continued instruction and supervised experience in all aspects of cosmetology. (F, S)

COS 2301 Hygiene and Sanitation III - Prerequisites: COS 1101, COS 1201. Advanced concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. (F, S)

COS 2312 Hairdressing Theory III - Prerequisites: COS 1112, COS 1212. Advanced study of the properties of the hair and scalp; principles of hair care and design. (F, S)

COS 2331 Manicuring III - Prerequisites: COS 1131, COS 1231. Advanced study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 2341 Aesthetics III - Prerequisites: COS 1141, COS 1241. Advanced study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

COS 2351 Salesmanship, Shop Management, and Shop Department III - Prerequisites: COS 1151, COS 1251. Advanced study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. (F, S)

COS 2353 Practical Concepts – Training in concepts in which the individual instructor trainee may be deficient.

COS 2362 Preparatory Training - A general study of the principles and techniques of Cosmetology education. Selecting subject matter for class lecture. Preparing class lectures. Conducting a review of all subjects taught. Preparing and grading examinations. Demonstrating practical operations. Teaching practical operations. Consent of instructor. (D)

COS 2363 Lecture Demonstration & Class Attendance - Classes are to be taught by a licensed instructor trainee to properly lecture and demonstrate on all subjects of Cosmetology. Consent of instructor. (D)

COS 2372 Conducting Theory Classes in Cosmetology - The instructor trainee conducts theory classes in Cosmetology under the supervision of a licensed Cosmetologist. Bacteriology, osteology, mycology, neurology, angiology, dermatology, trichology, unguiology, cosmetricity, canities and permanent waving. Consent of instructor. (D)

COS 2373 Technical Skills Lab III - Prerequisites: COS 1173, COS 1273. Advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (F, S)

COS 2379 Conducting Practical Classes in Cosmetology - The instructor trainee conducts practical classes in cosmetology. The instructor will demonstrate permanent waving, facials, shampooing, scalp treatments, canities, manicuring, thermal pressing, iron curling, and blow drying. Consent of instructor. (D)

COS 2382 Student Records - Methods and practical application of keeping student records. Consent of instructor. (D)

COS 2383 Practice of Cosmetology - Training in specific areas in which the instructor trainee may be deficient. Consent of instructor. (D)

COS 2393 Supervised Experience in Clinic III - Prerequisites: COS 1193, COS 1293. Advanced instruction and supervised experience in all aspects of cosmetology. (F, S)

Criminal Justice (CRIM)

CRIM 1023 Introduction to Criminal Justice - This course is intended to expose the student to the workings of criminal justice systems. It explores the historical development, current operation, 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. (F, S) ACTS Equivalent Course Number = CRJU1023

CRIM 2043 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. (F)

CRIM 2253 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. (S)

CRIM 2263 Criminal Evidence and Procedure - Rules of evidence of importance at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal and constitutional liberties. (S)

CRIM 2273 Criminal Law - A course designed to provide students in criminology, criminal justice, and political science a concise and comprehensive introduction to criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment as well as the individual wishing to transfer to a two-year college. (F)

Collision Repair Technology (CRT)

CRT 1112 Basic Welding I - Theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced on steel plates and various sheet metals. Safety is emphasized. (S)

CRT 1122 Basic Welding II - Prerequisite: CRT 1112. Advanced theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced. Weld joints used in professional sectioning and replacement panels are utilized in teaching. Safety is emphasized. (F)

CRT 1212 Body and Frame Alignment I - Includes gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use of frame equipment, frame and body construction, and straightening. Safety is emphasized. (S)

CRT 1222 Body and Frame Alignment II - Prerequisite: CRT 1212. Continued study of gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Advanced instruction is given in the use of frame equipment, frame and body construction, and straightening. Safety is emphasized. (F)

CRT 1312 Painting I - Teaches the skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment. Safety is emphasized. (S)

CRT 1322 Painting II - Prerequisite: CRT 1312. Teaches the skills and technical knowledge in the mixing and spraying of all types of automotive finishes and identification of common materials used. Safety is emphasized. (F)

CRT 1413 Painting Lab I - The practical application of preparing metal for paint; chemical stripping of old finishes; using and maintaining spray painting equipment. Safety will be emphasized. (S)

CRT 1423 Painting Lab II - Prerequisite: CRT 1413. The practical application of mixing and spraying all types of automotive finishes; identifying common materials used; and using and maintaining spray painting equipment. Safety will be emphasized. (F)

CRT 2312 Basic Metal Repair I - The course offers instruction in professional metal work and dent removal and procedures used with the application of filler. Procedures necessary to rough, shrink, bump, and finish are included. Safety measures are emphasized. (S)

CRT 2322 Basic Metal Repair II - Prerequisite: CRT 2312. The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. (F)

CRT 2411 Basic Metal Repair Lab I - The practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. (S)

CRT 2421 Basic Metal Repair Lab II - Prerequisite: CRT 2411. Continued practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. (F)

CRT 2512 Color Matching I - Corequisite: CRT 1312. A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. (S)

CRT 2522 Color Matching II - Prerequisites: CRT 1312, CRT 2512; Corequisite CRT 1322. Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. (F)

CRT 2611 Color Matching Lab I - Corequisites: CRT 1312, CRT 2512. The practical application of spraying techniques and blending of paints to achieve color match. (S)

CRT 2621 Color Matching Lab II – Prerequisites: CRT 1312, CRT 2512, CRT 2611 Corequisite: CRT 2522. The practical application of spraying techniques of paints to achieve color match: (F)

CRT 2713 Related Body Repair I - This course covers the skills in the removal and replacement of the glass, trim, and electrical wiring, and the repair of plastic. The basic principles of estimating will also be taught. Prerequisite: Successful completion of one semester of CRT coursework. (Su)

CRT 2723 Related Body Repair II - This course further covers the skills in the removal and replacement of glass, trim, and electrical wiring, and the repair of plastic. (Su)

Diesel Technology (DT)

DT 1004 Service & Maintenance - Corequisites: DT 1032, DT 1153, DT 1512, TECH 1002. This course begins with an overview of the various types of Technical Service Publications and vehicle identification. It then examines specific service and maintenance operations and procedures by vehicle system. The student will learn how to diagnose problems and make necessary adjustments and repairs using the appropriate technical data. Lecture two hours with supplemental lab time. (F)

DT 1022 Trailer Suspension and Brake Systems - A course concerning suspension, foundation, and air brake systems as pertains to heavy trailers. Design differences of trailer systems compared to truck systems will be the main area of study. Spring versus air suspension systems will also be discussed. Emphasis will be placed on the safety of both the technician and the truck operator. (F)

DT 1032 Brakes/ABS - Corequisites: DT 1002, DT 1042, DT 1153, DT 1512, TECH 1002. This course provides students with information on Heavy Truck brake systems and components. The student will learn how the system is designed to operate and what to look for when the brake system is not performing as designed. In addition, this course covers the operation of Anti-Lock systems along with appropriate troubleshooting and repair techniques. Lecture two hours with supplemental lab time. (F)

DT 1042 Introduction to Hydraulics - Prerequisites: DT 1002, DT 1032, DT 1153, DT 1512, TECH 1002. A course designed around service and repair of contemporary and past hydraulic systems as used on heavy and medium duty trucks. Covered subject matter will include control side hydraulics: pumps, directional control valves, and pressure and flow regulators; and power side hydraulics: cylinders, motors, solenoids, and actuators. Manual, air, and electric controls will be covered, as will be hoses, lines and delivery ports. Emphasis will be placed on the safety of both the technician and the truck operator. (F)

DT 1153 Electrical Problem Solving - Prerequisites: DT 1032, DT 1512, TECH 1002. This course covers basic electrical theory including both series and parallel circuits, and proper troubleshooting techniques to be used when isolating vehicles' electrical problems. The use of a digital multimeter is covered, as well as how to troubleshoot key electrical circuits such as charging and starting systems. In addition, the student will also learn to use electrical schematics and harness drawings to analyze vehicle circuits. Lecture three hours with supplemental lab time. (F)

DT 1203 Diesel Engines - A course designed around service and repair of common heavy duty diesel engines. Both current and last generation engines will be covered with emphasis on contemporary designs. This course covers the mechanical parts and operating principles of diesel engines. (Fuel systems and electronics are covered in separate, dedicated courses.) (S)

DT 1303 Diesel Fuel Systems - A study of fuel injection systems 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. (S)

DT 1412 Chassis and Steering - This course covers all aspects of contemporary heavy truck frame design, including attachment methods, spring and air ride suspensions, alignment and fifth wheel designs. Manual and power steering gears and hydraulic steering pumps are covered in detail as well. (F)

DT 1512 Applications Lab I - Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002. 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. (F)

DT 1522 Applications Lab II - 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. (S)

DT 1542 Heavy Duty Transmissions - Introduction to heavy duty transmissions, mechanical transmission and differentials. Safety and special tools will be emphasized. (S)

DT 1552 HVAC Service and Diagnostics - In this class, students will be trained in proper refrigerant recovery and recycling procedures, safety precautions, purging, flushing, evacuation, recharging and performance testing of mobile air conditioning systems. This course also covers troubleshooting and diagnostic procedures for the various electronic controls systems that are used on Freightliner vehicles. Lecture two hours with supplemental lab time. (S)

Early Childhood (ECH)

ECH 2013 Survey of Early Childhood Education - This course will provide a study of the history, theory, and practice of Early Childhood Education in context as well as supervised observation and experience in the Early Childhood field. The knowledge gained from this study will give the student an understanding of this special area of education, direct experiences with children, and it will also assist in deciding whether a career in Early Childhood Education is a proper career fit for them. (F, S)

ECH 2103 Child Growth and Development - This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood. This course also underscores diverse cultural backgrounds within and outside the United States. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (F, S)

Economics (ECON)

ECON 2113 Business Statistics - Prerequisites: MATH 1023 or MATH 2143. 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. (F, S)

ECON 2313 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. (F, S, Su) ACTS Equivalent Course Number = ECON2103

ECON 2323 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. (F, S, Su) ACTS Equivalent Course Number = ECON2203

ECON 2333 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. (D)

Energy Control Technology (ECT)

ECT 1123 Basic Electrical Circuits - This course will allow students to identify basic types of electrical circuits and controls. Students should be able to identify, discuss and differentiate between standard electrical diagrams and ladder diagrams. Students will study safe working practices around electrical circuits and controls. (F, S)

ECT 1133 Basic Electrical Circuits Lab - The practical application will include the construction, operation and testing of selected circuits using a variety of test equipment. Students will demonstrate knowledge of proper safety, wiring, tool usage and meter usage while working on their projects. (F, S)

ECT 1144 Introduction to Air Conditioning Systems - This course will include the study of refrigeration and air conditioning units along with their application, circuits, controls, refrigerant cycles and functions. Recovery, recycling procedures and code requirements will be covered. This course also includes service, repair, electrical wiring installation, and testing of both the electrical and mechanical systems and their controls. (F, S)

ECT 1213 Split Systems - Prerequisites: ECT 1123, ECT 1133, ECT 1144. This course will include the study of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be discussed. (F, S)

ECT 1223 Split Systems Lab - Prerequisites: ECT 1123, ECT 1133, ECT 1144. This course will include the practical installation practices of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be demonstrated. (F, S)

ECT 1243 HVACR Code Class - This course will help enhance students' understanding of the Arkansas Mechanical Code. The course will help guide students through the rules, regulations, and state health codes concerning the proper installation of residential and commercial mechanical systems. This course will also guide students through the proper installation regulations concerning supply and return air ductwork. This course will enhance students' understanding of materials covered by the Arkansas HVACR Contractors Test. (D)

ECT 1253 Construction Trades Piping - Construction Trades Piping will allow student to study codes governing refrigeration piping, electrical conduit, black iron, and galvanized piping. Safe and acceptable industry standards will be discussed and then used when modifying, soldering, bending, or connecting tubing and piping. Students should be able to distinguish and identify the various types of tubing and piping used in various construction trades. Students should be able to explain the uses of the individual types of tubing and piping.

ECT 1313 EPA Certification - This course is designed to prepare students for the certification test and contains the information a student needs to take the test. This course will cover the latest available information in maintaining, service, repair, or disposing of appliances that contain regulated refrigerants. (F, S)

ECT 1314 Residential Heat Pump Systems - Prerequisites: ECT 1123, ECT 1133, ECT 1144. The course will include the study of residential heat pumps along with their application and operation. The practical application will include the electrical wiring installation, service, repair and operation of residential type heat pump systems. Dual fuel applications will also be covered. (D)

ECT 1323 Preventive Maintenance Technician - The content of this course will supply information and service practices needed to effectively extend the operating life of vapor-compression equipment, typically utilized in the HVAC/R industry. This course is to help technicians obtain optimum performance, reliability, and long life from the systems they service which are related to preventative maintenance with proper service and repair while maintaining air conditioning, refrigeration, and heat pump systems. Students taking this course will be eligible to test for their Apprentice Preventative Maintenance Technician Certification. (F)

ECT 2116 Refrigeration Systems - Prerequisites: ECT 1123, ECT 1133, ECT 1144. This course will include the study of supermarket type refrigeration equipment. Both low temperature and medium temperature systems will be covered. Refrigeration systems controls, components and applications will be discussed. The practical application will include electrical wiring installation, service, repair and operational check of systems with differing refrigerants. Recovery and recycle of refrigerants will also be performed. Students will demonstrate knowledge of system components and charging procedures. (F, S)

ECT 2234 Building Performance Analysis - The practice of measuring the rate of infiltration and ex-filtration in residential homes using blower door technology, conducting ductwork analysis using duct blasters, locating air leaks in the housing envelope, along with calculating carbon monoxide levels of combustion appliances. (D)

ECT 2243 Advanced HVACR Systems Diagnostics - This course will allow students to develop skills needed to properly diagnose high-efficiency heating and air conditioning equipment. System diagnostics will be discussed and calculated on the advanced electrical wiring schematics in order to achieve optimum efficiency ratings of various types of equipment. Students will be trained to use diagnostic tools that pinpoint precise system refrigerant calculations and airflow to increase SEER Ratings of the equipment. (S)

ECT 2253 Home Performance Principles - This course will allow students to examine the heating and cooling loads of residential homes along with health and safety standards. Students will study the mechanical systems, insulation techniques, air sealing, moisture control, and conservation strategies involved in home efficiency. Procedures for proper duct and equipment sizing will also be part of the course content. (D)

Education (EDU)

EDU 0033 Praxis I Preparation Course - This course is designed for both elementary and secondary education teacher candidates preparing to take the Praxis I exams. This course focuses on skills necessary to pass the Praxis I: Pre-Professional Skills Test in reading, writing, and mathematics. Students will learn test-taking strategies and practice taking the Praxis I exams.

EDU 2013 Educational Technology - Corequisite: EDU 2023. 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. (F, S)

EDU 2023 Introduction to Education - Prerequisite: 15 hours, Praxis and portfolio. Corequisite: EDU 2013. 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. (F, S)

EDU 2043 Exceptional Student Regular Classroom - This course examines historical and current delivery of special education services and program practices. Legal foundations and issues, special education terminology, and professional roles are addressed. This course is specifically for Elementary Education K-6 or K-12 Special Education majors.

Electrical (ELEC)

ELEC 1002 Basic Electrical Theory - Basic Electrical Theory is an overview of Electricity and Electrical Controls. This course is beneficial to those entering general electrical maintenance in industry. (D)

ELEC 1012 Introduction to Electrical Circuits - This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. Characteristics of basic electrical circuits will be covered including troubleshooting and safety rules for working with electricity. (D)

ELEC 1023 Introduction to Programmable Logic Controllers - Prerequisite: ECT 1002. This course is an overview of PLC's including hardware components, number systems and codes, and the basic programming and applications. The course is beneficial to those entering general electrical maintenance in industry. (D)

Emergency Medical Technician (EMT)

EMT 1104 Pre-Hospital Environment - Introduction to the EMS system including principles of human anatomy, physiology and patient assessment. (F, S)

EMT 1302 Trauma Management - Instruction in this course includes patient assessment, procedures used in treating injuries, prevention of further injury, precautions in transporting. (F, S)

EMT 1402 Medical Emergencies and Transport - This course will develop the skills to meet the needs of the majority of runs a student will face as an EMT. (F, S)

EMT 1502 Basic EMT Clinical Rotation & Lab - The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting. (F, S)

English (ENG)

ENG 0013 Communications for Careers - This course is designed to develop a student's reading skills, written and oral language skills, grammar, diction, and vocabulary using a career context for learning. (This is a non-credit course.) (D)

ENG 0051 Writing Seminar - This course provides instruction in expository essay form, structure, and style. Students with an ACT score no lower than 17 or 18 in English and Reading who would like to enroll in ENG 1003 Freshman English I simultaneously should see an advisor about enrolling in this class. (This is a non-credit course.) (F, S, SU)

ENG 0053 English Fundamentals - This course focuses on intensive work on the basic strategies, organization, diction, and grammar of the collegiate essay through use of readings to improve vocabulary, comprehension skills, critical thinking skills, and writing competency. Students with an ACT score of 18 or lower in English or Reading must take this course before enrolling in ENGL 1003 Freshman English I. (This is a non-credit course). (F, S, Su)

ENG 1003 Freshman English I - Prerequisite: ACT score of 19 or better in both English and Reading or successful completion of ENG 0053 English Fundamentals. Instruction in expository essay form, structure, and style. (F, S, Su) ACTS Equivalent Course Number = ENGL1013

ENG 1013 Freshman English II - Prerequisite: ENG 1003. A continuation of ENG 1003 with the addition of research papers and literary genres. (F, S, Su) ACTS Equivalent Course Number = ENGL1023

ENG 1023 Business English - Prerequisite: ENG 0053 or results of English placement test. Provides an introduction/review of the basics in grammar, spelling, punctuation, and other mechanics as needed in current business usage. Usage of reference manuals and proofreading techniques are included. (D)

ENG 1203 Technical Communications - This course provides instruction in the preparation of a resume and in the skills needed for successful employment interviews. Skills needed for successful employment, such as techniques of persuasion through written communication, will be developed by writing essays and reports. (F, S, Su)

ENG 1213 Technical Communications for Emergency Personnel - This course provides instruction in the preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports. (D)

ENG 1233 Technical Composition - This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. (F, S, SU)

ENG 1243 Technical Composition for Emergency Personnel - This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. (F, S, Su)

ENG 2003 Intro to Literature of the Western World I - A study of literature from Antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods. (F, S, Su) ACTS Equivalent Course Number = ENGL2213

ENG 2013 Intro to Literature of the Western World II - A study of literature from the Renaissance to the present, reflecting the major philosophical, religious, and literary trends of these time periods. (F, S, Su) ACTS Equivalent Course Number = ENGL2223

ENG 2023 Creative Writing - Instruction and practice in writing poetry and fiction. Prerequisite: ENG 1003 or consent of instructor. (D) ACTS Equivalent Course Number = ENGL2013

ENG 2033 American Literature II - Survey of major authors in American Literature from the time of the Civil War to the present. (S) ACTS Equivalent Course Number = ENGL2663

ENG 2053 American Literature I - Survey of major authors in American Literature prior to the Civil War. (F) ACTS Equivalent Course Number = ENGL2653

ENG 2483 Bible as Literature I - Analytical/critical study of selected books of the Bible with emphasis on the Old Testament including component genres, literary qualities, and influence. (D)

ENG 2493 Popular Literature - One or more selected topics of popular literature—for example, science fiction, fantasy, sport, detective fiction, and the best seller. (D)

ENG 2503 Bible as Literature II - Analytical/critical study of selected books of the Bible with emphasis on the New Testament including component genres, literary qualities, and influence. (D)

ENG 2563 Special Topics Travel (D)

ENG 2583 Literature for Adolescents - Prerequisite: ENG 1013. A seminar focusing on novels, poetry, short stories, and drama suitable for young adult students in the upper elementary grades, middle school, and high school. (D)

ENG 2603 Bible as Literature III - Analytical/Critical study of selected books of the Bible with emphasis on the component genres, literary qualities, and influence. (D)

ENG 2623 Introduction to Mythology - A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. (D)

ENG 2903 Understanding Movies - This course will introduce students to the notion of viewing and understanding movies critically and seeing them in a larger artistic and cultural context. (D)

Food Science (FDST)

FDST 2203 Introduction to Food Science - Introduction to modern food science and technology. Concepts of food quality, nutrition, sanitation, consumption patterns, and food laws. Overview of careers in food technology. (D)

FDST 2213 Food Chemistry - Prerequisite: CHEM 1013 or equivalent. Covers the functionality and interactions of major food components, carbohydrates, proteins, lipids and water and their impact on food quality. Two hours lecture, two hours laboratory per week. (D)

FDST 2223 Principles of Food Processing - Introduction to the concepts and application of food processing techniques. Concepts include processing of cereals, vegetables, fruits and animal products. Lecture two hours. Laboratory two hours per week. (D)

French (FR)

FR 1013 Elementary French I - Elementary 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. Elementary 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 Elementary French I. (D)

FR 1023 Elementary French II - Prerequisite: FR 1013 or at least one year of high school French. Elementary French II is a continuation of FR 1013. (D)

FR 2013 Intermediate French I - Prerequisite: FR 1023 or two years of high school French. Intermediate French I is a continuation of FR 1023. (D)

FR 2023 Intermediate French II - Prerequisite: FR 2013. Intermediate French II is a continuation of FR 2013. (D)

General Engineering (GENG)

GENG 1103 General Engineering - This introductory course for undergraduates introduces the field of engineering and many of the modeling and problem-solving techniques used by engineers. It also introduces the students to the engineering profession and some of the computer tools necessary for pursuing a degree in engineering.

Geography (GEOG)

GEOG 2603 World Regional Geography - A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns. (D)
ACTS Equivalent Course Number = GEOG2103

GEOG 2613 Introduction to Geography - Emphasizes the physical and cultural patterns of the world. (F, S, Su) ACTS Equivalent Course Number = GEOG1103

GEOG 2621 Physical Geography Lab - Two hours per week. To be taken concurrently with GEOG 2623. (D)

GEOG 2623 Physical Geography - Corequisite: GEOG 2621. This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil and natural vegetation. (D) ACTS Equivalent Course Number = GEOG2223

Geology (GEOL)

GEOL 1001 Environmental Geology Lab - Corequisite: GEOL 1003. Two hour per week lab (Lab fee required). (F, S, Su)

GEOL 1003 Environmental Geology - The study of the earth as habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use. (F, S, Su)

GEOL 1111 Physical Geology Lab - Corequisite: GEOL 1113 Physical Geology. The study of the earth and the modification of its surface by internal and external processes. Includes examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources.

GEOL 1113 Physical Geology - Corequisite: GEOL 1111 Physical Geology Lab. The study of the earth and the modification of its surface by internal and external processes. Includes examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources.

History (HIST)

HIST 1013 World Civilization to 1660 - A survey of world civilizations from prehistory to 1660. (F, S, Su) ACTS Equivalent Course Number = HIST1113

HIST 1023 World Civilization Since 1660 - A survey of world civilizations from 1660 to present. (F, S, Su) ACTS Equivalent Course Number = HIST1123

HIST 2083 History of Arkansas - A survey of Arkansas history from the pre-Colombian period to the present. (F, S, Su)

HIST 2763 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. (F, S, Su) ACTS Equivalent Course Number = HIST2113

HIST 2773 The United States Since 1876 - A survey of changing social, political and economic policies in the United States from reconstruction to the present. (F, S, Su) ACTS Equivalent Course Number = HIST2123

HIST 2893 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. (D)

Health Information Technology (HIT)

HIT 2303 Introduction to Medical Coding - This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to the individual body systems and conditions and lays the foundation for more advanced coding and medical record analysis. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT/HCPCS codes for procedures are emphasized. (D)

Medical Terminology (HP)

HP 2013 Medical Terminology - Covers basic language to medical science and the health professions. It includes word analysis, word construction, spelling and definitions.

Health (HLTH)

HLTH 2513 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. (F, S, Su) ACTS Equivalent Course Number = HEAL1003

HLTH 2523 First Aid and Safety - Fundamentals, techniques, and practice of first aid as prescribed by the Responding to Emergencies course of the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation and traffic. Certification may be earned in standard first aid and community CPR (adult, infant, and child) through the American Red Cross. (D)

HLTH 2553 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. (D)

HLTH 2883 Foundations 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. (D)

Horticulture (HORT)

HORT 2203 Urban Landscaping and Gardening - Principles and practices of residential horticulture emphasizing minimum environmental impact. Covers landscape design or maintenance, gardening, turf, interior plants, and pest control. A course designed for non-majors. Lecture two hours per week, Laboratory two hours per week. (D)

HORT 2253 Fundamentals of Horticulture - Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week. (D)

HORT 2263 Horticulture Technology - Prerequisites: HORT 2253 or PSSC 1303 or BOT 1103. In-depth coverage of structures, equipment, and methodologies of modern horticultural industries. Emphasis on greenhouses, storage facilities, irrigation, nutrition, environmental control, weed, disease, and pest control. Lecture two hours per week, Laboratory two hours per week. (D)

HORT 2273 Vegetable Crops Production - Prerequisite: HORT 2253. Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. (D)

Hospitality Services (HS)

HS 1003 Introduction to Hospitality Services - This course provides an introduction to the elements of the Hospitality Industry. Focus will be given in the 3 primary areas of food & beverage, lodging & tourism, and introduction to business basics.

HS 1013 Sanitation - Introduces food and manger safety for food service operations. Students will use the National ServSafe materials to fully comprehend operating a hazard-free workplace.

HS 1023 Culinary Techniques I - Introduces students to the fundamentals of professional cooking. Students will become competent in culinary terminology, equipment and utensil use, mise en place, knife skills, and basic cooking methods.

HS 1033 Table Services - This course addressed front-of-house standards and service needs of dining establishments.

HS 1043 Cost Control - This course builds a sound foundation of concepts and applications of cost control procedures in food, beverage, labor, and operational expenses. Forecasting, menu pricing, and income statement analysis are also covered.

HS 1113 Bakery & Desserts - This course is an introduction to the theory and techniques of baking and dessert preparation. Students will learn to create a variety of baked goods, chocolates, frozen treats, and plated desserts

HS 1123 Culinary Techniques II - This course focuses on potato, grain, and pasta production. Students will then concentrate on meat fabrication and preparation using various types of meats, game, and seafood.

HS 1133 Hospitality Human Relations - This course offers an analysis of human resource issues in the Hospitality Industry, such as staffing, training, appraisal, and employment law.

HS 1223 Culinary Techniques III - This course focuses on the concept of Garde Manger. The students will prepare a variety of sandwiches, sauces, salads, and appetizers. It will also include preparing specialty items such as sausage, pickles, crackers, and condiments.

HS 1233 Menu Planning – This course is designed to apply the principles of menu planning and lay-out to the development of menus for a variety of facilities and services. Truth in-menu guidelines are highlighted.

HS 1243 International Cuisine - Students will prepare, taste, serve, and evaluate traditional and regional dishes from around the world. Emphasis will be placed on ingredients, flavor profiles, preparation, and techniques representative of the chosen cuisine.

HS 1253 Banquets & Catering - This course is designed as a practical approach to the understanding of catering and banquet management tasks necessary to exceed the needs of the client through the delivery of food, beverage, and related services.

HS 1263 Nutrition - This course will introduce students to the nutrition requirements to lead a healthy life style. The class will focus on the needs of the food industry, which include; menu analysis, nutrition information, and specialty diets.

HS 1323 Culinary Techniques IV - This course will be a capstone of all acquired culinary knowledge. The emphasis will be on culinary projects with real world application. Students will also focus on quantity food preparation.

HS 1333 Marketing for Hospitality - This course focuses on the applications of market research/product service positioning in the Hospitality Industry. Emphasis placed on competitive marketing strategies including sales, advertising, and promotions.

HS 1343 Hospitality Management - This capstone course focuses on daily operations and management functions as they relate to food service facilities.

HS 1353 Purchasing - This course explores purchasing and inventory management processes of food service operations.

HS 1363 Kitchen Design - This course focuses on principles of hotel and restaurant property management and facilities lay-out and design; emphasizing equipment selection, space allocation, guest & production service, traffic flow patterns, and facility operations management.

HS 2013 Introduction to Food & Beverage Management - An introduction to food and beverage operations in various hospitality environments. Emphasizes practical skills and knowledge necessary for effective food and beverage management.

HS 2023 Introduction to Business in Food Services - This course presents the fundamental concepts and techniques applied when managing the financial and business elements of a food service establishment.

HS 2053 Hospitality Services Internship - Students will be placed in a hospitality services industry business as an intern. Students will gain practical experiences in the management and foodservice industry. Student goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

Medication Assistant (HSC)

HSC 1008 Medication Assistant - This is a 115-hour course, Basic Medication Administration Skills, prepares Unlicensed Assistive Personnel for the task of medication administration. The textbook content presents a comprehensive course that includes the following: introduction to medication administration including a brief history of health care, the development of the role of Unlicensed Assistive Personnel, and state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as substance abuse by the individual being cared for by Unlicensed Assistive Personnel as well as by their coworkers. (F)

Humanities (HUM)

HUM 2003 Introduction to Humanities - This course is a study of the history, literature, arts, and philosophy of ancient cultures. It reflects the major historical, artistic, and philosophical trends of different time periods. (D)

High Voltage Lineman (HVLN)

HVLT 1001 Introduction to Utilities - This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview. (F)

HVLT 1101 Power Line Right Away Maintenance and Equipment - This course will provide the student with instruction in power line right away maintenance and clearing. This will include tree trimming, tree felling, brush clearing, and chemical spraying. The student will also receive instruction in chainsaw operation, maintenance and safety.

HVLT 1104 Introduction to Pole Climbing and Groundman - This course is the foundation on which future courses build. In this course class room, the students will be instructed in wood quality requirements, pole inspection techniques, care and fitting of climbing equipment and safety procedures related to pole climbing. This course will instruct the student on the basic expectations for the team member stationed on the ground. It will also include topics such as ropes, knots, and rigging. This course will also include basic safety requirements, CPR, and first aid. (F)

HVLT 1203 Electrical Safety - This course will provide instruction in safety practices related to electrical utilities. Students will be instructed in NESC, NEC as well as OSHA requirements. (F)

HVLT 1401 Heavy Construction Equipment - This course is a continuance of equipment operation. Students will receive instruction in setup procedures, vehicle inspection, hand signals, and safety issues related to the operation of equipment. (S)

HVLT 1403 DC and AC Circuit Analysis - This course will provide the student with the fundamentals of electricity. It will provide a basic understanding of formulas necessary to the field of electricity and electronics. Other topics covered will be the use of meters and how testing is accomplished. (F)

HVLT 1504 Overhead Distribution Systems and Pole Framing - The student will receive instruction in overhead line construction. This course will provide instruction in wire sagging, installing pole mounted equipment, and safety practices. This course is a laboratory course providing instruction in setting poles, materials required, and reading plans. (S)

HVLT 1711 Principles of Operation of High Voltage Distribution Systems - This course will include an overview to substations, transmission systems, and generation systems. Instruction will be provided in electrical devices, i.e. step-up transformers, regulators, capacitors, breakers, fusing, etc. (S)

HVLT 1713 Introduction to Transformers - This course will provide the student with the basic understanding of transformers. This will include transformer construction, operation, connections, transformer loading, and safety. (S)

HVLT 1801 Underground Distribution - Instruction will be provided in trenching, shoring, and tools needed to construct and maintain underground distribution systems. (S)

HVLT 1904 Electrical Capstone Experience I - An employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

HVLT 2103 Introduction to Power Plants - This course will instruct the student in planning, development, maintenance, operations, ecological and environmental considerations of electric power plants. There will also be instruction in power plant safety. (F)

HVLT 2203 Advanced Transformers - This course will give students a fundamental understanding of transformers and transformer banking. This will include three-phase connections, transformer fusing and loading, transformer vectoring, transformer installation, and safety. (S)

HVLT 2253 Substations and Transmission - This course will give students a fundamental understanding of Electrical Substations and Transmission lines. This will include Substation Construction, Maintenance, Control Systems, and Safety. The transmission section will include construction, maintenance, and safety. (S)

HVLT 2604 Electrical Capstone Experience II - Prerequisite: HVLT 1904. This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

Legal (LAW)

LAW 2023 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. (F, S) ACTS Equivalent Course Number = BLAW2003

Leadership (LDR)

LDR 1111 Leadership Development I - This course is designed for students who want to become leaders. The characteristics, qualifications, and responsibilities of leaders will be explored. A portfolio is required which will reflect the information received in the course, characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (F)

LDR 2111 Leadership Development II - Prerequisite: LDR 1111. This course is designed for students who want to become leaders. The course will explore the characteristics, the qualifications, and the responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (S)

Mathematics (MATH)

MATH 0013 College Math - An introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, and graphing linear equations. (This is a non-credit course.) (D)

MATH 0021 Foundations of Mathematical Reasoning – Corequisite: Math 1023. A study of quadratic equations and inequalities, polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem solving. Students who have made a 16, 17, or 18 (or equivalent) on the ACT in Math should consult an advisor about taking this course, OR consent of instructor. LAB – two hours per week.

MATH 0043 Math for Careers - This course is designed to develop advanced computation skills using a personal finance and career context for learning. This course helps develop pre-algebra skills to prepare students for college level algebra courses. This course will develop skills using measurements, graphs, and charts as applied to a career-specific context. (D)

MATH 0053 Mathematical Fundamentals I - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing whole numbers, fractions, decimals, ratio and proportions, and introduction to geometry. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals II. (F, S)

MATH 0063 Mathematical Fundamentals II - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of real numbers, variables and expressions, and polynomials. Other topics include solving and graphing linear equations and factoring polynomials. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals III. (F, S)

MATH 0073 Mathematical Fundamentals III- This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of rational and radical expressions. Other topics include solving quadratic equations and complex numbers. Using modular, mastery-based approach, this course will prepare a student for College Algebra. (F, S)

MATH 0083 Mathematical Fundamentals - This course is the first remedial mathematics course designed to develop and expand basic math skills to prepare student for College Algebra. Required for all students scoring an ACT Mathematics score of 15 or below

MATH 1003 Intermediate Algebra - Prerequisite: MATH 0013 or Math ACT score between 17- 18. 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 (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.) (D)

MATH 1013 Mathematical Applications - Math Applications reviews basic mathematical concepts and builds mathematical concepts in the context of technical areas and builds on those skills to include applications in measurement, using formulas, applied geometry, basic statistics and graphing. Using modular, mastery-based approach, those majoring in certain AAS or TC programs will complete a subset of the modules, completing only the mathematics needed for that major. (F, S)

MATH 1023 College Algebra - Prerequisite: MATH 0083 or Math ACT of 19 or higher. A study of quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem solving. (F, S, Su) ACTS Equivalent Course Number = MATH1103

MATH 1033 Plane Trigonometry - Prerequisite: MATH 1023 or Math ACT of 19-36. A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. (D) ACTS Equivalent Course Number = MATH1203

MATH 1043 Technical Math for Business Applications - This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. (F, S)

MATH 1054 Pre-calculus Mathematics - Prerequisite: MATH 1023 or Math ACT of 22 or higher. Selected topics from algebra, trigonometry, and analytic geometry. (D) ACTS Equivalent Course Number = MATH1305

MATH 1061 Technical Math (Metric Emphasis) - The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in an industrial type environment. (D)

MATH 1063 Metric Math - The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in direct measurements and calculated measurements (e.g., area, torque, speed and flow rate). This course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.) and how to convert between metric and English measurement. (D)

MATH 1083 Quantitative Literacy – Prerequisite: ACT math of 19 or higher. Course includes topics including but not limited to mathematics of contemporary applications used to identify, analyze, generalize, and communicate quantitative and mathematical relationships. (Satisfies state minimum core general education mathematics for non-STEM majors). ACTS Equivalent Course Number = MATH1113

MATH 1093 Math for Hospitality Services - An exploration of standard units of measure and unit conversion, estimation, percent's, ratios, yield tests, recipe scaling, and recipe costing as they relate to the food industry. Students will develop projections and analyze costs in yield tests and recipe pre-costing.

MATH 1103 Technical Mathematics - This course is 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). (F, S)

MATH 1213 Math for Nurses - Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med administration and military time. (LPN to RN transition program) (F, S)

MATH 2113 Mathematics for Elementary Teachers I - Sets, logics, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. Prerequisite, with a C or better in Math 1023. This course may not be used to satisfy general education mathematics requirement. (F)

MATH 2123 Mathematics for Elementary Teachers II - Prerequisite: MATH 2113. Probability and statistics, geometry, and concepts of measurement in 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. (D)

MATH 2143 Business Calculus - Prerequisite: MATH 1023. Topics in elementary differential and integral calculus, stressing applications in business and economics. (S) ACTS Equivalent Course Number = MATH2203

MATH 2183 Discrete Structures - Prerequisite: MATH 1033. This course is recommended for the major in Mid-Level Education with the Math & Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean Algebra, combinations, and probability modeling. (D)

MATH 2194 Survey of Calculus - Prerequisite: MATH 1023. This course is recommended for the major in Mid-Level Education with the Math & Science Specialty. Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences. (D) ACTS Equivalent Course Number = MATH2203

MATH 2204 Calculus I - Prerequisites: MATH 1023 and MATH 1033. First course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. (D) ACTS Equivalent Course Number = MATH2405

MATH 2214 Calculus II - Prerequisite: MATH 2204. Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. (D) ACTS Equivalent Course Number = MATH2505

MATH 2233 Applied Statistics - Prerequisite: MATH 1023. A study of elementary statistics for students in the biological, physical, or social sciences. (D)

MATH 2254 Calculus III - Prerequisite: MATH 2214. 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. (D) ACTS Equivalent Course Number = MATH2603

Mechanical (MECH)

MECH 1002 Blueprint Reading - This course is designed to give the student a building foundation in developing the skills needed to interpret basic engineering drawings in industry. This course is designed for someone with minimum or no prior experience, is planning to enter production work, inspector, set-up personnel, buyers and schedulers, and those planning to enter machining or construction operations. (D)

MECH 1003 Mechanical Maintenance - This course is designed to give the student a building foundation in industrial maintenance. This course is designed for someone with minimum or no experience. The Mechanical Maintenance covers the installation, maintenance, and troubleshooting as well as preventive maintenance techniques. (D)

MECH 1012 Geometric Dimensioning & Tolerance - The Geometric Dimensioning & Tolerance (GDT) is designed to give the student a building foundation in industrial gauging and measurement methods and how they apply to industry standards of ANSI/ASME 14.5M. This course is designed for someone with minimum or no prior experience who is planning to enter machining or construction operations or machine parts, manufacturing or machine assemblers. (D)

MECH 1022 Pneumatics & Hydraulics – Fluid Power I – Pneumatics & Hydraulics course is designed to give students a basic understanding of pneumatics and hydraulics in an industrial environment. Students planning on maintaining and/or operating pneumatic and hydraulic equipment will be given an overview of systems, components, compressors, controls, symbols and circuits of each type of system. (D)

Management (MGMT)

MGMT 2003 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. (D)

MGMT 2023 Introduction to Managerial Finance - Prerequisites: ACCT 2003, ACCT 2013, and ECON 2313 or ECON 2323 recommended. An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial are sources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision making. (D)

MGMT 2043 Supervisory Management - Responsibilities of first line supervisors; development of techniques and skills in employee communications, decision making, motivation, leadership and training. (Su)

MGMT 2063 Management of Marketing Organizations - Prerequisites: ACCT 2003 and ECON 2313 recommended. 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. (D)

MGMT 2073 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. (D)

MGMT 2083 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. (D)

MGMT 2153 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. (D)

Management Information Systems (MIS)

MIS 1033 Introduction to Computers - A required introductory course for all degree seeking students. This course introduces the student to the components of microcomputer systems and to the application of software packages for microcomputer systems. Students will gain “hands on” experience using popular business application software including word processing, e-mail operations, spreadsheets, and presentation graphics. (F, S, Su) ACTS Equivalent Course Number = CPSI 1003

MIS 1041 Basic Web Design with MS Office - Sub-Title: How to Create a Web page Using MS Office. A basic introduction to creating web pages using a program with which most individuals are familiar. (Microsoft Office) (D)

MIS 1323 Integrated Business Projects (IBP) - Capstone experience designed to integrate student’s abilities in word processing, spreadsheets, database, graphics and business communication in a project-based simulated work situation. Prerequisites: With consent of Instructor (D)

MIS 1373 Database Management - Prerequisites: MIS 1033 or MIS 1503. 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. (F, S)

MIS 1401 Introduction to Microsoft Access - Sub-Title: What you Wanted to Know about MS Access but were Afraid to Ask. A basic introduction to Microsoft Access leading to an understanding of the functions and uses of the program. (D)

MIS 1413 Multimedia Applications - Prerequisites: MIS 1033 or BSYS 1543. Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software. (F, S)

MIS 1443 Technical Computer Applications - This course will include PC basics, browsing and searching the Web, sending e-mails and attachments, writing and printing documents, spreadsheets and databases, working with graphics, and working with industry specific software. (F, S)

MIS 1503 Microcomputer Applications - Prerequisite: MIS 1033. An introductory course to the components of microcomputer systems and in the application of software packages for microcomputer systems. Students will gain “hands on” experience using popular business application software including word processing, e-mail operations, spreadsheets, databases, and presentation graphics. (F, S, Su)

MIS 1513 Microcomputer Applications II - Prerequisite: MIS 1503. An intermediate 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, and the integration of word processing, spreadsheet applications, databases, and presentation graphics. (D)

MIS 2013 Web Page Design - Prerequisites: MIS 1503 or MIS 1033. This course provides instruction on the development of web pages using basic HTML and web page authoring software. Students should be familiar with the internet and the World Wide Web. Students will be provided with a thorough introduction of HTML and basic web page design concepts. (D)

MIS 2033 Visual Basic Programming - Prerequisite: MIS 1503. An introduction to object oriented high level programming language. Emphasis will be on designing full featured GUI applications that exploit the key features of Microsoft Windows. (D)

MIS 2103 Introduction to Electronic Commerce - This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. This course will cover discussions of both business to customer and business to business commerce. It will also familiarize students with important security issues, such as spam, phishing, legal, ethical and their role in organized crime, identity theft, and online payment fraud. (D)

MIS 2203 Structured Programming Using COBOL - Prerequisite: MIS 1503. 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. (D)

MIS 2403 Introduction to Database Management - Prerequisite: MIS 1503. 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. (D)

MIS 2511 Special Topics in Computer Applications (D)

MIS 2512 Special Topics in Computer Applications (D)

MIS 2513 Special Topics in Computer Applications (D)

MIS 2523 Special Topics in Computer Applications (D)

MIS 2533 Special Topics in Computer Applications (D)

MIS 2813 Desktop Publishing Applications - Prerequisite: MIS 1503. An introduction to desktop publishing concepts. This course concentrates on design, creation, formatting and revision of business documents using microcomputers with desktop publishing software. Students will learn terminology, layout techniques, graphics creation and manipulation, text integration and other desktop publishing principles. (D)

MIS 2873 Structured Programming in the C Language - Prerequisites: MIS 2203 and/or MIS 2033. 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. (D)

Marketing (MKTG)

MKTG 1013 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. (F, S) ACTS Equivalent Course Number = BUSI1013

Music (MUS)

MUS 1211 Elementary Piano I - This course is designed for non- music majors, but it could be a prerequisite for music majors. This is a study of different styles of piano solos that begins with the fundamentals and moves at a fast pace for adults. This course also teaches music theory and scales. (D)

MUS 1221 Elementary Piano II - This course is designed for students who have completed level one or for students who have taken piano a year or longer. It is a continuation of piano study after the completion of level one as it teaches music theory and scales along with piano solos of different styles. (D)

MUS 1361 ASUN 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. Large ensemble courses may be repeated for credit. (D)

MUS 1371 ASUN Singers II - 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. Large ensemble courses may be repeated for credit. (D)

MUS 1381 ASUN Singers III - 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. Large ensemble courses may be repeated for credit. (D)

MUS 2371 ASUN Singers IV - 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. Large ensemble courses may be repeated for credit. (D)

MUS 2503 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. (F, S, Su) ACTS Equivalent Course Number = MUSC1003

MUS 2803 Special Topics in Music (D)

Physical Education (PE)

PE 1001 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. (D)

PE 1011 Fitness for Life I - A course designed for students who wish to improve their personal fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. (D)

PE 1021 Fitness for Life II - Prerequisite: PE 1011. A course designed for students who wish to enhance their personal physical fitness through the development of strength, cardiovascular endurance, and flexibility. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities. This course is a continuation of Fitness for Life I and focuses on further enhancement of fitness levels. (D)

PE 1022 **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 wellness. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis is upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements. (D)

PE 1032 **Aerobics II** - Prerequisite: PE 1002. Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are covered. Especially emphasized are 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. (D)

PE 1421 **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. (D)

PE 1461 **Archery** - Fundamentals, techniques, and practice in recreational archery. (D)

PE 1471 **Bowling** - A course 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. (D)

PE 1481 **Beginning Tennis** - Introduction to the basic skills, rules, and strategy of tennis. (D)

PE 1491 **Badminton** - Introduction to the skills, rules, and strategies of badminton. (D)

PE 1501 **Beginning Golf** - Introduction to the basic skills, rules, and strategies of golf. (D)

PE 1601 **Soccer** - Introduction to the basic skills, rules, and strategies of soccer. (D)

PE 1611 **Basketball** - Introduction to the skills, rules, and strategies of basketball. (D)

PE 1621 **Volleyball** - Introduction to the skills, rules, and strategies of volleyball. (D)

PE 1623 Concepts of Fitness - Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a life quality; provides opportunities for psychomotor development. A required course of physical education majors. (F, S, Su)

PE 1651 Softball - Introduction to the basic skills, rules, and strategies of softball. (D)

PE 1841 Ballroom Dancing - The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others. (D)

PE 1851 Hip Hop Dance - A class for teens and adults who are beginning or who wish to continue to develop vocabulary, concepts, and hip hop dance styles, while focusing on the enjoyment derived from this activity. (D)

PE 1861 Aerobics Dancing/Exercise I - The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development. (D)

PE 1871 Aerobics Dancing/Exercise II - Prerequisite: PE 1861. A continuation of PE 1861. (D)

PE 1883 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. (D)

PE 2421 Intermediate Racquetball - Prerequisite: PE 1421. 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. (D)

PE 2792 Folk and Square Dancing - The study and practice of folk dances of various countries, with emphasis on performing and calling square dances. (D)

PE 2811 American Square and Round Dance - The techniques and basics of square and round dancing. (D)

PE 2892 Fitness and Motor Development - A basic orientation and screening course for physical education majors. Motor ability and physical fitness testing will be used. (D)

Philosophy (PHIL)

PHIL 1103 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. (F, S) ACTS Equivalent Course Number = PHIL1103

Phlebotomy (PHL)

PHL 1101 CPR & First Aid - The fundamentals of Basic First Aid and American Heart Association CPR for the Professional Rescuer, basic anatomy, physiology, and the latest techniques of CPR are taught. (F, S)

PHL 1102 Phlebotomy Clinical - Prerequisites: A grade "C" of better in PHL 1101, PHL 1105. Provides for experience in planning, implementing, evaluating, and participating in vein puncture and specimen collection in hospital, clinic laboratories, and health services areas. Students will work one on one with preceptor in the clinic area. Graduates of the program may work in a hospital clinic or doctor's office laboratory. (F, S)

PHL 1105 Phlebotomy - Provides instruction on the fundamentals of Phlebotomy through lectures, discussion and films with return demonstration of skills. (F, S)

Photography (PHT)

PHT 1101 Basic Photography I - Elements of composition, camera and digital techniques. Practical experience in application of digital photography and printing/output theories. (D)

PHT 1201 Personal Digital Darkroom - Student will learn to manipulate, store, and print digital photos. Emphasis will be placed on using Photoshop Pro Software as the enhancement tool for the digital photographs. (D)

PHT 1801 Advanced Photography - Prerequisite: Instructor consent. Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer and software. (D)

Physical Science (PHSC)

PHSC 1101 Earth Science Lab - This lab course investigates Earth's major physical systems, including the lithosphere, hydrosphere, and atmosphere, as well as Earth's place in the solar system. As such, this course provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. It is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs.

PHSC 1103 Earth Science – This course investigates Earth’s major physical systems, including the lithosphere, hydrosphere, and atmosphere, as well as Earth’s place in the solar system. As such, this course provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. It is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs.

PHSC 1201 Physical Science Lab - Corequisite: PHSC 1203. Two hour per week lab (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = PHSC 1004

PHSC 1203 Physical Science - Prerequisite: MATH 1003. 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. (F, S, Su) ACTS Equivalent Course Number = PHSC1004

Physics (PHYS)

PHYS 1101 Introduction to Space Science Laboratory - Corequisite: PHYS 1103
Special course fees may apply. (D)

PHYS 1103 Introduction to Space Science - Prerequisite: MATH 1013 or Math score of 16. A survey of the basic principles of science with emphasis on physics through their application to study about our place in the cosmos. Lecture three hours. This course will meet the general education requirements for physical science if taken with PHYS 1101. Special course fees may apply. (D)

PHYS 2034 University Physics I - Corequisite: Math 2204. Introduction to the principles of mechanics, wave motion, temperature and heat, with calculus. Lecture three hours per week and practicum two hours a week.

PHYS 2044 University Physics II - A continuation of PHYS 2034. Prerequisite: PHYS 2034. Corequisite: MATH 2214. Topics covered include electricity magnetism, light and geometric optics. Lecture three hours per week and practicum two hours a week.

PHYS 2054 General Physics I - Prerequisite: MATH 1033. The essentials of mechanics, heat, materials and simple harmonic motion. (D) ACTS Equivalent Course Number = PHYS2014

PHYS 2064 General Physics II - A continuation of PHYS 2054. Prerequisite PHYS2054. The essentials of electricity, magnetism, wave motion, light and modern physics. : (D) ACTS Equivalent Course Number = PHSY2024

PHYS 2133 Survey of Physics for the Health Professions - Prerequisite: MATH 1023. A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. (F, S)

Plumbing (PLB)

PLB 1114 Plumbing Technology I - The course encompasses the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic knowledge in the techniques of pipe joining, pipe cutting and pipe threading and the basics of single fixture and water heater installations. (F)

PLB 1124 Plumbing Technology II - The course continues the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic gas piping procedures and vent sizing and the basics needed for the installation and maintenance of hot water heating systems. (S)

PLB 1214 Plumbing Technology III - The course continues the fundamentals of trade math, basic drawing and specifications of plumbing systems, more advanced skills for drainage piping and fittings including brazing and soldering, and basic troubleshooting of plumbing systems. (F)

PLB 1224 Plumbing Technology IV - The course continues the fundamentals of trade math, drawing and specifications of plumbing systems, basic skills for selecting, measuring, cutting, threading pipe, joints, leaks, and venting according to code for gas system appliances. (S)

PLB 1314 Plumbing Technology V - The course continues the fundamentals of trade math, with angle drawing and specifications of plumbing systems, estimations of labor and materials for minor plumbing installations and repair, advanced piping for water supply and distribution, sanitary and storm drainage and advanced venting requirements. (S)

PLB 1324 Plumbing Technology VI - The course provides a review of all training concepts. In depth study of the Code book, completion of all apprenticeship requirements and preparation for the state required exam. (S)

Practical Nursing (PN)

PN 1012 Body Structure & Function - Prerequisite: Admission to Practical Nursing Program. 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 normal. The effects of IV medication on specific body systems will be integrated into this course. (F, S)

PN 1022 Nutrition - Prerequisite: Admission to Practical Nursing Program. Covers the principles of good nutrition for all age groups. The food pyramid guide, vitamins, carbohydrates, fats and proteins are taught, as well as calorie food values and energy needs. The use of special diet therapy in specific diseases and the application of this diet therapy through planning menus for specific modified diets. (F, S)

PN 1101 Nursing of the Geriatric Patient - Prerequisite: Admission to Practical Nursing Program. Includes normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. (F, S)

PN 1113 Pharmacology I - Prerequisite: Admission to Practical Nursing Program. Provides instruction in basic math fundamentals as well as dosage calculation. Topics include; metric system, apothecaries system, household system, conversions including temperature conversions, fractions, decimals, percentages, interpretation of drug labels, syringe types, Roman numerals, reconstitution and mixing of medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing medications, and proper documentation of medications as well as the Six Rights of Medication administration and military time. (F, S)

PN 1122 Nursing of Children - Prerequisite: Admission to Practical Nursing Program. Covers the nursing of infant through adolescence, the behavior of well & sick children. (F,S)

PN 1206 Basic Nursing Principles and Skills - Prerequisite: Admission to Practical Nursing Program. This includes the fundamental principles, skills and attitudes needed to give nursing care and prevent the spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with the skill, safety and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report and record observations. This course will also include professional development, ethical and legal responsibilities and communication skills. (F, S)

PN 1404 Clinical I - Provides supervised experience in performing common procedures learned in basic nursing theory. Also provides for experience in planning and implementing, giving and evaluating care of the geriatric client in a long-term facility. Rotations are provided in a variety of clinical settings. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. (F, S)

PN 2101 IV Therapy - Prerequisites: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co- requisite: PN 2113. Provides the student with instruction of administration and monitoring of the client with an IV as allowed in the Nurse Practice Act. (S, Su)

PN 2113 Pharmacology II - Prerequisites: must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. Includes medication administration and basic forms of medications. Topics include; purposes, properties, actions, and reactions associated with specific drugs as they affect various body systems and the different effects seen with various routes including intravenous. (S, Su)

PN 2122 Nursing of Mother and Infants - Prerequisite: must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Corequisite: PN 2113. Covers the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing are anatomy, physiology, communication skills, prenatal care, labor & delivery, postpartum care, family planning and care of the newborn. (S, Su)

PN 2131 Mental Health - Prerequisite: Also must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. Covers common conditions of mental illness, prevention, care, and treatment of patients suffering from abnormal and normal responses. (Su)

PN 2206 Medical/Surgical Nursing I - Prerequisites: must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Corequisite: PN 2113. Covers the introduction to and common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of both short and long-term duration, including nutrition and administration of drugs to cancer patients, skin, muscular skeletal, GI, nervous and respiratory system disorders and other related systems. (S, Su)

PN 2212 Medical/Surgical Nursing II - Prerequisites: PN 2206 Also must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Corequisite: PN 2206. A continuation of the study of common conditions of illness and nursing care of patients in acute, sub- acute or convalescent stages of illness and other related medical and surgical conditions. (Su)

PN 2406 Clinical III - Prerequisites: must have a “C” or better in PN 1012; PN 1022; PN 1101; PN 1113; PN 1122: PN 1206; PN 1404; Corequisites: PN 2131; PN 2206. Provides for clinical experiences in the care of patients with Medical/Surgical conditions learned in Medical/Surgical Nursing II and the care of the client with mental health difficulties. Additional experience with OB and Pediatric patients may be included. (F, Su)

PN 2407 Clinical II - Prerequisite: must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, and PN 1404; Corequisite: PN 2122. Provides for clinical experience in the care patients with medical/surgical conditions learned in Medical Surgical Procedures as well as obtaining experience in the care of the OB client and the newborn during the labor and delivery process and the postpartum period. Clinical experience will also include care of the pediatric client. (F, S)

PN 2700 Supervised Experience in Practical Nursing - Prerequisite: Enrollment in approved number of credit hours by departmental approval only. Provides supervised experience in a variety of approved nursing situations. Students contract for the number of clock hours and type of experiences to be completed. Variable number(s) of credit hours available. (D)

Political Science (POSC)

POSC 2103 Introduction to United States Government - A survey of the structure and process of American national government. Focus on the constitution, government, and politics of the United States. (F, S) ACTS Equivalent Course Number = PLSC2003

POSC 2203 State and Local Government - An examination of the basic principles and problems with state and local governments and the administration of their programs. (D) ACTS Equivalent Course Number = PLSC2103

POSC 2323 Principles of International Relations - A survey of contemporary international problems and issues as they relate to the foreign policies of the major powers. (D)

Plant Science (PSSC)

PSSC 1301 Plant Science Laboratory - Introduction to agronomic and horticultural concepts related to crop anatomy, growth/ development, physiology, and pest identification and management. (D)

PSSC 1303 Introduction to Plant Science - Agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations, and production and protection practices. (F, S)

PSSC 2323 Agricultural Chemicals - Prerequisites: CHEM 1013 and CHEM 1011. Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. (D)

PSSC 2803 Field Crops - Field crops, types and varieties. Lecture two hours, laboratory two hours per week. (F, S)

PSSC 2811 Soils Laboratory - Corequisite: PSSC 2813. (D)

PSSC 2813 Soils - Prerequisites: CHEM 1013 and CHEM 1011. Origin, classification, physical and chemical properties of soil and environmental considerations. (D)

Psychology (PSY)

PSY 2013 Introduction to Psychology - A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior. (F, S, Su) ACTS Equivalent Course Number = PSYC 1103

PSY 2023 Contemporary Psychology - Prerequisite: PSY 2013. Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. (D)

PSY 2533 Lifespan Development - A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. (F, S) ACTS Equivalent Course Number = PSYC 2103

Renewable Energy Technology (RET)

RET 1003 Introduction to Renewable Energy Technology - This course introduces the concepts, methodologies and sources of renewable energy. Energy production and the environmental impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydro-electric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment. (F, S, Su)

RET 1013 Biofuels – History of biodiesel and early applications. Understanding biochemical methods involved in the generation of biodiesel from feed stocks, animal fats, and waste vegetable oil. Social, environmental, and economical aspects of the production and usage of biodiesel, as well as the structure and function of ethanol, and uses. Defines the fundamental processes involved in ethanol production. Identifies social, environmental, and economical effects of using ethanol as a fuel source. (F, S, Su)

RET 1024 Process Instrumentation - Intensive combined lecture/lab course designed to expose students to the spectrum of analytical instruments utilized in modern biofuels production. (S)

RET 1035 Bioprocess Practices - Prerequisites: CHEM 1011, CHEM 1013. Involves in-depth examination of the methods utilized in the production of biofuel throughout the plant manufacturing process. The laboratory provides a hands-on experience of producing and testing biofuel. (F)

RET 1114 Biomass and Feedstocks - This course is designed to provide students with content related to the sources, properties, and production of bio- mass feedstock; harvesting, transportation, storage, and processing. The course includes a detailed study of the form, structure, function, and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry. Emphasis is placed on the study of types of biomass (i.e., annual crops, forestry byproducts, organic waste, landfill gas, etc.) economic costs, sustainability, waste products, and employment issues. Students will investigate photosynthesis, be introduced to biomass gasification by generating biomass gases, convert energy and mass from one form to another, examine the conditions that produce the highest conversion yields, discover the most efficient manners of producing biodiesel, and identify and conduct experiments with other potential catalysts. (S, Su)

RET 1713 Safety - This course emphasizes the importance of safety and sanitation in the industrial plant setting. Attention is focused on meeting federal safety regulations, setting up safety programs, and training in the concepts and practices used in industries. (F, S)

RET 1804 Internship - This course is a cooperative internship between industry and education and is designed to integrate the students' technical studies with industrial experience. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required for RET internship. Prerequisites: 45 credit hours toward graduation in the A.A.S.G.T. Renewable Energy Technology program, registration for the internship during the preregistration period prior to the semester of enrollment and completion of an Internship Agreement. (F, S, Su)

Registered Nursing (RNSG)

RNSG 2119 Nursing Process I - (9 hrs credit, 9 hrs/wk lecture) Prerequisite: Admission to the ARNEC program; Corequisite: RNSG 2123. This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives.

These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse.

This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual

on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. (S)

RNSG 2123 Nursing Practicum I - Prerequisite: Admission to the ARNEC program; Corequisite: RNSG 2119 (3 hrs credit, 9 hrs/wk practicum) - This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. (S)

RNSG 2216 Nursing Process - Prerequisites: RNSG 2119, RNSG 2123; Corequisite: RNSG 2413 (6 hrs credit, 8 hrs/wk lecture) - This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care.

The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness/illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. (Su)

RNSG 2413 Nursing Practicum II - Prerequisite RNSG 2119, RNSG 2133; Corequisite: RNSG 2216 (3 hrs credit, 9 hrs/wk practicum) - This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will

engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. (Su)

RNSG 2511 NCLEX-RN Preparation - Prerequisites: RNSG 2119, RNSG 2123, RNSG 2216, RNSG 2413; Corequisites: RNSG 2518, RNSG 2523 - (1 hr credit, 1 hr/wk lecture) - This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. (F)

RNSG 2518 Nursing Process III - . Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123; Corequisites: RNSG 2511, RNSG 2523 (8 hrs credit, 8 hrs/wk lecture) - This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will experience basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long- term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. (F)

RNSG 2523 Nursing Practicum III - Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123; Corequisites: RNSG 2518, RNSG 2511 (3 hrs credit, 9 hrs/wk practicum) - This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. (F)

Secondary Teaching Education (SCED)

SCED 2514 Introduction to Secondary Teaching - Prerequisites: 15 hours, Praxis and portfolio. Introduces prospective educators to the historical, philosophical, legal, political, and technological factors affecting American education. Includes thirty clock hours of field/campus-based secondary teaching experiences. (F, S)

Solar Energy (SE)

SE 1003 Introduction to Solar Energy - This course provides an introduction to electricity using solar/photovoltaic technologies. The course begins with a basic history of solar technology, solar technology advancements over the last 100 years and an overview of solar energy that culminates with hands on photovoltaic array installation. Topics also include basic residential and commercial solar electric and thermal system design and installation, markets and applications, and emerging technologies. (S)

Sociology (SOC)

SOC 2213 Principles of Sociology - A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life. (F, S, Su) ACTS Equivalent Course Number = SOCI1013

SOC 2223 Social Problems - Prerequisite: SOC 2213. 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. (D) ACTS Equivalent Course Number = SOCI2013

SOC 2233 Introduction to 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. (D) ACTS Equivalent Course Number = ANTH2013

Spanish (SPAN)

SPAN 1013 Elementary Spanish I - Elementary Spanish I is designed to teach Spanish language and culture as complementary topics of study. Students will learn authentic, simplified Spanish and use it in the context of actual communication. Elementary 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 Elementary Spanish I. (F, S, SU) ACTS Equivalent Course Number = SPAN1013

SPAN 1023 Elementary Spanish II - Prerequisite: SPAN 1013 or at least one year of high school Spanish. Elementary Spanish II is a continuation of Elementary Spanish I. (F, S, SU) ACTS Equivalent Course Number = SPAN1023

SPAN 2013 Intermediate Spanish I – Prerequisite: SPAN 1023 or two years of high school Spanish. Intermediate Spanish I is a continuation of Elementary Spanish II. (F, S, SU) ACTS Equivalent Course Number = SPAN2013

SPAN 2023 Intermediate Spanish II – Prerequisite: SPAN 2013. Intermediate Spanish II is a continuation of Intermediate Spanish. (F, S, SU) ACTS Equivalent Course Number = SPAN2023

SPAN 2103 Spanish for the Healthcare Profession - Instruction in Spanish related to health care professions including basic written and oral vocabulary and composition, dialogues, and cultural information relevant to health care professionals. (D)

Speech (SPCH)

SPCH 1203 Oral Communication - A basic speech course in which an understanding of the fundamentals of communication theory and proficiency in the use of oral communication skills are developed. (F, S, Su) ACTS Equivalent Course Number = SPCH1003

SPCH 2233 Oral Interpretation - The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature. (D)

SPCH 2243 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 learner with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. (D)

Special Education (SPED)

SPED 2613 Introduction to Exceptional Children - An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation. (D)

Surgical Technician (SUR)

SUR 1001 Basic Operating Room Techniques Lab - Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience. (F)

SUR 1003 Basic Operating Room Techniques - Orientation to surgical techniques with emphasis on basic patient care concepts, asepsis, and the surgical environment, and case preparation and procedures before, during, and after surgical procedures. (F)

SUR 1005 Wound Care - Prerequisites: SUR 1003 and SUR 1001. Promoting successful wound care with emphasis on aseptic technique. Applying actual wound care components which include cleaning, dressing, determining frequency of dressing changes, and reevaluation of wound. (F)

SUR 1202 Clinical Practicum I - Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/ disinfection and aseptic techniques. (F)

SUR 1303 Medical Terminology - Introduction to commonly used medical abbreviations and terminology used in the health care setting. (F)

SUR 2002 Perioperative Practice - Overview of surgical technology as a profession. Explores standards of care, criteria for professional growth and ethical and legal issues surrounding the profession. (S)

SUR 2003 Advanced Operating Room Techniques Lab - Prerequisite: SUR 1001. Guided practice on specialty procedures with emphasis on functioning independently during clinical experience. (S)

SUR 2005 Advanced Operating Room Techniques - Prerequisites: SUR 1003 and SUR 1001. Emphasis placed on specialty procedures and instrumentation. (S)

SUR 2204 Clinical Practicum II - Prerequisite: SUR 1202. Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures. (S)

SUR 2302 Pharmacology for Surgical Technology - Introduction to the classifications, actions, and uses of drugs. Calculations of dosages and drug preparation with emphasis on varying surgical procedures. (S)

SUR 2518 Clinical Practicum III - Supervised clinical experience. Four (4) week rotation of clinical experiences on an advanced level. (Su)

SUR 2702 Seminar - Review of major theoretical and technical concepts of the surgical technician profession. (Su)

Social Work (SW)

SW 2203 Introduction to Social Work - This is the required introductory course for social work majors. Students will examine the emerging profession of social work and its role in various social programs. A history of social welfare events and philosophies will be given in order to assess present services. This is a basic overview course and not an in-depth study of social work. This course is not intended to teach how to interview, how to be a counselor, or how to conduct case management. This course will, however, teach assessment of adequacy/inadequacy of resources, prevailing attitudes and influences, and trends during various periods of history. (D)

Telecommunications (TCOM)

TCOM 1003 Installer - This course focuses on the fundamentals of basic electricity and DC/AC, data, voice and video cabling methods, techniques and standards, and safety procedures including climbing ladders and electrical poles. (F)

TCOM 1012 Security and Alarm Systems - This course will prepare students for entry level careers in security and alarm system installation and repair. Emphasis will be placed on hands on training with common security and alarm system equipment. (Su)

TCOM 1013 Installer Technician - Prerequisite: TCOM 1003. This course will prepare the student for a career in the Telecommunications field. The majority of this course will consist of hands on activities that mimic the tasks the student will use on the job on a day to day basis. (S)

TCOM 1103 Introduction to Networking - The course teaches the fundamentals of networking and data communications and outlines how the all-digital network transports voice, video, and data. This is the first networking course offered in the Telecommunications program that helps prepare the student to sit for the Cisco Certified Entry level Networking Technician (CCENT) certification exam. (F)

TCOM 1133 Fiber Optics - Outside Plant - An introduction to fiber optics as a telecommunications medium. Emphasis will be placed on the outside plant including aerial and underground installations. Students will learn correct fiber optic cable installation procedures, fusion splicing and measurement techniques. Students will also learn correct procedures to test and troubleshoot the fiber plant with an OTDR. (F)

TCOM 1143 Internetworking/ TCP/IP - Prerequisites: TCOM 1103; TCOM 1113. This course is designed to teach networking concepts by applying them to a type of network you might encounter on the job in a small to medium business or ISP. The course introduces the student to the help desk and emphasizes soft-skills. The course also educates students in device configuration, routing, ISP services and responsibilities. (S)

TCOM 1233 PCs for Telecommunications I - Introduces the student to PC hardware fundamentals and basic troubleshooting of components in a personal computer. Extensive hands on labs will prepare students to troubleshoot and maintain modern computer systems. This course maps directly to and prepares a student to sit for the 2009 CompTIA A+ Essentials exam. (F)

TCOM 1303 PCs for Telecommunications II - Prerequisite: TCOM 1233. The PCs for Telecommunications II course continues the study of personal computers for use as interface devices and focuses on operating systems used by personal computers and advanced troubleshooting techniques. (S)

TCOM 1803 Service Technician - Prerequisite: TCOM 1003. This course teaches the basic characteristics and functions of the feeder line system, active and passive devices, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable and connectorization, and an overview of fiber optics. (S)

TCOM 1853 Troubleshooting Advanced Services - Prerequisite: TCOM 1003. Describes advanced services problems, instructing the student in the isolation and resolution of those problems including troubleshooting digital channels, remote control problems, picture and audio quality problems, verifying digital set-top terminal configuration and operation and using digital set-top terminal diagnostic screen. (S)

TCOM 2953 Internship: Telecom Engineering Planning - Provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establishing learning objectives and coordinate learning activities with employer or work site supervisor. Prerequisite: Completion of 36 hours toward the Technical Certificated in Telecommunications. (Su)

Technical (TEC & TECH)

TEC 1753 Basic Mechanics - This course introduces the principles involved in the performance of mechanical work. Various drive types, gears belts, pumps, pipes and other mechanisms will be included. (S)

TEC 1763 Basic Electricity I - An introduction to basic electrical terminology, units, symbols, concepts, notation, basic measurement techniques and equipment usage. Topics include charge, AC/DC current and voltage, resistance, Ohm's Law, power, series and parallel circuits, and basic troubleshooting techniques. (S)

TECH 1002 Introduction to Welding - Corequisites: DT 1002; DT 1032; DT 1042; DT 1153; DT 1512. This is an introductory course into welding technology. In this course students will be instructed in proper welding techniques, safety, material selection, and testing practices for welded structures. (F, S)

TECH 1012 Welding II - A continuation of the topics in TECH 1002. (F, S)

TECH 1023 Industrial Mechanical Maintenance – Maintenance personnel are responsible for an ever-expanding range of industrial processes and building systems. This course will introduce students to the many different types of maintenance tasks and skills necessary to recognize complex problems caused by different parts of a system. Students will explore the fundamental maintenance and troubleshooting principles, procedures and practices required on bearings, couplings, valves, pumps, belts, chains and industrial gearing. Safety, service and repair principles are also explained through common industrial examples and equipment. (D)

TECH 1033 Computer Aided Design - This course is designed to expand on the introductory industrial manufacturing courses and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of industrial manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in industrial manufacturing environment. (D)

TECH 1043 Principles of Industrial Hydraulic - This course is an elementary course which is designed to introduce a student to hydraulics as it related to industrial machinery. Modern industrial equipment makes use of many fluid power systems where the fluid is either a liquid, oil, or gas, air. Students will gain experience on actuators, types of fluids, valves, pumps, motors, reservoirs, coolers and filters used industrial manufacturing plants. Students will demonstrate their knowledge and proper use of Personal Protective equipment and Lock Out Tag Out. (D)

TECH 1053 Basic Electrical Schematics & Motor Controls- This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. The course includes the study of magnetism, induction, generation of electricity, the wide array of field devices used by industry and manufacturers, single and three-phase electrical service and their wave-forms are studied both as theory and in practical applications. An intense study of Ohm's Law as it applies to series and parallel circuits is implemented providing hands-on wiring of single and three-phase motors and various control circuits, such as, but not limited to, Stop-start-run, jog, seal-in control circuits, which are examined and tested. Upon completion, participants should be able to read and interpret basic electrical drawings with an emphasis on Ladder Diagrams and Ladder Logic Diagrams. Students will demonstrate their ability to construct both control and power circuits from schematic diagrams and the ability to trouble-shoot the systems built in the lab. (D)

TECH 1063 Principles of Industrial Automation – This course will introduce students to articulated arm servo robotics and their industrial applications. Additionally, this course will introduce students to a wide variety of applications used in the industrial environments such as: assembly, material handling, machine tending and inspection. Students will learn and work with a 5-axis articulated servo robots, computer based controller, gripper, teach pendant, on-line/off-line programming software, cable sets used in theory and lab settings. Extensive programming capability is provided with the powerful MCL II programming language to deliver an unparalleled learning experience. (D)

TECH 1073 Mechatronics – The Mechatronics course is designed to provide a field study of focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. This course will give instruction on how to step up, maintain and troubleshoot machinery found in the industrial manufacturing environment. (D)

TECH 1083 Industrial Motor Controls & PLC's – Those completing the course will be able to: (1) identify a power circuit and a control circuit; (2) demonstrate an understanding of the logic associated with the control circuit by tracing a control circuit and discussing the parts and the purpose behind each; (3) demonstrate basic knowledge pertaining to troubleshooting a failed circuit and give a general explanation of the cause of the failure; (4) demonstrate an understanding of Safety rules by following Lock/Out – Tag Out procedures when troubleshooting a circuit; (5) be able to replace heaters and fuses, check continuity, and do basic voltage testing. The course is an overview of PLC's including hardware components number systems and codes, and the basics programming and applications. This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment LOTO, PPE and safety. (D)

TECH 1093 Industrial Process Controls- This course will introduce new concepts related to engineering and problem solving, however, the primary function of this course will be to serve as a venue for student to place all previous learning into a manufacturing context. Students will learn the two most common types of process control systems, flow and liquid level and the basic concepts on which other systems are based. Students will learn to calibrate, adjust, install, operate and connect these process control systems. (D)

TECH 2091 Mechatronics III - The Mechatronics course is designed to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas are all areas combine together to operate, maintain and trouble shoot a manufacturing scenario. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (Su)

TECH 2093 Mechatronics I - The Mechatronics course is designed to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics I are pick and place feeding, gauging, orientation processing and sorting and buffering machinery in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (F)

TECH 2193 Mechatronics II - The Mechatronics course is designed to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics II are Servo Robotics, Mechanical Torque and Automated Inventory Storage type systems found in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (S)

Theatre (THEA)

THEA 1203 Introduction to Theatre - Prerequisite: ENG 1003. 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. (D)

THEA 1213 Beginning Acting - Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays. (D)

THEA 2223 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. (D)

THEA 2233 Stage Makeup - Basic principles of stage makeup application and design. Emphasis will be placed on the design of makeup for characters in shows as well as introduction into prosthetics and special effects makeup. (D)

THEA 2243 Stage Costume Construction – Prerequisite: THEA 2223. The exploration of the history and design of costumes through a variety of projects. (D)

THEA 2251 Theatre Workshop I - Open to all interested students. Major plays will be produced; students will work both on stage and backstage. (D)

THEA 2261 Theatre Workshop II - Continuation of THEA 2251 Prerequisite: THEA 2251 (D)

THEA 2271 Theatre Workshop III - Prerequisite: THEA 2261. The second year in the workshop sequence. Open to all interested students by permission of the instructor. (D)

THEA 2281 Theatre Workshop IV - Prerequisite: THEA 2271. Continuation of THEA 2271 (D)

THEA 2503 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 dramatic presentations is required. (F, S, Su) ACTS Equivalent Course Number = DRAM1003

University (UNIV)

UNIV 1001 College and Life Skills -Designed to assist students in obtaining information and skills necessary to succeed in college and life. The class will give the student information on campus programs, class resources, and life skills will be presented along with a special emphasis on soft skills. College and life skills is to be taken by all first time entering students with less than fifteen (15) hours. (Full-time students must take this course during the first semester and part-time students need to take this course within the first two (2) semesters). (F, S, Su)

Wind Energy (WE)

WE 1003 Introduction to Wind Energy - Students will be exposed to the many facets of the wind industry. This course will cover the history and development of the wind industry, terminology used in the wind industry setting, types and uses of various wind turbines and technologies associated with them, environmental, ecological, and economic issues of the wind industry as well as the future endeavors of this revolutionary field. This course will also provide students with direct contact with producers, managers, laborers, regulators, planners, and others in the field. (F)

Welding (WELD)

WELD 1002 Welding Fundamentals - A study of the application of Gas Metal Arc Welding (MIG). This course covers proper operation of equipment and welding of steel in the flat position. Safety is emphasized. (F, S)

WELD 1012 Thermal Cutting – A study of the thermal cutting processes. This course covers equipment shop safety, oxyfuel cutting, carbon arc cutting and gouging, and plasma arc cutting.

WELD 1202 GMAW Level I - A study of the Gas Metal Arc Welding (MIG) process. This course covers shop safety, setup and operation of GMAW equipment, weld joints, and welding of fillet welds in the 1F, 2F, 3F, and 4F positions.

WELD 1203 Gas Metal Arc Welding - A study of Gas Metal Arc Welding (GMAW). This course will cover shop safety, set up and operation of equipment, joints and positions, and welding of carbon steel using the GAW short circuit process. Upon completion of this course students should be able to set up equipment for GMAW short circuit process and produce welds on carbon steel in all positions in accordance with AWS entry level welder standards. (S)

WELD 1212 GMAW Level II - A study of the Gas Metal Arc Welding (MIG) process. This course covers GMAW equipment settings, shielding gases, filler metals, and groove welding in the 1G, 2G, 3G, and 4G positions.

WELD 1222 FCAW Level I - A study of the Flux Cored Arc Welding process. This course covers shop safety, setup of FCAW equipment, joint design, shielding gas, filler metal, and fillet welds in the 2F, 3F, and 4F positions.

WELD 1232 FCAW Level II - A study of the Flux Core Arc Welding (FCAW) process. This course covers FCAW equipment, shielding gasses, filler metals and groove welding in 1G, 2G, 3, AND 4G positions.

WELD 1302 SMAW Level I - A study of the Shielded Metal Arc Welding (Stick) process. This course covers shop safety, setup of SMAW equipment, joint design, and fillet welds in the 2F, 3F, and 4F positions.

WELD 1303 Introduction to SMAW - A study of Shielded Metal Arc Welding. This course will cover shop safety, set up and operation of equipment, and weld joints and positions. Upon completion of this course students should be able to set up SMAW equipment and produce welds on carbon steel in all positions in accordance with AWS entry level welder standards. (F)

WELD 1312 SMAW Level II - A study of the Shielded Metal Arc Welding (Stick) process. This course covers SMAW equipment settings, filler metals and groove welding in the 1G, 2G, 3G, AND 4G positions.

WELD 1402 GTAW Level I - A study of the Gas Tungsten Arc Welding (TIG) process. This course covers shop safety, set up and operation of GTAW equipment, weld joints, electrode selection, and welding of filler welds in the 2F, 3F and 4F positions.

WELD 1403 GTAW Welding - A study of Gas Tungsten Arc Welding (GTAW). This course covers welds made using the GTAW (TIG) process, weld joints and positions, set up and operation of welding equipment, and shop safety. Carbon steel, Stainless Steel, and Aluminum welding will be covered. (F)

WELD 1412 GTAW Level II - A study of the Gas Tungsten Arc Welding (TIG) process. This course covers machine controls, electrode selection, filler metal selection, and groove welding in the 1G, 2G, 3G, AND 4G positions.

WELD 1503 Maintenance Welding – A study of welding processes and procedures used by maintenance personnel. This course will introduce welding of carbon steel and stainless steel using GMAW, SMAW, and GRAW welding processes. Material will include set up and operation of equipment, process selection, and weld quality. (S)

WELD 1603 Trade Skills – This course introduces trade skills that are common among all industrial and manufacturing careers. This course will follow NCCER core curriculum and testing. Material covered includes safety material handling, hand tools, power tools, and rigging.

WELD 2203 Advanced Wire Welding – Prerequisite: WELD 1203. A study of the Gas Metal Arc Welding spray, Gas Metal Arc Welding Pulse, Flux Core Arc Welding, and Metal Core Arc Welding processes. This course will cover transfer modes, shielding gas selection, filler metal selection, process advantages and disadvantages and the welding of stainless steel and aluminum. Upon completion of this course students should be able to set up and operate the above welding processes and produce welds in all applicable materials and positions in accordance with AWS entry level welder standards. (S)

WELD 2303 Advanced SMAW – Prerequisite: WELD 1303. A continuation of the study of the Shielded Metal Arc Welding process. This course will cover welding of structural shapes, identification and selection of filler metal. Upon completion of this course students should be able to set up SMAW equipment and produce welds on carbon steel in all positions, using all applicable filler metal groups in accordance with AWS entry level welder standards. (F)

WELD 2314 SMAW - Pipe Welding - Prerequisites: WELD 1304, WELD 2304 or proficiency on an equivalency exam. A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions (F, S)

WELD 2413 Welding Fabrications - This course will cover the use of tools and procedures used in the design and fabrication of metallic products. Skills will include measurement, geometric layout, and use of specialized tools. (F, S)

WELD 2513 Blueprint Reading - This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols. (F, S)

WELD 2613 Welding Technology - A study of technologies and concepts associated with the welding and metalworking processes. This course will cover concepts related to programming and operation of automated welding, cutting and metalworking equipment. Students will be introduced to Computer Aided Design concepts and software that will aid in the production of a finished product. (F, S)

WELD 2800 Special Projects - Prerequisite: Enroll by permission of instructor. This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit (1-3 credit hours). (F, S)

WELD 3304 SMAW - PIPE WELDING – Prerequisites: WELD 1304 and WELD 2304, or proficiency on an equivalency exam. A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions. (F, S)

Zoology (ZOOL)

ZOOL 1004 Basic Human Anatomy and Physiology - Prerequisite: BIOL 1003. 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. (Lab fee required) (D)

ZOOL 1041 Biology of Animals Lab - Corequisite: ZOOL 1043. Two hours per week (Lab fee required). (D)

ZOOL 1043 Biology of Animals - Fundamentals of modern zoology and a survey of the phyla. Lecture three hours per week. (D) ACTS Equivalent Course Number = BIOL1054

ZOOL 2001 Human Anatomy and Physiology I Lab - Corequisite: ZOOL 2003. Laboratory two hours per week. (Lab fee required) (F, S) ACTS Equivalent Course Number = BIOL2404

ZOOL 2003 Human Anatomy Physiology I - Corequisite: ZOOL 2001. Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. (F, S) ACTS Equivalent Course Number = BIOL2404

ZOOL 2011 Human Anatomy and Physiology II Lab - Prerequisites: ZOOL 2001, ZOOL 2003. Corequisite: ZOOL 2013. Laboratory two hours per week. (Lab fee required) (F, S) ACTS Equivalent Course Number = BIOL2414

ZOOL 2013 Human Anatomy Physiology II - Prerequisite: ZOOL 2003 or Corequisite: ZOOL 2011. Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours. (F, S) ACTS Equivalent Course Number = BIOL2414



General Information

An open letter to all students from ASUN faculty

Course Policies and Expectations for Face-to-Face Courses

Please note: This document is considered a part of every course syllabus. Students will be responsible to comply with the policies and expectations outlined in this document.

Students can expect the following behaviors and conduct from instructors:

1. To conduct ourselves in a professional manner and maintain a professional appearance.
2. To provide information about requirements for the course and for assignments.
3. To provide instruction in the skills needed to successfully complete the course and course assignments.
4. To be transparent concerning expectations, standards, and grading.
5. To share our knowledge and expertise about the subject matter of the course.
6. To display a genuine interest in the subject matter of the course.
7. To display a genuine interest in student learning.
8. To maintain a learning environment that is safe, fair, and conducive to learning.
9. To reply to student communications promptly during normal business hours. In general, emails and phone calls will be returned Monday through Friday from 8:30 a.m. until 4:30 p.m., and emails or phone calls received after 4:30 p.m. on Fridays will be returned the following Monday.
10. To provide prompt grading and feedback for assignments. Assignments will usually be graded within one week, unless circumstances require a longer period of time.
11. To follow the policies and procedures outlined in the course syllabus and in the ASUN Student Handbook.
12. To uphold and maintain college-level standards and expectations for students.

Instructors will expect the following behaviors and conduct from students:

1. Students should conduct themselves in a professional manner, whether in class or online, and maintain an appearance that is acceptable for a learning environment.
2. Students should be courteous and respectful to the instructor and to other students.
3. Students should follow the instructor's cellphone policy in class. Generally, this means that cellphones must be turned off or on silent and be put away so that they do not distract the class.
4. Students should conduct themselves in an ethical manner.
5. Students should carefully read the syllabus for each course so that they will be aware of course requirements and policies.
6. Students should actively participate in class activities and discussions.
7. Students should pay close attention in class. If a student does not understand certain material or concepts, it is the student's responsibility to ask questions at the appropriate time.

8. Students should diligently study assignment instructions and expectations. If a student has questions about an assignment, it is the student's responsibility to ask for clarification.
9. Students should attend class regularly. Attendance is especially critical for night classes and during summer terms. Excessive absences may result in lower grades or failure of the course.
10. Students should submit assignments on time. Late work, if accepted, may incur a late penalty.
11. Students who miss a class are still responsible to turn in any assignments due for that class. They should arrange to turn in these assignments by means of another student, a relative, email, or some other method that is acceptable to their instructor.
12. Students who miss a class should obtain missed information or assignments from the instructor, from the Portal, or from another reliable student. (Find out which method your instructor recommends for your particular class.) Students who miss a class should also obtain information about upcoming assignments and activities so that they can be prepared for the next class.
13. Students should be on time for class. Students who are not present at the time role is taken may be recorded as absent.
14. Students who are unavoidably late should enter the classroom quietly and avoid being disruptive to the instructor or the class. They should not expect the instructor to interrupt the class to repeat material they have missed, but should obtain missed information as described above.
15. If a student experiences extenuating circumstances, such as a house fire, the death of a close relative, or a sudden, severe illness, that student should contact all of his or her instructors as soon as possible.
16. Students should consider exchanging contact information with each other or forming study groups with other students in the class. Such arrangements can be very helpful when problems arise.
17. Students should check their grades on a regular basis. Grades are available on the Portal.
18. Students should keep their graded work in a safe place. Some assignments may require students to use their graded work.
19. Students should carefully review feedback and comments given on graded work so that they can learn how to improve their work.
20. Students should not expect instructors to interrupt or delay class in order to discuss personal concerns or grades. Such topics should be addressed with the instructor during office hours or by email.
21. Students should carefully read the ASUN Student Handbook.

One final note: Each faculty member is here to provide knowledge and to help students grow and achieve their goals, *but the responsibility for learning rests on each student*. As a college student, you have chosen to pursue a course of study, and you will determine whether you will succeed in your course, in college, and in life.

Course Policies and Expectations for Online Courses

Please note: This document is considered a part of every online course syllabus. Students will be responsible to comply with the policies and expectations outlined in this document.

Students can expect the following behaviors and conduct from instructors:

1. To conduct ourselves in a professional manner and maintain a professional appearance.
2. To provide information about requirements for the course and for assignments.
3. To provide instruction in the skills needed to successfully complete the course and course assignments.
4. To be transparent concerning expectations, standards, and grading.
5. To share our knowledge and expertise about the subject matter of the course.
6. To display a genuine interest in the subject matter of the course.
7. To display a genuine interest in student learning.
8. To maintain a learning environment that is safe, fair, and conducive to learning.
9. To reply to student communications promptly during normal business hours. In general, emails and phone calls will be returned Monday through Friday from 8:30 a.m. until 4:30 p.m., and emails or phone calls received after 4:30 p.m. on Fridays will be returned the following Monday.
10. To provide prompt grading and feedback for assignments. Assignments will usually be graded within one week, unless circumstances require a longer period of time.
11. To follow the policies and procedures outlined in the course syllabus and in the ASUN Student Handbook.
12. To uphold and maintain college-level standards and expectations for students.

Instructors will expect the following behaviors and conduct from students:

1. Students should maintain a professional tone and style when communicating with the instructor or other students in discussion forums or by email.
2. Students should be courteous and respectful to the instructor and to other students.
3. Students should conduct themselves in an ethical manner.
4. Students should carefully read the syllabus for each course so that they will be aware of course requirements and policies.
5. Students should actively participate in course activities and discussions.
6. Students should diligently study assignment materials, instructions, and expectations. If a student has questions about an assignment, it is the student's responsibility to ask for clarification.
7. Students should log in regularly to each course. Depending on the length and type of course, this may mean logging in 4 or 5 times a week or daily. (Through a tool called *Usage Statistics*, instructors can check online activity for each student, including which pages students' visit, when they log on, and for how long.)

8. Students should submit assignments on time. Late work, if accepted, may incur a late penalty.
9. If a student experiences extenuating circumstances, such as a house fire, the death of a close relative, or a sudden, severe illness, that student should contact all of his or her instructors as soon as possible.
10. Students should check their grades regularly by using the *Gradebook* feature.
11. Students who have concerns about grades or personal issues should email their instructors directly. Do not use the *Feedback* feature on the assignments to address these types of concerns.
12. Students should carefully review any feedback or comments given on graded work so that they can learn how to improve their work.
13. Students should carefully read the ASUN Student Handbook.

One final note: Each faculty member is here to provide knowledge and to help students grow and achieve their goals, *but the responsibility for learning rests on each student.*

As a college student, you have chosen to pursue a course of study, and you will determine whether you will succeed in your course, in college, and in life.

General Information (in alphabetical order)

ADMISSIONS/REGISTRATION

ADMISSIONS STATEMENT

ASU-Newport's admission 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 Dean of Enrollment Services/Registrar, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112.

Persons wishing to telephone the Office of Enrollment Services/Registrar may call 870-512-7800 or 1-800-976-1676. The fax number is 870-512-7825 and the website is www.asun.edu.

GETTING STARTED

1. Apply

- A. **Complete an online application at <http://www.asun.edu/application/>.** Students who misrepresent facts on applications for admission may be immediately dropped from the College and their admission cancelled.
- B. **For questions**, call the Office of Enrollment Services/Registrar at 870-512-7725 or Toll-Free at 800-976-1676.
- C. **Additional requirements** may be needed for acceptance into specific programs of study that include Cosmetology, High Voltage Lineman Technology, Nursing, and Allied Health.

2. **Submit your items to complete the admissions process. Prospective students should submit the following required credentials prior to the date of desired enrollment:**

- A. **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.
- B. **American College Test (ACT, SAT, or Compass) Student Profile Report.** In accordance with state law, scores are required for placement in math, English, and reading. Students seeking a degree must meet institutional score requirements. Scores cannot be older than five years.

- C. All students must provide proof of immunization in accordance with directives from the Arkansas State Board of Health: proof of two separate injections for Measles, Mumps, and Rubella (MMR).
- D. Transfer students must submit official copies of transcripts from each college or university attended and two current immunizations for measles, mumps, and rubella (MMR).
- E. All Admissions documents should be submitted to:
 - Arkansas State University-Newport
 - ATTN: Dean of Enrollment/Registrar
 - 7648 Victory Boulevard
 - Newport, AR 72112

3. Plan

- A. **Review the Financial Aid site at https://portal.asun.edu/ICS/Financial_Aid/** to find information on scholarships, PELL grants, and student loan possibilities. Complete FASFA as soon as possible. Refer to the Financial Aid/Scholarship section and the ASUN website, https://portal.asun.edu/ICS/Financial_Aid/ for further details.
- B. **Veterans: Contact our VA representative at 870-512-7877 to discuss GI Bill Benefits.** Refer to the Veterans section for further details.
- C. **Activate your ASUN Login/Student email:**
 - i. Go to <https://portal.asun.edu>
 - ii. Click “account activation reset password” under the portal heading
 - iii. Click here to activate your student account
 - iv. Click “I Accept” and “Submit” for ASUN’s acceptable use policy
 - v. Complete the form and submit
- D. **Contact your advisor.** An academic advisor is assigned to each student to help ensure student success. Your advisor and contact information will be identified in correspondence from the Office of the Dean of Enrollment Services/Registrar. Refer to the Academic Advising section for further details.

4. Enroll

- A. Course Schedules are available online at www.asun.edu/schedules. **For those who don’t have access to a computer you, can go the campus of your choice and use public access computers to access the schedules.**
- B. **First-time students are required to be advised before they are able to enroll in courses.** After you meet with your advisor, you may log in to the My ASUN Portal to enroll in your classes.
- C. **To enroll in courses, go to <https://portal.asun.edu>. Login to the My ASUN Portal and click on the Campus Connect tab**

5. Changes in Schedule

A. During the first week of classes, a course may be dropped by following the instructions listed above in 4C.

B. To withdraw from an individual course after the published 100% refund period log onto the Portal. Select academics tab. Click on class schedule. Click on the corresponding circle with a red exclamation point (!). Do this for each course from which you wish to withdraw.

C. To withdraw from all courses in a semester, follow directions above (5.B).

6. Withdrawing from the College (withdrawing from all courses in a semester) will affect the time necessary to complete a program of study and may affect a student's financial aid. ASU-Newport has professional staff trained to help students overcome problems that might negatively affect their academic goals.

A. Students considering withdrawal from the College must consult with their Academic Advisor. The Withdrawal form must be signed by the student and Academic Advisor.

B. Students receiving Financial Aid should meet with their Financial Aid Advisor prior to withdrawing from a course or from the College.

7. Payment

Payment arrangements for student account charges must be made before the first day of class.

Payment arrangements include:

- **Payment in full by cash, check, or credit card**
- **Complete arrangements with the Business Office or online through FACTS with a 25% down payment.**
- **Proof of financial aid award**

ADMISSIONS CATEGORIES

ASU-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 meeting unconditional criteria, or

B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or

C. Students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better and are in good standing at the last institution attended. Official transcripts must be received from each college or university attended.

2. Special score requirement for students seeking an associate level degree or certificate leading to a transfer degree:

- A.** As mandated by Arkansas Act 1184, applicants who enroll in an Associate level degree program must meet the following minimum requirements: ACT composite score of 15 or Compass Reading score of 62.
- B.** Students who do not meet the minimum requirements, but want to pursue an Associate level degree may enroll in Compass Prep Boot Camp or the Compass Bridge Program. Contact the Academic Support Center for more information about these programs.

3. 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 Dean of Enrollment Services/Registrar. A Conditional Admission form can be found under the Admissions tab in the Portal. Students admitted in this category are:

- A.** Applicants from high schools not accredited by the state.
- B.** Transfer students who do not have a 2.00 GPA may be admitted conditionally if they are eligible to return to the college 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 may petition the Dean of Enrollment Services/Registrar for conditional admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. Assistance in obtaining a GED is readily available through the Adult Education program within the ASU-Newport service area.

All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at the College. During subsequent enrollment terms, students who were granted conditional admission will be subject to College policy as outlined in the Academic Probation and Suspension section of this catalog. Some short-term technical programs could be exempt from the prerequisite requirements. Check the Office of Enrollment Services/Registrar for details.

1. 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. The Arkansas Department of Health requires all students that attend college require proof of immunizations for two separate doses of measles, mumps, and rubella (MMR) unless they are eligible for a waiver.

2. High School Student Admission

A. Summer Enrollment:

High school students who have a "B" average (3.00 on 4.00 scale) and appropriate ACT scores may enroll as full-time college students at ASU-Newport during the summer session.

B. Concurrent Enrollment:

High school students who meet the prescribed criteria adopted by the Arkansas Higher Education Coordinating Board (AHECB) and have appropriate test scores may enroll in college courses while in high school when the combined enrollments do not exceed a normal academic load.

6. Visiting Students

A student enrolled and seeking a degree at another college or university may enroll as a "VISITING student" and upon the student's request the credits earned will be forwarded to their "home" institution. It is a visiting student's responsibility to ascertain that credits earned at ASUN will be accepted for transfer by the HOME institution. To check transferability of courses within Arkansas public colleges and universities, please access the Arkansas Course Transfer System (ACTS) matrix at acts.adhe.edu. Visiting students who wish to enroll in ENG 1003 Freshman English I and/or MATH 1023 College Algebra must demonstrate eligibility to enroll by submitting either 1) an unofficial transcript showing prerequisite courses OR 2) appropriate placement scores (Compass, ACT, or SAT). Once visiting students earn over sixteen hours, they are encouraged to visit with an advisor on one of the ASUN campuses.

7. Transfer Students

A student may transfer from another accredited college or university and seek a degree at ASUN. Transfer students must complete an Application for Admissions. In addition, they must provide an official transcript from each accredited college or university attended; proof of two separate doses of immunization for Measles, Mumps, and Rubella; and placement scores if they are not transferring credit for College Algebra and Freshman English I (or their equivalent).

8. 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 5 year 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:

A. Separation from all academic institutions for at least five years and then,

B. Formal application filed with the Dean of Enrollment Services/Registrar. Upon approval by the Dean of Enrollment Services/Registrar, 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 ASUN) 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 reentry 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)." The student will be considered a "first-time entering" student.

- 9. Admission and Enrollment of International Students*** In addition to regular procedures, special conditions apply to the admission and enrollment of international students.

For students requesting a student visa, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Deposit of \$8,000
- All items must be complete before meeting with the registrar

For international students transferring from other institutions, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Proof of current negative TB tine test or clear tuberculosis chest x- ray
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Copy of current I-20
- Copy of current I-94
- Agreement of understanding that all tuition and fees must be paid at the time of registration.

The application and all supporting documentation must be received in the Office of Enrollment Services/Registrar at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students.

*Complete details of special admissions and enrollment procedures are available from the Dean of Admissions/ Registrar.

PUBLIC INFORMATION AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period. Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.), degrees, date degrees were conferred, terms enrolled, name, picture, address, and telephone number. At the time students register for courses, they may notify the Dean of Admissions/ 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 Enrollment Services/Registrar office.

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

1. ASU-Newport staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

ASU-Newport intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act. 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 ASU-Newport, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

ACADEMIC ADVISING

An Academic Advisor is a faculty or staff member assigned to a student for the purpose of mentoring, helping to plan a course of study, approving schedules, and approving changes of schedules.

Each student has an academic advisor. All first-time students are required to be advised before enrolling in courses. All students who select an area of major interest will be assigned an advisor in the area selected. Students who do not select a major upon enrolling will be assigned to a general advisor. Once a major has been selected, they may be reassigned to an advisor in the area selected. A student may request a change of advisor by completing a form and returning it to the Office of Enrollment Services/Registrar. Forms are available on line in the Admissions Tab in the My ASUN Portal.

ACADEMIC DISTINCTION

The 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 12 credit hours (excluding developmental classes). The Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a GPA of 3.5 to 3.99 (excluding developmental classes).

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receives a scholastic achievement certificate from ASU- Newport.

At Commencement, graduates who have a cumulative 3.8 GPA (at the time of commencement), and will complete an Associate's degree or Technical certificate will be awarded the Chancellor's Award for Academic Excellence.

ACADEMIC LOAD

The maximum student academic load shall not exceed 18 hours per semester in fall or spring and 14 hours in the combined summer terms without special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load. Students who meet the following provisions are exempt from special approval: student has declared a major for which the Program of Study detailed in the catalog lists more than the maximum academic load for an individual semester or term and is enrolled in only those courses and the student has appropriate major and degree plan on file with his or her advisor.

ACADEMIC PROBATION AND SUSPENSION*

Academic Probation

Students are placed on academic probation at the close of a Fall or Spring term in which their cumulative grade point average falls below 2.00. Placement on academic probation serves as an opportunity for students to confront academic challenges before suspension. Students will be removed from academic probation at the close of the enrollment period in which the cumulative grade point average is 2.00 or above.

To raise grade point average while on probation, students are encouraged to:

- * repeat courses in which they earn a D or F
- * meet with academic advisor regarding appropriate placement in courses
- * evaluate self-discipline and time management
- * evaluate work schedule
- * consider taking 12 credit hours or less
- * arrange to visit the academic success center for tutoring
- * meet with a retention specialist

Academic Suspension

Students are placed on academic suspension at the end of a Fall or Spring semester in which they have attempted 30 semester credit hours and their cumulative grade point average is below 2.00. Students who have been academically suspended will be notified by the Registrar and dropped from future term enrollments. Suspended students are encouraged to postpone enrollment for one 16-week semester. Students who separate from ASUN for at least one 16-week semester or term will be automatically readmitted to ASUN.

A student who has been suspended for poor scholarship may petition for **immediate** readmission by submitting a completed [Petition for Immediate Readmission](#) packet, available in the ASUN Portal under the Admissions Tab, or in the Office of Enrollment Services/Registrar, to the Dean of Enrollment Services. Upon notification of decision, students who have been denied immediate readmission may appeal the decision of the Dean of Enrollment Services to the Vice Chancellor for Academic Affairs.

Visiting students must provide official transcripts showing good academic standing from the last college/university attended. Those who do not are encouraged to follow their home institution's policy with regard to academic probation and suspension. Work completed at another institution while academically suspended may not be accepted for transfer by the home institution.

ADULT EDUCATION

The Adult Education program is designed to improve and refine the academic skills of students, as well as enable them to attain the life skills needed to improve the quality of their lives. Instructors are available to assess the educational needs and prepare the students for completion of the GED Tests. The program is designed to allow the students to set their own pace in order to accomplish their goals as quickly as possible. In addition to the various locations, the program may be entered at any time to facilitate the student's participation. There is no charge for tuition or books for this program.

An option available to students who have already received a high school diploma or a GED credential is a refresher course through ASUN Adult Education. Adult Education offers flexible scheduling, multiple locations, and targeted instruction through individualized study plans. All instruction is self-paced. This is an excellent option for those who need to review and upgrade academic skills to prepare for success at the college level.

ASUN Adult Education also offers specific classes to help students prepare for both the Compass Test and the TEAS-V Test for application to nursing programs.

For more information regarding Adult Education, please call 870-512-7824.

ASSESSMENT

A fundamental purpose of our assessment plan is program and service improvement as well as to determine the extent to which the institution is fulfilling its stated mission. Assessment at ASUN (ASUN) is a shared process of intentional, systematic measurement that is used to document, reflect upon, and improve student learning. ASUN's assessment program is an ongoing process. ASUN views assessment as the collective responsibility of administration, faculty, staff and students to gather and use information which can be used to maintain and enhance the quality of ASUN's programs and services as well as facilitate student success.

Each program has established learning outcomes that center upon what ASUN believes all students should master upon completion of a particular course of study. While enrolled in a program, students will continuously be assessed regarding the extent to which they demonstrate proficiency for these outcomes. Additionally, ASUN has instituted core learning outcomes for associate level courses. These core competencies focus on four distinct categories: communication, math, critical thinking, and technology. ASUN strives to ensure that every student graduating from ASU-Newport with any Associate Degree will be proficient in these four categories of learning.

Assessment is a perpetual process and ASUN will continue to dedicate itself to developing and strengthening assessment practices that are mindful of student learning and reflective of educational values. ASUN strives to attain assessment practices that demonstrate a clear purpose and lead to effectual change.

ATTENDANCE POLICY

Faculty take attendance at all scheduled course and lab meetings. It is the practice of ASU-Newport to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. Because of State Board of Nursing requirements, the Practical Nursing department of ASU-Newport has a more stringent attendance policy which is outlined in the departmental guide.

AUDITING COURSES

Students are permitted to audit courses at ASU-Newport. Audit students will pay the regular fee as indicated in the section entitled Fees and Expenses. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term.

BOOKSTORE

ASU-Newport is proud to offer a convenient on-campus full-service bookstore to its students. The bookstore is operated by our business partner, BBA Solutions. We offer a year-round bookstore on the Newport campus in the Student Community Center. We offer seasonal bookstore options on our Jonesboro and Marked Tree campuses. We also offer the ability to purchase textbooks and merchandise year-round online at [asun.edu](http://asun.textbooktech.com). For more specific information regarding the campus bookstores, please visit us online at <http://asun.textbooktech.com> / or call 870-512-7806.

CAMPUS POLICE

The Campus Police Department was authorized by the General Assembly of the State of Arkansas, Act 328 of 1967 and Act 498 of 2007. The Act authorizes state institutions to regulate traffic and parking and other areas of institutional property.

The Newport campus police department is staffed with two officers. Each police officer meets Act 452 of 1975 (complied Arkansas Statue Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer. The department is located in Walton Hall 138.

The Newport campus telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

In case of an emergency, Marked Tree or Jonesboro campus students should contact the main directory phone number for the ASU-Newport campus in which they are located or local police. The Marked Tree police department can be contacted at 870-358-2024 or Jonesboro Police Department at 870-935-5553.

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

An annual safety report is provided online at Campus Police Safety pdf. Printed copies of the publication are available by writing to Campus Police and providing an address.

HEALTH OR SAFETY EMERGENCY

In an emergency, FERPA permits school officials to disclose, without student consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (34CFR §99.31 (A)(10) AND §99.36) This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's educational records. In addition, the department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

CAREER FACILITATORS

The Career Facilitator program is a grant funded program that is designed to support and assist high school students and adults to obtain the education and skills required for employment opportunities. Career Facilitators provide information about the importance of postsecondary education, facilitate the development of individual career plans and portfolios, assist students with enrolling in education or training programs, provide information about career options, career pathways, and educational requirements, provide opportunities for job shadowing, mentoring, internships, and other career awareness activities, provide or connect low- income students to support services that will ease the transition to postsecondary education, connect students to academic enrichment activities such as study groups, tutoring, and workshops on effective study skills, connect high school students to early college programs, the Smart Core curriculum, Advanced Placement classes, and academic and career and technical education programs and concurrent-credit enrollment.

ASU-Newport received five positions to work in public school systems in Jackson, Poinsett and Craighead counties. For more information, contact-the Dean of Students for Student Affairs kimberely_long@asun.edu.

CAREER PATHWAYS INITIATIVE

Arkansas Career Pathways is a grant funded program that provides assistance to qualified Arkansas parents and/or legal guardians who want to complete short-term training to enter the workforce. For eligible individuals, student support services include academic and career counseling, as well as possible financial support services for tuition, books, testing, childcare and transportation. Application and documentation of eligibility, including, but not limited to, income and family size, are required for the program. The Career Pathways program is available for both credit and non-credit students at the ASU-Newport 870-512-7856, ASUN Jonesboro Campus 870-680-8731 and ASUN Marked Tree Campus 870-358-8615. For more information, contact Career Pathways at 1-866-454-4686 (toll-free) or email career_pathways@asun.edu.

The funds for this project are provided by Temporary Assistance to Needy Families (TANF) funds from the U.S. Department of Health and Human Services

CAREER SERVICES

The Division of Student Affairs offers a wide range of services to current students and alumni to assist them in career decision making, the job search process, and career advisement. Services include:

- Workshops:** Resume Writing, Interviewing Skills, Business Etiquette
- Job Search**
- Job Referrals:** Job announcements are sent via student email accounts.
- Special Programs:** Job Search Counseling

The Dean of Students Office is located in Walton Hall 121 room A., 870-512-7890.

Information Technology Services

Computer and Network Use Policy

PREAMBLE

ASU-Newport makes every reasonable effort to protect the rights of the users of its computing facilities while balancing those rights against the needs of the entire user community. Computing and networking resources are provided to support the academic, instruction, research, and service components of this campus. These resources are for the sole use of ASU-Newport students, faculty, staff, and other authorized users to accomplish the mission of the university. In accordance with the college mission and the Code of Conduct, it is assumed that expectations established for behavior will also be applied to the world of cyberspace.

RIGHTS AND RESPONSIBILITIES

ASU-Newport expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because ASU-Newport is a state agency, all information stored in computers owned or operated by ASU-Newport is presumed to be a public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law. Users do not own accounts on college computers, but are granted the privilege of exclusive use. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other university employees to access user files. By utilizing ASU-Newport computing and network resources, you give consent to accessing and monitoring by system administrators and other university employees of any electronic communications, including stored communications, in order to enforce this policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on university computer facilities are considered education records under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. Section 1232(g)).

ENFORCEMENT

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education. Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or

threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer, or other appropriate college office for further action. If the individual is a student, the matter may be referred to the Division of Student Affairs for disciplinary action. Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

STANDARDS

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the campus network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage, or to place excessive load on a computer system or network. This includes, but not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document, using the Internet, radio, playing games, watching movies, or using file sharing applications (Peer-to-Peer) for personal use.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using university resources for commercial activity such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to news groups, mailing lists, or individuals, e.g. (spamming, flooding, or bombing).
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations.
- Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

CONTINUING AND PROFESSIONAL EDUCATION

The Continuing and Professional Education programs provide opportunities for individuals to explore training areas that not only benefit their life or career paths, but enhance leisure time activities. Most courses are non-credit but may lead to credit opportunities. Through these offerings, ASUN offers a valuable service to its community while upholding the standards of excellence.

Life-Long Learning classes focus on personal enrichment. Self-defense, Women Can Run Arkansas, Digital Photography, sewing and gardening classes are representative of the many courses offered to the public at a nominal fee. For more information call 870-512-7861.

Workforce Development classes are geared to those looking to improve job skills. Computer courses such as Excel, and PowerPoint are offered annually. Courses may also be customized for area business and industry to meet the needs of their particular operations. For more information call 870-512-7813.

CONTINUING EDUCATION UNITS (CEU)

Participants of seminars and other noncredit programs earn One CEU for each ten clock hours of classroom instruction attended.

CAREER COUNSELING

The Dean of Students provides assistance to students to help maximize their personal, career, and academic competencies. Services offered include personal, career, and academic development activities.

The Dean of Students office is located in Walton Hall 121, room A. The business hours are 8:00 a.m. to 4:30 p.m. Students can walk in for services, but appointments are preferred. Appointments may be made by calling 870-512-7890. The last appointment of the day is 4:00 p.m. Persons having questions may call or come by the office.

Services offered include:

1. **Assistance & Referrals.** Adjustment to college life is a prerequisite to academic success. A student who has the necessary academic skills may find adjustment problems are the major reason for college failure. The Dean of Students is available to assist students who seek increased understanding and insight into academic, career, and personal problems. An excellent relationship is maintained with mental health providers in the community. Students with special needs that would be better served in another setting may receive a referral to community based services.
2. **Career Counseling and Development.** Students are offered the opportunity to investigate and define educational/career/life goals. The Dean of Students office assists students to better understand their interests, abilities, aptitudes, and personality traits in relation to career goals and academic major. Various interests, abilities, and personality instruments are used in this process. The Counselor will assist in identifying the

individual student's needs in order to provide a comprehensive assessment. This assessment serves as a starting point for the career counseling process.

3. Student Development Programming. Workshops designed for students are offered throughout the year that focus on such issues as student leadership, communication skills, alcohol and drug abuse, self-esteem, assertiveness training, study skills, time management, and various other topics.

CREDIT TYPES

PRIOR LEARNING ASSESSMENT (PLA)

Arkansas State University-Newport recognizes that students bring to their classes experiences and learning from other sources than college instruction. This is referred to as 'adult experiential learning' or 'life experience credit'. **Prior Learning Assessment (PLA)** is the assessment of learning gained in such a way from life experiences.

Such learning may be gained from employment/work experience, civic activities, travel related specifically to a degree plan, military learning opportunities, or other experiences. Although there are commonly recognized avenues of assessing college-level learning at the high-school level, PLA is also for students who have been out of school, whether high school or college, for several years and who are entering or returning to ASUN to earn an Associate's Degree, a Technical Certificate, or a Certificate of Proficiency.

The advantages of earning credit through PLA include lower costs for awarded credit than by taking the classes themselves and/or gaining an advanced status toward a certificate or degree; thereby reducing the time necessary to graduate.

GUIDELINES FOR PLA

1. Enroll in ASUN or be eligible for readmission to ASUN; meet with your advisor and fill out your degree plan.
2. Complete the appropriate PLA Application Form to request any college credit earned outside the college classroom.
3. Credit may only be awarded for courses applicable to the student's declared degree plan.
4. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes for a specific course or courses.
5. A maximum of **30 credit hours** of transferable degree requirements can be satisfied by PLA.
6. A student may not receive credit twice for a course that has been awarded through PLA.
7. PLA cannot be counted toward ASUN's 15 credit hour residency requirement nor meet eligibility requirements for financial aid or loan deferment.

8. Prior learning credits will be noted on the student's transcript as having been awarded through PLA. Grades are not recorded when credits are earned through PLA nor is a student's grade point average affected.
9. **ASUN cannot guarantee that another college or university will accept PLA credit in transfer.** Although every effort is made to collaborate with ASUN's major transfer schools to ease the process of transferring credit, the student should check with any transfer school about their transfer and PLA policies.

Three broad categories of PLA exist: Advancement Placement, Credit by Examination, and Non-traditional Assessment.

ADVANCED PLACEMENT (AP)

The Advanced Placement Program, sponsored by College Board, offers high school students the opportunity to participate in challenging college level course work. Students can receive advanced standing or advanced placement credit. ASUN awards AP credit for several courses. A list of the courses and minimum AP score for credit can be obtained from the Office of Enrollment Services/Registrar.

- AP credit is not awarded for a course the student has already completed at the college/university level.
- AP credit granted at other institutions is not automatically transferable to ASUN. Students who wish to transfer AP credit must submit official documentation of earned scores.
- Students who establish their eligibility to receive AP standing shall have their standing recorded without grade points on their permanent record and be advanced to the next level; e.g., if a student presents evidence that he or she has successfully completed Freshman English I and requests to advance to Freshman English II on that basis, he or she will be allowed to do so; however, no credit will be given for Freshman English I, only permission to advance. The student will still need to earn the cumulative credit for whatever certificate or degree in which he or she has enrolled. See the website for the *ASUN Prior Learning Assessment Guidelines* for a complete list of AP options.

CREDIT BY EXAMINATION

Credit by Examination may include the College Level Examination Program (CLEP) which allows students who already possess a college level understanding of general education subjects to earn a degree or certificate more quickly than by following the usual term process. It may also include college generated examinations. ASUN awards up to 30 semester hours of university credit through examination processes.

The rationale for accepting credit by examination is as follows: if one has achieved a college level of education in one or more subjects, one may be rewarded by receiving the credit without taking the course(s). Therefore, ASUN will award credit by examination to students who meet the following criteria:

- Examinee is an ASUN student.
- Student provides CLEP or Dante/DSST transcript which lists a minimum credit bearing score for an exam title that appears on one of the corresponding exam tables printed below or published on the Credit by Exam section of the ASUN website.
- Student has not completed, regardless of grade (I,W,F), an equivalent or more advanced course at ASUN or another accredited institution.
- CLEP and DANTES/DSST scores are not more than three years old.
- The student applying secured the CLEP or DANTES/DSST score/s prior to earning 60 traditional credit hours or 30 non-traditional credit hours.

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 ASUN to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to ASUN 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 ASUN for a full summer or a spring or fall 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. See the website for the *ASUN Prior Learning Guidelines* for a complete list of CLEP and DANTES options.

Note: Credit by examination credit is not awarded for a course when the student has already completed a more advanced course at ASN. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through credit by examination, it is his/her responsibility either officially to drop the course and inform the Registrar of the action or continue in the course until it is completed and thus receive no credit by examination credit for it. For information on credit by examination or other testing programs, students should contact the Dean for Enrollment Services' Office.

NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)

Upon successful completion of a minimum of six credit hours with ASUN, a student is eligible to receive up to 30 credit hours through nontraditional methods. A student must submit a Petition for Non-Traditional Credit to the Registrar for each course they feel they might be eligible. The petition(s) must present a clear argument that the petitioner has met all the course requirements. Prior to completing the petition, students should view the course description in the course catalogue and research the course syllabus available in the Portal. Included with the petition must be evidence to support the

petition. Evidence might include: letters from instructors, performance evaluations, transcripts from technical schools, training certificates, and professional development documentation. 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.

Portfolio Process: If a student petitions for credit based solely on experiential learning, the student will need to follow the steps outlines in ASUN's *Prior Learning Assessment Guidelines* (see the website). This process can be lengthy but it is an excellent method by which to earn credit when it's due.

All Non-Traditional Credits will receive a grade of "AS" and will be grade neutral for cumulative grade point average.

TRANSFER CREDIT POLICY

Students who present official transcripts of college-level credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade where the subjects are determined to be applicable toward requirements for a degree at the college. Only the courses determined to be appropriate for the degree requested will be added to the student's transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript of academic record.

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website (<http://www.adhe.edu>), selecting "Course Transfer," and following the instructions.

CULTURAL OUTREACH

Initiated in the fall of 2004 with the assistance of the Northeast Arkansas Higher Education Charitable Foundation, the ASUN Patron Series exists to bring high quality entertainment to the citizens of Jackson County.

With an average of three performances per year in the ASUN Center for the Arts, the Patron Series brings off-Broadway shows, performances and performers known around the world to Newport. Acts taking the stage of the ASUN Center for the Arts in the past have included B.J. Thomas, Pam Tillis, Fiddler on the Roof, The Arkansas Symphony Pops Orchestra, The Memphis Symphony and many more. The inaugural event in 2004 was a special one-act performance of "Love Letters" by Mary Steenburgen and Ted Danson.

The Patron Series is partially supported by funding from a group of over 100 patrons, who in return for their generosity to the program receive priority seating at a reduced ticket price to all of the Patron Series events. For more information about becoming a Patron, contact the ASU-Newport Marketing Department at 870-512-7898.

DISABILITY SERVICES

The Dean for Retention & Student Success is the college's compliance coordinator for Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act (ADA). Appropriate arrangements are made for qualified students with disabilities to receive Academic adjustments, auxiliary aids, and support services. Auxiliary aids provided for qualified students range from communication through the use of computers while taking exams, to the provision of special seating arrangements, and will be made freely available to those students with verified disabilities that require them. Appropriately trained services personnel will also be provided if needed.

Disability Services is a student-centered, service-oriented program that also assists students in gaining volunteer work experience. Students with or without disabilities, and those who come from a wide variety of academic majors, have found volunteer work with Disability Services to be rewarding and beneficial. Volunteer activities include, functions such as: AmeriCorps, tutoring, reading services, note taking, testing services, and technical assistance. Individuals interested in becoming a volunteer who addresses the critical need of individuals with disabilities may contact Disability Services at 870 358-8636 or email at disabilityservices@asun.edu.

VOCATIONAL REHABILITATION

Refer to the [Financial Aid/Scholarship](#) section for further information.

DISABILITY GRIEVANCE PROCEDURE

ASU-Newport has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging an action prohibited by the U.S. Department of Justice regulations while implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely due to such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity." Complaints should be addressed to the Dean for Retention and Student Success, coordinator of ADA and 504 compliance efforts for students using the following guidelines:

1. A complaint should be filed in writing or verbally, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 35 school days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis).

DISTANCE EDUCATION (Online)

You can find information about the online courses ASU-Newport offers at www.asun.edu/schedules. Online courses are equivalent to the traditional courses taken on the ASU-Newport college campus; however, online courses remove the barrier of time and distance and allow students to learn while maintaining today's busy lifestyles.

For a course to be considered an online course, eighty percent of the course must be delivered online. While many courses are conducted entirely online, a few instructors may require some tests, such as the midterm or final, to be taken on campus. Contact the course instructor for details regarding the course meeting requirements.

Because an online course environment is a different structure than the traditional classroom environment, an online student must have particular skills. The student must be highly motivated and self-disciplined. It is important for online students to have good reading skills and the ability to understand computers and follow written instructions in order to be successful in an online course.

Participation is the core element in an online course. Because there is no physical classroom setting, interaction with other students and the instructor take place through the discussion board, announcements, email, and chat rooms. Unlike the classroom, instructors will not be able to tell if you are confused or if clarification is needed by facial expressions or body language, therefore online students must ask questions.

To gain access to online classes or material that is available to students online, a student will need to login to the Portal at <https://portal.asun.edu>. In order to access the portal the student must activate their email account (portal and email use the same account).

E-MAIL ACTIVATION AND LOGGING INTO THE PORTAL

To activate your ASUN student email account: Activate your ASUN Login:

1. Click on the My ASUN Portal link from <https://portal.asun.edu>.
2. Click on the Account Activation link that is on the left hand side under Portal.
3. Click on the link under the "Activating Your Account"
4. You will be asked to accept the computer use policy for the campus
5. You will be asked to enter your first name, last name, campus id, password of your choice, and the year of your high school graduation
6. Once the information is entered and you click submit you will see what your email address is. Important: This email address will be used for the username of the portal as well as your email account. So be sure to verify it is correct.

Steps for Logging into the Portal:

After your email account has been activated you should be able to log in to the portal. Go to <https://portal.asun.edu/ics> . The Portal Help button will give you more detailed instructions if you need them. If you still cannot log in, contact asun_its@asun.edu or 870-512-7783.

Note: If you are a returning student your password has not changed from the past semester

ENROLLMENT

Refer to the Admissions/Registration section on Getting Started section 4 for information on enrolling in courses.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

ASU-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 ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to: Equal Opportunity/Affirmative Action, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112, 870-512-7800.

FINANCIAL AID AND SCHOLARSHIPS

The primary purpose of the Financial Aid Office is to provide financial resources to students who would otherwise be unable to pursue a college education. Information on available financial aid is disseminated to both currently enrolled and prospective students.

The staff in the Financial Aid Office seeks to accomplish this purpose by making every effort to meet the demonstrated financial needs to all students enrolled at ASUN. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants.

The director and the staff of the office compile composite financial aid packages for individual students to provide maximum grant and scholarship funds, along with part-time employment, in order to keep the necessity for loans at a minimum. They assist students in seeking, obtaining, and utilizing to the best advantage all financial resources available. The office seeks to obtain maximum funding for all aid programs-federal, institution, and state sources.

Detailed information and financial aid application forms may be obtained by visiting our website at https://portal.asun.edu/ICS/Financial_Aid/.

All requested financial aid documents for federal student assistance must be received by the Financial Aid Office by May 1 of the award year to complete the process by the beginning of the fall term. For students starting with the spring semester, requested

documents must be received by September 15 to complete the process by the beginning of the spring term.

Federal Aid Programs

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Direct Student Loan (subsidized and unsubsidized)
- Federal Work-Study Program
- Federal Direct Parent Loan for Undergraduate Students

State Programs

- Arkansas Academic Challenge/Lottery Scholarship
- Distinguished Governor's Scholarship
- Governor's Scholarship
- Higher Education Opportunities Grant (Go! Opportunities Grant)
- Law Enforcement Officer's Dependents Scholarship
- Military Dependents Scholarship Program
- State Teacher Education Program (STEP Program)
- Workforce Improvement Grant (WIG)

Detailed information and application may be obtained by visiting the Arkansas Department of Higher Education website at www.adhe.edu.

University Aid Programs:

Academic Scholarships, descriptions and guidelines for ASU-NEWPORT institutional academic scholarships may be found at https://portal.asun.edu/ICS/Financial_Aid/.

VOCATIONAL REHABILITATION

Persons who have a substantial employment handicap as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by a vocational rehabilitation counselor.

These services are available through the Division of Vocational Rehabilitation, Arkansas Department of Career Education, Little Rock, Arkansas, 72201. Information relative to the program may be obtained from the Student Services/Financial Aid Office at Newport, Jonesboro, or Marked Tree campuses.

FOOD SERVICES

ASUN is proud to offer food service for both breakfast and lunch on the Newport campus.

Vending machines are available in several locations on all campuses. Food and drinks are not allowed in any classroom or lab.

GRADING SYSTEM

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0.

A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Grades in developmental classes or grades of S or U are not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

GRADING SYSTEM

Letter grades are used to indicate the following qualities:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Poor
- F = Failure
- AS = Advanced Standing
- I = Incomplete
- W = Withdrawals
- S = Satisfactory (a C or better)
- U = Unsatisfactory
- AU = Audit
- CR = Credit

REPETITION OF COURSES

Students may repeat up to 18 semester hours in which grades of "D" or "F" were earned and have only the last grade counted in computing the cumulative grade point average. All grades will remain on the permanent record. The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken. Students should contact their VA or Financial Aid advisor in addition to their Academic Advisor prior to repeating courses. Some benefits do not apply to repeat credit. Developmental courses are not included in this policy.

ACADEMIC DISTINCTION

The 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 12 credit hours (excluding developmental classes). The Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a GPA of 3.5 to 3.99 (excluding developmental classes).

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receives a scholastic achievement certificate from ASU-Newport.

At Commencement, graduates who have a cumulative 3.8 GPA (at the time of commencement), and will complete an Associate's degree or Technical certificate will be awarded the Chancellor's Award for Academic Excellence.

INCOMPLETE GRADE POLICY

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade: The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor. At the time of the incomplete request, the student must have successfully completed **75%** of the coursework. At the time of the incomplete request, the student must have a passing grade in the course. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.

A student may be required to submit documentation to support the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request for Incomplete Grade" form outlining specific work required for course completion and expected date of completion.

ASUN enforces a maximum time to complete: by the end of the following **16-week** term. However, instructors may require a shorter time period for satisfactory completion of the course. Should this work not be completed within this time frame, the incomplete grade will be changed to an "F" on the student's transcript.

Students unable to complete a course because of military duties (**with documentation**); extended jury duty (**with documentation**); or sudden catastrophic disability (**substantiated by the disability coordinator**) may not be required to meet all of the requirements outlined above.

The instructor will notify the Registrar upon successful completion of all coursework and will report the student's grade. If the student fails to complete the coursework as agreed, the "I" will automatically become an "F".

GRADUATION

APPLYING FOR DEGREES AND CERTIFICATES

Continuous enrollment is defined as a student being enrolled without sitting out a fall or spring semester. If continuously enrolled, students may graduate under the ASU-Newport catalog in effect when they first enrolled or the current catalog. If students re-enroll after sitting out at least one semester, they may graduate under the catalog in effect when they re-enrolled or the current catalog.

Students must have earned at least 15 credit hours at ASU-Newport to receive a degree or a technical certificate with a cumulative GPA of 2.0. Refer to the Intent to Graduate section for further information.

INTENT TO GRADUATE

Students intending to graduate at the end of a fall semester (December) must complete an Intent to Graduate form, sign it and submit it to Office of Admissions/ Registrar NO LATER than October 1. Students intending to graduate in the spring semester and/or summer must submit the form NO LATER than March 1. The form is available online at <https://portal.asun.edu/ICS/Admissions/> or in the Office of Enrollment Services/Registrar at each campus. It can be mailed, faxed, or brought to the Admissions Office. Failure to submit the form on time may cause the student's name to not be listed in the graduation program and result in delays of processing diplomas.

GRADUATION REGALIA/COMMENCEMENT

Commencement is held at the end of the spring semester for the Newport Campus and at the end of the first summer term for the Jonesboro and Marked Tree Campuses. The Office of Enrollment Services/Registrar will forward information on Academic Regalia and commencement to all graduate candidates.

IDENTIFICATION CARDS

ID cards are made at each campus library. This card must be shown for check cashing, for identification purposes, and to check out library materials. Student ID Cards are property of the college and are subject to being revoked in the case of abuse. ASUN student ID cards are valid from August to August and must be renewed annually. Students must present a valid driver's license or other official form of identification in order to obtain an ID, and must be enrolled in the current semester.

INCLEMENT WEATHER POLICY

ASU-Newport remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the college. For the latest updates consult the My ASUN Portal: portal.asun.edu. ASU-Newport utilizes School Messenger to send emergency notifications, news, alerts and instructions simultaneously to the ASUN community using landline phones, text messaging, e-mail and voice messages. Regional and local news media will also publicize the cancellations and/or delays. Students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed assignments.

ACADEMIC SUPPORT CENTER

The Academic Support Center provides free tutoring services to any ASU-Newport student who wants help. Full-time staff members, as well as tutors and computer programs are available to provide assistance. Students may access Microsoft Office programs to prepare papers, create spreadsheets and work on PowerPoint presentations.

Appointments are not necessary, but computers are available on a first come, first serve basis. The Academic Support Center is open Monday – Friday 8am – 4:30pm. For more information call: 870-512-7867

LIBRARY

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library on the Newport Campus and the libraries on the Jonesboro and Marked Tree campuses serve as centers of learning for the institution. Library services are available to students, faculty, staff, and community patrons; students have access to books, the Internet, online databases, and E-books. To access Library Databases remotely, students, faculty and staff must log into the Portal and click on the Library Tab, then click on Handouts. This is where Database login information and passwords are located. InterLibrary loan is available to students, faculty, and staff. This service allows users to borrow materials that are not owned by the ASU-Newport Library. 870-512-7862 (Newport); 870-680-8720 (Jonesboro); 870-358-8624 (Marked Tree).

To download the Microsoft Office Suite, students must log onto the Portal, click on the Information Technology Services dropdown tab, then click on the Software Download, located on the left hand side of the screen, and then follow the instructions to download Microsoft Office.

STUDENT IDENTIFICATION CARDS

Students must have a valid Student ID to borrow materials. Student ID cards are made at each campus library. (See Identification Cards section)

DISTANCE EDUCATION LIBRARY SERVICES

Certain library online databases can be accessed with a password, and the online catalog is Internet accessible. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of the Library's materials and services. For more information call 870-512-7862 or 870-512-7861

REFUND OF TUITION AND FEES SCHEDULE

Refer to the TUITION AND FEES SECTION for specific information.

STUDENT CLASSIFICATION

First-time students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; students with 30-60 credit hours are classified as sophomores.

STUDENT ACTIVITIES

Student organizations and activities, representing many fields of interest, offer experiences that will foster life skills and personal enrichment.

Examples of activities include, but are not limited to:

- Community Resource Fair
- Concert~Lecture and Patron Series
- Spring Fling
- Intramural Sports
- Welcome Week
- Fall Festival

GENERAL POLICIES CONCERNING STUDENT ORGANIZATIONS: See Student Handbook.

STUDENT LEADERSHIP/INVOLVEMENT OPPORTUNITIES

Students are strongly encouraged to enhance their overall college experience through involvement in campus groups and activities. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences. Leadership, Honorary, and Special Interest Groups/Organizations include the following:

LEADERSHIP ORGANIZATIONS AND OPPORTUNITIES

STUDENT AMBASSADORS

Six Student Ambassador Scholarships are awarded every year for eligible students. Contact the Enrollment Services Office at 870-512-7894 for further information.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is one way to be involved in the creation, planning, and implementation of student activities for the campus. SGA provides cultural, educational, recreational, and social programs for the college community, while giving student leaders a place to develop sound leadership skills through the process of programming. For more information, contact the Dean of Students at 870-512-7890 or visit the office located in Walton Hall, Room A.

STUDENT PARTICIPATION IN COLLEGE COMMITTEES

Student involvement is vital to the governance structure at ASU-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students.

Eligibility for committee membership: Only full-time students who are not on academic or disciplinary probation may hold positions on college committees. Also, membership will consist of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current pending conflict with assigned committee.

HONORARY ORGANIZATIONS

PHI THETA KAPPA (P.T.K.)

P.T.K. is the nationally-recognized 2 year college Honor Society. The Beta Nu Gamma Chapter at ASUN shares the national mission: "To recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship." For more information, contact the Dean of Students Office at 870-512-7890.

Phi Beta Lambda (PBL)

The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The name of the post-secondary division of Arkansas FBLA-PBL, Inc. is "Phi Beta Lambda" and is referred to as "PBL."

PBL Goals

- Develop competent, aggressive business leadership
- Strengthen the confidence of students, in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of the home, of business and of the community
- Develop character, to prepare for useful citizenship, and to foster patriotism
- Encourage the practice of efficient money management
- Encourage scholarship and to promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

ASUN PBL chapter is on all three of the ASUN campuses with advisers on each campus.

SPECIAL INTEREST STUDENT ORGANIZATIONS

BIOLOGY CLUB

The Biology Club sponsors science-related activities on and off campus, including Earth Day Celebration, Arkansas Department of Transportation Adopt-A-Highway Program, and campus Tree Planting Ceremonies. Participation is open to any interested students. Contact the Biology Department for further information.

PHYSICAL EDUCATION MAJORS CLUB

Physical Education Majors Club (PEM Club) mission is to broaden students' interest in health, physical education, recreation, and dance and advance the standards of a physical education profession.

STUDENT PRACTICAL NURSING ASSOCIATION

The Student Nurses' Association's philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the health care team and concerned with health care standards for all people.

Student Surgical Technologist Organization

SSTO Mission Statement. We the members of the Student Surgical Technologist Organization of Arkansas State University-Newport-Marked Tree, are dedicated to the service and betterment of the college, its surrounding community, and the career of Surgical Technologist. We will realize this mission by fostering and exhibiting university spirit, respect, responsibility, and honoring the accepted practices of the career of Surgical Technologist.

STUDENT VETERANS ORGANIZATION

The ASUN Student Veterans Organization provides student veterans and their dependents opportunities for social support, networking, and leadership development. It supports the educational mission of the college and promotes community service. Membership is open to all student veterans and their family members that are currently enrolled in a minimum of six hours at ASU-Newport, ASU-Newport Alumni, and veteran faculty/staff.

TESTING SERVICES

ASUN offers the following Tests:

- **American College Testing (ACT)**

ACT test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867. ACT registration is coordinated directly through the ACT test website: www.act.org.

Compass Students must register to take the COMPASS test by visiting https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form. You MUST be at least 13 years of age or older to take the COMPASS test.

- **Practical Nursing Pre-entrance TEAS V Test***

- * Students may test twice during the calendar year TEAS V test schedules and additional information may be obtained visiting https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form

Distance Education Proctoring Services (DEPS)

- Tests must be registered through visiting https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form. Students must

ensure the Academic Support and Testing Services have access to exams prior to scheduling a test. This can be done by contacting 870-512-7867.

- **EMT/Paramedic Certification Exam**
The NREMT Paramedic (NRP) Paramedic cognitive exam is a computer adaptive test (CAT). The number of items a candidate can expect on the Paramedic (NRP) exam will range from 80 to 150. The maximum amount of time given to complete the exam is 2 hours and 30 minutes. To schedule an exam, visit <https://home.pearsonvue.com>
- **NBSTSA Surgical Technology Board Exam** test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867
- **Phlebotomy Certification Exam**
To register for the Phlebotomy Certification exam, please visit the following website:
<https://certportal.nhanow.com/register/https://certportal.nhanow.com/register/>
- **Praxis Exam**
These tests measure academic skills in reading, writing and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. To register for the Praxis Exam, please go to the following website:
<https://www.ets.org/praxis/register/>
- **Registered Nursing Pre-entrance NACE I**
*Students may test only once per calendar year. NACE I test schedules and additional information may be obtained by visiting www.nlnonlinetesting.org.
- **WorkKeys Assessment**
WorkKeys Testing is coordinated through the Department Of Workforce Services.

For Compass and Nursing Entrance tests scheduling and additional information contact:

- **ASUN Newport Campus:** Test registration is available by going to https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form
- **ASUN Jonesboro Campus:** Test registration is available by going to https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form
- **ASUN Marked Tree Campus:** Test registration is available by going to https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz and filling out the Testing Registration Form

Testing Information may also be obtained by visiting ASU- Newport's web page at https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/ or https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/Testing_Registration_Form.jnz

TRANSCRIPT REQUEST

All transcript requests must be made in person or in writing to the Office of Enrollment Services/Registrar. A transcript request form may be found on our website. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

TUITION AND FEES

Student tuition and fees are due in full at the time of registration. Students are expected to pay all tuition and fee charges before attending classes. Payment can be made in person with the cashier on each ASUN campus. Payments can be made with Cash, Check, Debit or Credit Card (Visa, MasterCard, or Discover). Checks returned due to insufficient funds are subject to a returned check fee of \$30.

It is the responsibility of the student to verify with the Financial Aid office that sufficient aid is in place to cover tuition and fee charges for the semester. For students that do not have financial aid in place and are unable to pay the full amount of tuition and fees before classes begin, we offer a payment plan online. To establish a payment plan or to view details of the plan, the student should visit <http://www.asun.edu/facts> and click on the link "Pay Online". A 25% down payment is required.

Tuition and Fee Schedule		
Tuition:		
In-State		\$91 per credit hour
Out of State		\$149 per credit hour
Off Campus(Prison And Concurrent)		\$101 per credit hour
Required Fees:		
Online Course Fee		\$25 per credit hour
Quality Improvement Fee		\$9 per credit hour
Academic Excellence Fee		\$7 per credit hour
Student Activity Fee		\$2 per credit hour
Program Fees:		
Cosmetology Program Fee		\$250 per semester
Hospitality Program		\$50 per semester
Surgical Technology Program		\$225 per semester
PN Program Fee		\$250 per semester
RN Program Fee		\$275 per semester
Allied Health Fee		\$70 per semester
Commercial Driver Training Lab Fee		\$1,450 per semester
Commercial Driver Training Equipment Fee		\$300 per semester
Lab Fee		\$35 per lab course
Nursing Testing Fee		\$100
Advanced Placement Fee		\$40
TEAS-V Testing Fee		\$60
Non-student Proctoring Fee		\$25 per test
COMPASS Testing		\$10
Returned Check Fee		\$30
Payment Plan Fee		\$30
Welding Certification Testing Fee		\$100
The University reserves the right to change or add fees at any time such action is deemed necessary.		
revised 6/25/2015		

NOTICE: The STUDENT is responsible for all tuition and fee charges whether they attend class or not. Non-attendance of classes does not automatically drop/withdraw you from classes. Proper procedures for drop/withdrawal must be followed. Please see the Withdrawal section for instructions on withdrawing from a class.

TUITION WAIVER FOR SENIOR CITIZENS

Arkansas residents who are 60 years of age or older are entitled to attend college credit classes at ASU-Newport without a tuition charge. This waiver does NOT apply to non-credit course tuition, bookstore items, or any fees collected by the College. Proof of age must be presented at the time of registration.

OUTSTANDING ACCOUNT BALANCE PROCEDURES

Students are responsible for all tuition and fees which are due and payable upon registration of classes unless a student has qualified for financial aid. Students with any balance on their account at the end of the term are placed on financial hold by the Business Office. This hold prevents the student from registering for another term until they can resolve their current balance. If the student plans to graduate and they owe on their account, the Office of Enrollment Services/Registrar will contact the student and request that they contact the business office in regard to their account before they graduate. If any student continues to have an outstanding balance after a term, the balance will be considered delinquent, and unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended).

REFUND OF TUITION AND FEES SCHEDULE

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below. Refunds must be claimed at the time of withdrawal through the Office of Enrollment Services/Registrar and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal. The following refund schedule does not apply to the Commercial Driver Training program students.

1. Two-week up to five-week courses:
 - A. First two days of class 100 %
 - B. After the second day of class No Refund

2. Five-week up to full term courses:
 - A. First week 100 %
 - B. No Refund No Refund

3. Full-Term (Fall and Spring) courses:
 - A. First week 100 %
 - B. Second or third week 60 %
 - C. After the third week No Refund

Commercial Driver Training Students refund policy is: 100% refund if the student withdraws during the first 8 days of class. Thereafter, no refund will apply.

VETERANS

VETERANS ADMINISTRATION BENEFITS

ASU-Newport is an approved institution for veterans, veterans' dependents and survivors, and service person(s) education training. Veterans of recent military service, dependents or survivors of veterans, and reservists/guard members may be entitled to educational assistance payments from the Department of Veterans Affairs.

Veterans of recent military service, dependents or survivors of veterans who lost their life in service or who are now totally disabled as a result of service should contact the nearest Department of Veterans Affairs regional office as far in advance of their enrollment date as possible for assistance in securing Department of Veterans Affairs benefits. Students may also call 1-888-442-4551 (1- 888-GI-BILL 1) or go online to www.gibill.va.gov. Information on campus regarding this program may be secured from the Office of Admissions/ Registrar located in the Student Community Center or by calling 870-512-7877 e-mail suzanne_blackburn@asun.edu.

STUDENT VETERANS' ORGANIZATION

See the Student Veterans' Organization section in Special Interest/Student Organizations for further details.

STUDENTS ACTIVATED FOR MILITARY SERVICE

Arkansas code 6-61-112 provides the following for students called into full-time military duty during an academic semester:

1. When any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed.
 - A. Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.
 - I. Proportionate refunds of room, board, and other fees which were paid the institution shall be provided to the student, based on the date of withdrawal.
 - II. If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
 - B. If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.
3. A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

To prevent students who are receiving veteran's benefits from being penalized and having to repay such benefits, students activated during an academic semester who have not completed sufficient course requirements for the awarding of a grade must withdraw from the university. Students should contact the VA representative in the Office of Enrollment Services/Registrar immediately upon notification of activation to initiate the withdrawal process.

WELLNESS CENTER

ASU-Newport's Wellness Center offers students, faculty, and staff the opportunity to maintain a healthy lifestyle by utilizing facilities and equipment that can lead to improved physical fitness and wellness. Facilities include a gymnasium (used for basketball, volleyball, and other indoor activities), a weight workout room, a softball field, and soccer/football fields. A locker room and showers are also available and lockers may be assigned each semester to those requesting a locker from the Wellness Center Director. Anyone using the facility should sign in prior to participating in an activity on the ASU- Newport campus. Various types of equipment are available for checkout by students, faculty, and staff of ASU-Newport. This equipment includes balls, bats, gloves, nets, and other items needed for use to participate in activities occurring on the ASU-Newport campus. Additionally, wellness center hours are posted each semester so that students know when the wellness center is open to them. Finally, safety is the primary concern and the center is closed unless a staff member is present.

The Wellness Center may not be used by students, faculty, or staff while it is being used by students participating in a course.

No drinks or food should be in the Wellness Center and participants should always wear white-soled shoes. For more information please see a staff member in the Wellness Center gymnasium located in Walton Hall or call the Dean of Students at 870-512-7890.

WITHDRAW

Refer to the Office of Admissions/Registration section on Getting Started section 5 for information on withdrawing from a course and section 6 for withdrawing from the College.

STUDENT GRIEVANCE PROCEDURE

ADHE requires the certified institution to make a decision on the student grievance following the institution's public policy.

Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification.

Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

Economic & Workforce Development

Our Workforce Training unit provides programs to meet the specific needs of our business and industry partners. This may include credit program pathways to achieve credentials, as well as custom designed short courses to address individual company needs. These programs may be offered both on campus using modern equipment and facilities, or if your business needs on-site training, we provide service flexibility.

We invite you to contact ASU-Newport's Economic & Workforce Development group to explore how we can assist in achieving your goals in employee development, training, retention and recruitment needs. ASU-Newport has a wide variety of resources, programs, and information that may be applied toward your specific situation. We will listen to your needs, and work to develop a training plan that best meets your organization's needs. You will find that that we are easy to work with and our value added programs can help your organization enhance quality, productivity, as well as employee and customer satisfaction. Contact us today and explore the opportunities that ASU-Newport can offer your team. Phone: 870-680-8700 Email: maria_bedwell@asun.edu



Faculty & Staff Directory

Faculty & Staff Directory

(in alphabetical order)

(Campus-specific directories are available online at www.asun.edu/faculty-directory)

Adair, Adam

Vice Chancellor for Finance and Administration

B.S., Arkansas State University

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CCNA, Cisco Certified Network Associate
CCAI, Cisco Certified Academy Instructor
CNA, Certified Novell Administrator

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M.Ed., Harding University
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Browning, Kenny

Instructor of High Voltage Technology

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S.C.C.T., Arkansas State University
Ed.D., Arkansas State University

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Student Affairs Specialist I

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

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B.S., Belhaven College,

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Dean for General Education

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B.A., Arkansas State University

M.A., Arkansas State University

S.C.C.T., Arkansas State University

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Cathey, James

Maintenance Assistant

Carr, Todd

Clinical Instructor Coordinator

E.M.T., C.P.R., A.C.L.S., P.H.T.L.S Certified

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M.L.A., Henderson State University

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B.S., Arkansas State University

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

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Enrollment Specialist
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A.S.N., Mississippi County Community Hospital
Arkansas Registered Nurse
National Registry of Emergency Medical Technicians/Instructors

Collins, Bridget
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A.S., Panola College
B.F.A., University of Southern Mississippi
B.S., Texas A & M
M.A., Arkansas State University

Constant, Mark
Instructor of Energy Control Technology
A.S., Arkansas State University
A.S.E., Refrigerant Recovery & Recycling Certification
Class "B" HVACR Contractor's License Arkansas Air Condition/Electrician License
Universal EPA Test Proctor, ESCO Institute R-
410A Test Proctor, ESCO Institute
NOCTI Certification

Cooper, Connie
Payroll Analyst

Cooper, Susan

Assistant Professor of Psychology

B.S.E., Arkansas State University

M.S.E., Arkansas State University

S.C.C.T., Arkansas State University

Cox, Brenda

Director of Events and Food Services

B.S.E., University of Central Arkansas

M.S., University of Central Arkansas

Cross, Cheryl

Administrative Assistant to VC for Student Affairs

Office Occupations Certificate

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Crotts, Stacey

Accounts Payable Specialist

Secretarial Certificate

A.A., Arkansas State University-Newport

DeFord, Patty

Instructor Emeritus

B.S., Arkansas Tech University

Doyle, Chris

Computer Support Technician

A.A.S., Arkansas State University-Newport

B.A.S., Arkansas State University

Doyle, Duane Dr.

Assistant Professor of Mathematics

B.S., Arkansas State University

M.S., Arkansas State University

Ed.D. University of Arkansas-Little Rock

Duncan, Linda

Assistant Professor Emeritus

A.A.S., Arkansas State University

A.A., Arkansas State University

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Dunning, Jerry

Skilled Tradesmen

Ellis, Janna Kegley

Assistant Professor of Business

B.S., Arkansas State University

M.S., Arkansas State University

CCNA, Cisco Certified Networking Associate

CCAI, Cisco Certified Academy Instructor

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Vice Chancellor for Student Affairs

B.A., Jackson State University

M.S., University of Memphis

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B.S., Arkansas State University

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Fuentes, Tina

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B.A., Arkansas State University

M.A., Arkansas State University

Fulton, Clay

Instructor of High Voltage Technology

A.A.S., Community College of the Air Force

B.B.A., Tarleton State University

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Team Leader Events & Food Services

Getman, Matthew

Skilled Tradesman

R.S.E.S –Proper refrigerant usage Certification

R.S.E.S- EPA certification in Type I and Type II Refrigeration systems

Certified –Air Conditioning, Heat Pump, Gas Heat and Liquid Screw Chiller specialist

Grizzle, Jeff

Campus Police Officer

A.C.L.E, A.L.E.T.A, Camden

Gross, Candace

Dean of Enrollment Services

B.A., Arkansas Tech University

M.S., Arkansas Tech University

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B.S., Arkansas State University

M.S., Arkansas State University

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Instructor of Nursing

LPN, Delta Vo-Tech

A.A.S.N, Arkansas Northeastern College

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Instructor of Nursing

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

Arkansas Registered Nurse, Arkansas State University

Henderson, Sue

Financial Aid Analyst

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A.A. /CIS, Arkansas State University-Newport

B.S., Arkansas State University

Hicks, Bobby

Campus Police Officer

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Hinson, Scott

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Houchin, Mary

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Dean of Students

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A.S.E. Refrigerant Recovery & Recycling Certification
R.S.E.S. Universal Refrigerant Certification
Class "B" HVACR Contractor's License

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S.C.C.T., Arkansas State University

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M.A., Bowling Green State University

Ph.D., Bowling Green State University

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M.S., Arizona State University

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Controller

B.S., Arkansas State University

Weaver, Nancy

Director of Nursing

A.S.N., Arkansas State University

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Office Occupations Certificate

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M.S., University of Arkansas

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B.A., West Texas State University
M.A., Texas Tech University
M.A., West Texas State University

**ARKANSAS STATE UNIVERSITY-NEWPORT
COORDINATOR FOR EQUAL OPPORTUNITY
IN HIGHER EDUCATION**

In an attempt to comply with and carry out its responsibilities pursuant to Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, and Civil Rights Act of 1991, Arkansas State University-Newport has designated the following person to coordinate this effort:

Coordinator

Charles Walker
Associate Vice Chancellor for Administration
7648 Victory Blvd.
Newport, AR 72112
870-512-7874

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- 1. Meet with your Academic Advisor and Enroll in classes through the ASUN Portal.** At www.asun.edu, follow the “My ASUN Portal” link or go directly to <https://portal.asun.edu>. Meet with your Academic Advisor throughout the semester.
- 2. Obtain your ASUN Student ID Card.** Identifications Cards are made in the Library at each ASUN Campus; a valid form of ID and proof of enrollment for the current semester are required to have an ID made. ASUN Student ID Cards are valid for one year and must be renewed each August.
- 3. Obtain your ASUN Parking Permit.** ASUN Parking Permits are obtained through Campus Police or other designated locations. Permits are valid for one year and must be renewed each August.
- 4. Confirm Financial Aid or other payment arrangements are finalized before the beginning of classes.**
- 5. Make advance financial arrangements to be able to purchase your textbooks by the first week of classes.**

Not yet Enrolled, but Interested in Taking Classes at ASUN?

check out the

Getting Started Guide

On the Inside Front Cover of the ASUN Catalog

Further Questions?

Refer to the Quick Reference Guide on the Back Cover of the ASUN Catalog

ASUN
Campus Department
Quick References
 Listed by Alphabetical Order

Department	All Campuses	Newport	Marked Tree	Jonesboro
General Phone	1-800-976-1676	870-512-7800	870-358-2117	870-932-2176
Enrollment Services/Registrar	870-512-7725			
Admissions Toll free	1-800-976-1676			
Admissions FAX	870.512.7825			
Admissions, Veterans	870-512-7877 870-512-7804			
Transcript Request	870-512-7894			
Adult Education	870-512-7824			
Bookstore		870-512-7806		
Business (Finance) Office		870-512-7802	870-358-8620	870-680-8720
Campus Police		870-512-7866 870-217-1347 870-217-1348		
Career Facilitators				
Melissa Clairday			870-358-8640 870-926-5433	
Michael Smith		870-253-2436		
Mary Williams			870-358-8641 870-680-2198	
Career Pathways	1-866-454-4686	870-512-7856	870-358-8615	870-680-8731
Counseling Services		870-512-7890	870-358-8636	870-680-8728
Disability Services		870-512-7812	870-358-8636	870-358-8636
Financial Aid		870-512-7835		
Financial Aid FAX		870-512-7876		
Learning Center		870-512-7867	870-358-8624	
Library		870-512-7706	870-358-8624	
Student Affairs		870-512-7838	870-358-8636	
Testing Services		870-512-7867	870-358-8636	870-932-2176