

# ASU **NEWPORT**

ARKANSAS STATE UNIVERSITY - NEWPORT

NEWPORT • JONESBORO • MARKED TREE



2016-2017 CATALOG



# Getting Started

What to do to attend classes at Arkansas State University-Newport....

**Apply Today!** Complete the online application at [Get started page](http://www.asun.edu/getstarted) (<http://www.asun.edu/getstarted>).

**Submit ALL required materials to Dean of Enrollment Services.**

- Placement Test Scores (may be ACT, ACCUPLACER, ASSET, or COMPASS earned in the last 5 years, however specific programs may have differing placement policies. Please refer to program applications for more information)
- 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)
- All Admissions documents should be submitted to:

Arkansas State University-Newport  
ATTN: Dean of Enrollment Services  
7648 Victory Boulevard  
Newport, AR 72112

**Complete Financial Aid Paperwork** at [Financial Aid](http://www.asun.edu/financial_aid) ([http://www.asun.edu/financial\\_aid](http://www.asun.edu/financial_aid)). Arkansas State University-Newport school code is 042034.

**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.

## ALL STUDENTS

Please refer to Student Handbook, My Educational Goals on pages 13-16, [Student Handbook](https://issuu.com/asunewport/docs/student_handbook_2016) ([https://issuu.com/asunewport/docs/student\\_handbook\\_2016](https://issuu.com/asunewport/docs/student_handbook_2016))

# ARKANSAS STATE UNIVERSITY-NEWPORT

## Catalog 2017-2018

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](http://www.asun.edu)

## Message from the Chancellor



Welcome to Arkansas State University-Newport.

At ASUN, success is the ultimate goal for each of us. In the pages of this catalog you will find classes and programs that will provide the skills necessary for you to succeed in your chosen career field or at a university when you transfer. You will also find extensive services to support you on your educational journey.

We have made it our mission to advance our students and communities through strategic partnerships with business and industry, and hiring the best and the brightest to teach and support each of our students.

ASUN is designed for everyone. Whether you attend full-time, part-time or online, you are important to us and we are committed to

helping you achieve your goals.

On behalf of our faculty, staff and students, we hope you'll join us and see just how powerful an ASUN education can be.

Sincerely,

A handwritten signature in black ink that reads "Sandra". The signature is fluid and cursive, written in a professional style.

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 Arkansas State University-Newport 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**

Educational entities evolve through a unique and transformational process distinctively their own. The ebb and flow of an institution's history may be attributed to a variety of things; a unique sense of place, effective timing, perseverance, and opportunity as well as a touch of the serendipitous. The combination of these attributes truly defines an institution's destiny. Throughout the history of education, significant resources have been allotted for strategic demographic thought to ascertain the who, what and how of institutional success. Every institution examines the internal and external circumstances that allow its success; Arkansas State University is no different. The college stands today the result of over four decades of history that has strongly influenced the entity it has become, and will continue to impact the future for generations to come. ASU-Newport is the combined hopes, aspirations, and dreams of many individuals through all levels of the institutional and geographic communities that have, through the decades, felt compelled from a unique sense of drive, duty or commitment to "go the extra mile" in order to ensure success. As the college has evolved, so has the mission, goals and measurables of this institution. As with all successful groups, Arkansas State University-Newport is the combined result of history coupled with the human element that has morphed through a unique evolutionary process into Arkansas State University-Newport.

Arkansas State University-Newport has a unique legacy regarding its relationship with the Higher Learning Commission. Prior to being named ASU-Newport, the campus was known as White River Vocational Technical School, which received accreditation on April 19, 1989, by the Commission on Schools of the North Central Association of Colleges and Schools. In 1991, the Arkansas Legislature passed Act 1244 which merged White River Vocational Technical School with ASU-Beebe. ASU-Newport was then accredited through ASU-Beebe by the North Central Association of Colleges and Secondary Schools (ASUN was accredited as a satellite campus of ASU-Beebe). In 1992, it became ASU-Beebe/Newport and in 1997 became ASU-Newport. As a continuation of the process of becoming an independent entity, the faculty and staff were informed on April 21, 2000, that the Arkansas Board of Higher Education gave its approval for ASUN to become a stand-alone campus. The stand-alone status was contingent upon the following:

1. The President and Board of Trustees of Arkansas State University would create the position of Chancellor as the chief executive officer of ASUN, effective July 1, 2001;
2. ASUN would have a separate budget appropriation;
3. ASUN would gain HLC accreditation no later than May 1, 2006

The 83<sup>rd</sup> General Assembly of the Arkansas Legislature passed Act 297 into law on February 19, 2001 creating a separate budget appropriation for ASUN effective July 2, 2001. The prospect of gaining stand alone status generated a great deal of enthusiasm among ASUN constituents. ASU-Newport's first Chancellor, Dr. Larry Williams, assumed office November 1, 2001 with many tasks as the institution continued this distinctive formative journey. The initial accreditation process culminated in a successful Higher Learning Commission visit April 1-3, 2002, with a recommendation that the college receive Initial Accreditation for stand-alone status for five years.

In the history of organizations, numerous events transpire that ensure the overall success of institutions. The periods between 2001 and 2006 were unique and growing epochs. A small institution just crafting its initiatives and realizing and defining its independent legacy is capable of numerous accomplishments when properly motivated. ASU-Newport, during this time, was indeed properly motivated. We grew programs and services and most significantly passed a half cent sales tax which greatly increased the opportunities for growth within the institution. The grass roots effort of this process was unique in that it placed people from the institution throughout the communities sharing the story of ASUN. Throughout April to September, 2001 individuals travelled throughout the areas in order to canvass and garner support for this process. It was a daunting and successful task with the initiative passing by a 67% margin. The college now has five 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

Along the process of change many programs were developed, strategic plans tweaked, reassumed and restructured. It seems when one reflects to periods of great change basic themes emerge that mark the passages of time as well as the efforts of individuals who were involved during these times. Themes during these periods include:

1. Evolution and Restructuring of Campuses
2. Outreach Endeavors---concurrent, prison, IGNITE
3. Internal Reorganization---centralized control of facilities to encourage consistency and stability
4. Academic Program Enhancement---
5. Strategic Internal and External Resource Allocation-----
6. Student Support Initiatives

The process of campus growth and restructure is almost as compelling as that of campus evolution. In looking at campuses and their functions, it is important to observe building and building usage and ensure that an institution is utilizing resources, especially buildings, space and human capital, to its most effective capacity. Over the last decade it has been a strategic initiative to add facilities to meet needs. One of the greatest changes in the history of our institution was marked by our assuming oversight for additional branch campuses in Marked Tree and Jonesboro. This occurred in 2007. Not only did this dramatically change the foot print of the college it expanded our reach in a variety of ways, including the programs we offer and the need for internal and external communications among groups. It also brought to light the need for consistency in curricular offerings as well as multiple cite delivery of academic offerings. All things that ASUN has addressed!



The manner in which ASU-Newport has embraced outreach symbolizes its commitment to not only the mission of the institution, but, the overall realization of the socio-demographic realities of its existence. From concurrent enrollment partnerships, which has impacted thousands of students over the last decade with academic opportunities for future success, to the very successful prison outreach courses that allow second chances to those that might easily be the forgotten ASU-Newport takes very seriously its commitment to assist its communities. The new IGNITE Academy, which will offer amazing opportunities for students in the surrounding high schools to craft a better future for themselves is another fine example of the excellent work happening every day. The massive growth of our online coursework, coupled with the measures put in place to ensure proper training for faculty teaching online course work only reinforces the commitment to outreach provided by our institution for students.

Institutions must, and should, look internally to ensure that personnel are meeting the needs of students and fulfilling the most basic tenets of the campus community. In 2014, under the direction of ASU-Newport's second Chancellor, Dr. Sandra Massey, a significant reorganizational effort occurred with the goals of adding consistency and cross campus control throughout the cite campuses. In 2014, a broad reorganization allowed the institution to centralize and effectively manage the hiring, employment, supervision and evaluation of both faculty and staff, implementing a more structure and effective organizational structure. Administrators and supervisors with direct report faculty and staff travel to appropriate locations periodically and maintain frequent and continued communication regarding departmental and individual goals and objectives, as well as facilities utilization and fiscal management.

Academic program enhancement is the life blood of an instructional community. The academic programs at ASU-Newport are consistently assessing themselves and looking for ways, and delivery methods, to better serve our students. Training in such methods as online delivery options, coupled with a new course management delivery system to better serve students and collect data only testify to our commitment to providing the most effective educational opportunity possible. In addition, for the past decade, ASU-Newport has consistently added programs and services that meet industry needs, such as Hospitality Management, High Voltage Lineman, and Surgical Technology and buttressed them with the infrastructure and involvement to ensure success. Academic partnerships have paved the pathway to ensure success and provide outreach through which valuable information is assembled.

One of the most critical elements in promoting institutional effectiveness is the allocation of resources in a manner that is effectively aligned with the instruction's mission, goals and strategic priorities. Arkansas State University-Newport promotes a process that involves a broad-based inclusion and communication while fully integrating the budgetary process with the goals of the college. In fiscal year 2015, ASUN moved from a system of incremental or historical budgeting to a zero-based budgeting model. Critical evaluation of expenses is currently used to align resources with strategic goals. The process ensures that new or additional resource requests are given the due diligence needed to fund the initiatives that support the mission while keeping education affordable, and ensuring the most effective and stable economic base for the institution. This process also allows the institution to better provide the programs and services needed in the communities it serves and to be responsive to industry needs in facilitate economic development. In fiscal year, 2016, the strategic budgeting method was

directly linked to and aligned with the strategic plan and all strategic priorities to ensure accountability, assessment of resource allocation, and a mission-focused budgeting process.

Arkansas State University-Newport maintains a “one-college, multi-location” philosophy, which ensures the quality and consistency of its administrative procedures, academic programs and student services across all locations. The institution provides access to the full array of student services on each location either through staff based at the location or through staff who travel from another location. Student affairs is represented, at all locations, with at least one full-time Retention Specialist and a Student Affairs Specialist at the Marked Tree and Jonesboro locations, responsible for providing admissions services, financial aid assistance, general information, advising, and intervention services for all academic programs. Faculty are also available to assist with advising and informational support for both new and prospective students.

Personnel from the central administrative offices, such as Vice Chancellors for both Academic Affairs and Student Affairs, as well as their deans and assistant deans regularly travel to each location to deliver needed services and to provide additional information, support and assessment of service offerings. These individuals are also available by or phone or through video conferencing to provide information and assistance. The planning, prioritizing, budgeting, and resource allocation processes for all academic programs and student services for all locations are coordinated by the Vice Chancellors for Academic Affairs and Student Affairs with direct input from the deans, directors, program coordinators, faculty and staff.

One full-time information technology staff member is also available at each location to ensure appropriate accesses, use and support for technology services and allocation. These positions report to the Director of IT Services, who also travels periodically to all instructional locations to provide support resource allocation assessment, and general communication.

Student concerns are addressed via in person or electronic communication to the responsible Vice Chancellor or unit leadership. All academic student concerns are directed first to the appropriate faculty member, Assistant dean, Dean, and finally the Vice Chancellor for Academic Affairs. Student Affairs handles student concerns in a manner consistent with that of the Academic Affairs staff. In the case that the Vice Chancellor cannot address the issue, the Chancellor will be notified and involved in the process. All student issues that cannot be addressed at the unit level are directed to the Executive Cabinet Leadership for consideration and action planning, which may require additional funds, facilities, or staffing to resolve.

The journey to this reaffirmation process has been an interesting and involved one. As an educational community, ASU-Newport realizes one of the main purposes of reaffirmation is to ensure thought and introspection into every aspect of the institutional community, thus bringing positives and negatives to light in order to craft a better overall product for students, faculty/staff and stakeholders. For the past two years, groups have been meeting, core component “think tanks” have been scouring for evidence and undertaking one of the most critical processes for an evolving institution; that of questioning, evaluating processes and honestly providing institutional self-feedback with the aim of strengthening the organization and gaining critical data and knowledge utilized for improvement as well as positioning our community to think relative to a broader and brighter concept of effectiveness and thought.

## Organization of the University

### Board of Trustees

<b>Mr. Ron Rhodes, Chair</b> (Cherokee Village, AR)	January 2018
<b>Mr. Tim Langford, Vice Chair</b> (Little Rock, AR)	January 2019
<b>Dr. Niel Crowson, Secretary</b> (Jonesboro, AR)	January 2020
<b>Mr. Stacy Crawford, Member</b> (Jonesboro, AR)	January 2021
<b>Mrs. Price Gardner, Member</b> (Little Rock, AR)	January 2022

**Dr. Charles L. Welch** ASU-System President

### ARKANSAS STATE UNIVERSITY-NEWPORT EXECUTIVE CABINET

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

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

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

**Dr. Holly Ayers** Vice Chancellor for Academic Affairs  
Ed.D., Arkansas State University  
S.C.C.T. Arkansas State University  
M.S. Arkansas State University  
B.S. Arkansas State University

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

**Dr. Ashley Buchman** Vice Chancellor for Student Affairs  
Ed.D., Arkansas State University  
S.C.C.T., Arkansas State University  
M.B.A., Arkansas State University  
B.S., Arkansas State University

**Mr. Ike Wheeler** Dean for Institutional Advancement  
M.A., Arkansas State University  
B.A., Arkansas State University

## Accreditation



**Higher Learning Commission (HLC)**  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
[www.hlcommission.org](http://www.hlcommission.org)



**National Alliance of Concurrent Enrollment Partnerships, Inc. (NACEP)**  
126 Mallette Street  
Chapel Hill, NC 27516  
[www.nacep.org](http://www.nacep.org)



THE NATIONAL BOARD  
OF SURGICAL TECHNOLOGY  
AND SURGICAL ASSISTING

**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](http://www.caahep.org)

## **Agency Affiliations**

**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  
<http://humanservices.arkansas.gov/dms>

**Arkansas Department of Health  
Arkansas State Board of Cosmetology**  
4815 West Markham, Slot 8  
Little Rock, AR 72205  
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/Cosmetology>

**Arkansas Department of Health  
Section of EMS & Trauma Systems**  
5800 West 10th Street, Suite 800  
Little Rock, AR 72204  
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/EmsandTraumaSystems>

**Arkansas State Board of Nursing**  
University Tower Bldg., Suite 800  
1123 South University Avenue  
Little Rock, AR 72204  
<http://www.arsbn.arkansas.gov>

**Air Conditioning Contractors of America (ACCA)**  
2800 S Shirlington Road, Suite 300  
Arlington, VA 22206  
<https://www.acca.org/home>

**Phlebotomy Technical Certification (CPT)**  
National Phlebotomy Association  
1901 Brightseat  
Road Landover, MD 20785  
[nationalphlebotomy.org/230376.html](http://nationalphlebotomy.org/230376.html)

**National Center for Construction Education and Research (NCCER)**  
13614 Progress Blvd  
Alachua, FL 32615  
[www.nccer.org/](http://www.nccer.org/)

## **Institutional Memberships**

### **American Advertising Federation Northeast Arkansas**

PO Box 1974  
Jonesboro, AR 72403  
[www.aafnea.org](http://www.aafnea.org)

### **American Association of Collegiate Registrars & Admissions Officers (AACRAO)**

PO Box 37097  
Baltimore, MD 21297-3097  
<http://www.aacrao.org>

### **American Association of Community Colleges (AACCC)**

One DuPont Circle, NW  
Suite 410  
Washington, DC 20036  
<http://www.aacc.nche.edu/>

### **American Chemical Society (ACS)**

1155 Sixteenth Street, NW  
Washington, DC 20036  
<http://www.acs.org/>

### **American Library Association (ALA)**

PO Box 77-6499  
Chicago, IL 60678  
[www.ala.org/](http://www.ala.org/)

### **American Welding Society (AWS)**

8669 Doral Blvd.  
Doral, FL 33166  
<http://www.aws.org/>

### **Amigos Library Services**

14400 Midway Rd.  
Dallas, TX 75244  
<https://www.amigos.org/>

### **Arkansas Association for Developmental Education (ArkADE)**

423 Main St., Suite 400  
Little Rock, AR 72201  
<http://arkade.blackrivertech.org/>

### **Arkansas Association of College & University Business Officers (AACUBO)**

<http://aacubo.org>

### **Arkansas Association of Collegiate Registrars & Admissions Officers (ArkACRAO)**

<http://arkacrao.org>

**Arkansas Association of Student Financial Aid Administrators, Inc. (AASFAA)**

1600 South College Street  
Mountain Home, AR 72653

[www.aasfaa.net](http://www.aasfaa.net)

**Arkansas Community Colleges (ACC)**

1400 West Markham, Suite 402  
Little Rock, AR 72201

<http://www.arkansascc.org/>

**Arkansas Economic Developers (AED)**

c/o Arkansas State Chamber of Commerce  
1200 W. Capitol Ave.  
Little Rock, AR 72201

[www.aed-arkansas.org/](http://www.aed-arkansas.org/)

**Arkansas Farm Bureau**

PO Box 8129  
Little Rock, AR 72203-8129

<http://www.arfb.com/>

**Arkansas Hospitality Association (AHA)**

PO Box 3866  
Little Rock, AR 72203

[www.arhospitality.org/](http://www.arhospitality.org/)

**Arkansas Institutional Research Organization (AIRO)**

<http://orgs.atu.edu/airo/>

**Arkansas Library Association (ArLA)**

PO Box 958  
Benton, AR 72018-0958

<http://arlib.org/>

**Arkansas Licensed Practical Nurse's Association (ALPNA)**

#4 Pollard Lane  
Dewitt, AR 72042

<http://www.arkansaslpna.org/>

**Arkansas Research and Education Optial Network (AREON)**

155 S. Razorback Road  
Fayetteville, AR 72701

**Arkansas Safe Schools Association**

c/o Criminal Justice Institute  
26 Corporate Hill Dr.  
Little Rock, AR 72205

[www.arkansassafeschools.org/](http://www.arkansassafeschools.org/)

**Arkansas State Chamber of Commerce**

1200 W. Capitol  
PO Box 3645  
Little Rock, AR 72203-3645  
[www.statechamber-aia.dina.org](http://www.statechamber-aia.dina.org)

**Arkansas Student Affairs Association (ARSAA)**

201 Donaghey Ave  
Conway, AR 72035  
[myarsaa.org/](http://myarsaa.org/)

**Arkansas Trucking Association**

PO Box 3476  
Little Rock, AR 72203-3476  
[www.arkansastrucking.com](http://www.arkansastrucking.com)

**Association for Institutional Research (AIR)**

Dept. #177  
PO Box 850001  
Orlando, FL 32885-0177  
[www.airweb.org](http://www.airweb.org)

**Association for Student Conduct Administration (ASCA)**

PO Box 2237  
College Station, TX 77841-2237  
[www.theasca.org/](http://www.theasca.org/)

**Council for Adult and Experimental Learning (CAEL)**

55 Ease Monroe, Suite 2710  
Chicago, IL 60603  
[www.cael.org](http://www.cael.org)

**Future Business Leaders of America (FBLA)**

PO Box 79063  
Baltimore, MD 21279  
[www.fbلا-pbl.org/](http://www.fbلا-pbl.org/)

**Jackson County Historical Society**

PO Box 711  
Newport, AR 72112  
[www.jchs.org/](http://www.jchs.org/)

**Jonesboro Regional Chamber of Commerce**

PO Box 789  
Jonesboro, AR 72403-0789  
[www.jonesborochamber.com/](http://www.jonesborochamber.com/)



**League for Innovation in the Community College**  
1333 South Spectrum Boulevard, Suite 210  
Chandler, AZ 85286  
[www.league.org](http://www.league.org)

**Marked Tree Chamber of Commerce**  
#1 Elm Street  
Marked Tree, AR 72365  
[www.markedtreechamber.org/](http://www.markedtreechamber.org/)

**National Association of College & University Business Officers (NACUBO)**  
1110 Vermont Avenue, N.W.  
Suite 800  
Washington, DC 20005  
[www.nacubo.org/](http://www.nacubo.org/)

**National Association of Publicly Funded Truck Driving Schools (NAPFTDS)**  
<http://napftds.org/>

**National College Testing Association (NCTA)**  
[www.ncta-testing.org/](http://www.ncta-testing.org/)

**National Council for Marketing & Public Relations (NCMPR)**  
PO Box 336039  
Greeley, CO 80633  
[www.ncmpr.org](http://www.ncmpr.org)

**National Council for State Authorization Reciprocity Agreements (NCSARA)**  
3005 Center Green Drive, Suite 130  
Boulder, CO 80301  
[www.nc-sara.org](http://www.nc-sara.org)

**Newport Area Chamber of Commerce**  
201 Hazel Street  
Newport, AR 72112  
[www.newportarchamber.org](http://www.newportarchamber.org)

**Nurse Administrators of Nursing Education Programs (NANEP)**  
**National Park Community College**  
101 College Dr.  
Hot Springs, AR 71913  
[www.np.edu/](http://www.np.edu/)

**Phi Beta Lambda**  
1912 Association Drive  
Reston, VA 20191-1591  
[www.fbla-pbl.org](http://www.fbla-pbl.org)

**Quality Matters, Inc. (QM)**  
1997 Annapolis Exchange Parkway  
Suite 300  
Annapolis, MD 21401  
[www.qualitymatters.org/](http://www.qualitymatters.org/)

**Southwest Association of Student Financial Aid Administrators (SWASFAA)**  
1101 Connecticut Avenue NW, Suite 1100  
Washington, DC 20036-4303  
[www.swasfaa.org/](http://www.swasfaa.org/)

**Southwest Performing Arts Presenters**  
[www.swpap.org/](http://www.swpap.org/)

**Student Affairs Administrators in Higher Education (NASPA)**  
PO Box 5007  
Merrifield, VA 22116-5007  
[www.naspa.org/](http://www.naspa.org/)

**Technology & Maintenance Council (ATA)**  
950 N Glebe Rd., Suite 210  
Arlington, VA 22203-4181  
[www.trucking.org/Technology\\_Council.aspx](http://www.trucking.org/Technology_Council.aspx)

**Trumann Chamber of Commerce**  
PO Box 215  
Trumann, AR 72472  
[trumanchamber.org/](http://trumanchamber.org/)

**Western Association of Veterans Education Specialists (WAVES)**  
Center for America's Veterans  
PO Drawer 6283  
Mississippi State, MS 39762  
[www.uswaves.org/](http://www.uswaves.org/)

## **Consortiums**

### **ARKLink Library Consortium**

PO Box 2040  
State University, AR 72467  
[www.arklinklibraries.org/](http://www.arklinklibraries.org/)

### **Arkansas Rural Nursing Education Consortium (ARNEC)**

#### **Arkansas State University - Newport**

Department of Nursing  
7648 Victory Blvd  
Newport, AR 72112  
<http://www.arnec.org/>

### **Arkansas Delta Technical Educational Consortium (ADTEC)**

2000 W. Broadway  
West Memphis, AR 72301  
<http://www.adtec-ar.org/>

### **Workforce Training Consortium**

5501 Krueger Drive  
Jonesboro, Arkansas 72401  
(870) 933-9788  
[www.wtcjonesboro.com/](http://www.wtcjonesboro.com/)

## THIRD PARTY TESTING

- **Cosmetology**
  - Arkansas State Board of Cosmetology Licensure (Requires successful completion of post completion exam)
  
- **Hospitality Services**
  - **National Restaurant Association**
    - ServSafe Manager
    - ManageFirst - Controlling Foodservice Costs
    - ManageFirst - Hospitality and Restaurant Management
    - ManageFirst - Hospitality Human Resources Management and Supervision
    - ManageFirst - Purchasing
    - ManageFirst - Principles of Food and Beverage Management
    - ManageFirst - Hospitality and Restaurant Marketing
  - **Arkansas Department of Parks and Tourism**
    - First Impressions
  - **American Hotel and Lodging Educational Institute**
    - AHLEI START: Restaurant Server
    - Guest Service Gold
  
- **Nursing**
  - American Heart Association Basic Life Support
  - American Heart Association Advanced Cardiac Life Support
  - Arkansas State Board of Nursing Practical Nursing Licensure
  
- **Allied Health**
  - American Heart Association Basic Life Support
  - American Heart Association Advanced Cardiac Life Support
  - Office of Long Term Care Certified Nursing Assistant Certification
  - Department of Health and Human Services Emergency Medical Technician Licensure
  - Certified Surgical Technologist
  - Certified Phlebotomy Technician



# **Academic Calendar**



# Academic Calendar

## Fall 2017

Summer/Fall Registration Opens	April 11
ARNEC Courses Resume	August 8
9 & 10.5 Month Faculty Return to Campus	August 14
Convocation Week for Full Time Faculty	August 14 – August 18
Convocation for Adjuncts	August 17 & August 19
Full Term Fall Courses Begin	August 21
Flex I Term Courses	August 21 – October 9
Intent to Graduate Forms due for December Graduates	September 1
Labor Day Holiday (Campus Closed)	September 4
Census Date	September 5
Last Day to Withdraw Flex I Term Courses	September 26
Final Exams Flex I Term Courses	October 10
Grades Due Flex I Term Courses	October 11
Mid-Term Grades Due	October 11
Flex II Term Courses	October 10– December 12
Flex II Census Date	October 16
Spring Registration Opens	November 9
Last Day to Withdraw from Full Term & Flex II Term Courses	November 15
Fall Break/Thanksgiving Holidays	November 20- 24
ARNEC Last Day	November 22
ARNEC Capping and Pinning	December 1
Last Day for Full Term Courses	December 4
Final Exams	December 6- 12
Final Exams Flex II Term Courses	December 12
Grades Due in Admissions for Full Term & Flex II Term Courses	December 14
Last Day for 9 & 10.5 month Faculty	December 15
Arkansas State University-Newport offices close for Holiday Break	December 15

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# Academic Calendar Spring 2018

Arkansas State University-Newport offices reopen	January 2
Spring Registration Opens	November 9
ARNEC Orientation	January 6
ARNEC Courses Begin	January 11
9 & 10.5 Month Faculty Return to Campus	January 8
Convocation Week for Full Time Faculty	January 10 - 12
Convocation for Adjunct Faculty	January 11 & 13
Martin Luther King Day Observed	January 15
Spring Full Term Courses Begin	January 16
Flex I Term Courses	January 16 – March 5
Census Date	January 30
Last Day to Withdraw for Flex I Term Courses	February 20
Final Exams Flex I Term Courses	March 5
Grades Due for Flex I Term Courses	March 6
Mid-Term Grades Due	March 7
Flex II Term Courses	March 6 – May 8
Flex II Census Date	March 12
Spring Break	March 19 - 23
Intent to Graduate Forms due from May and Summer Graduates	April 1
Summer/Fall Registration Opens	April 10
Last Day to Withdraw for Full Term & Flex II Term Courses	April 18
Last Day for Full Term Courses	April 30
Final Exams	May 2 - 8
Final Exams Flex II Term Courses	May 8
Post Session for Full Time Faculty	May 10 - 11
Grades Due in Admissions for Full Term and Flex II Term Courses	May 11
Last Day for 9 & 10.5 month Faculty	May 11
Newport Commencement	May 11

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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April 2018						
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22	23	24	25	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
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27	28	29	30	31		



## Academic Calendar Summer I 2018

ARNEC Courses Begin	May 16 – August 3
Applied Science/Allied Health Courses	May 14 – June 30
HVLT Capstone 1	May 14 – July 21
HVLT Capstone 2	July 4 – August 10
Surgical Technology	May 14 – July 31
Registration	Through May 28
Memorial Day Holiday Observed	May 28
First Summer Term Courses Begin	May 29
Census Date	June 4
Last Day to Withdraw from Summer I Term Courses	June 15
Last Day for Summer I Term Courses	June 27
Final Exams	June 28
Jonesboro & Marked Tree Commencement	June 28
Grades Due in Admissions	June 29

## Summer II 2018

Registration	Through July 2
Second Summer Term Courses Begin	July 2
Independence Day Holiday Observed	July 4
Census Date	July 9
Last Day to Withdraw from Summer II Term Courses	July 20
Last Day for Summer II Term Courses	August 1
Final Exams	August 2
Grades Due in Admissions	August 3

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Commercial Driver Training is a four week rotational course, refer to program dates.

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, 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.

**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.

## 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.

**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 (Note: Some programs have differing graduation requirements, please refer to individual programs of study). Fifteen credit hours must be met in the General Education Core courses, and the student must complete the courses required within the specialty.

**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.

## Articulation Agreements

- Associate of Science in Education  
[University of Central Arkansas \(AS Education\)](#)
- Associate of Science in Natural Sciences  
[Arkansas State University \(AS in Natural Science\)](#)
- Associate of Science in Business  
[Arkansas State University \(AS Business\)](#)
- Associate of Science in Criminal Justice  
[Arkansas State University \(AS Criminal Justice\)](#)
- Associate of Applied Science  
[University of Central Arkansas \(RN to BSN\)](#)

## DEGREE PLAN TERMS AND DEFINITIONS

**Corequisite:** Courses that require simultaneous enrollment.

**Course Numbers and Descriptions:** The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of four digits. The course number provides the following information: The first digit indicates the course level (1=freshman, 2=sophomore). The next two digits indicate the particular course, and the fourth digit indicates the number of semester hours of credit. Course numbers which begin with a zero carry no university credit applicable to a degree. No student may enroll in a course until the prerequisites to that course have been successfully completed. Prerequisites to a course are noted following the description of the course.

**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 successfully completed before enrolling in another course.

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

**Residency:** A minimum of 35% of any program of study must be completed at Arkansas State University-Newport for a certificate or degree to be conferred.

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

# PROGRAMS

<b>CP</b> Certificate of Proficiency	<b>TC</b> Technical Certificate	<b>AAS</b> Associate of Applied Science	<b>AGS</b> Associate of General Studies	<b>AA</b> Associate of Arts	<b>AS</b> Associate of Science
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## GENERAL EDUCATION

Associate of Arts (General Education)				N/J/M/O	
Business					N/J/M/O
Business Operations	N/J/M/O				
Business Technology		N/J/M/O	N/J/M/O		
Criminal Justice					N/J/M/O
Crime Scene Investigation	N	N	N		
Education					N/M/O
General Studies	N/J/M/O			N/J/M/O	
Law Enforcement Administration	N	N	N		
Natural Sciences					N/J/M/O

## COMMUNITY SERVICES

Cosmetology		M			
Cosmetology Instructor Trainee		M			

## HOSPITALITY SERVICES

General Technology			J		
Hospitality Services	J				
Culinary		J			
Food Services Management		J			

## HEALTHCARE PROFESSIONS

Certified Nursing Assistant	N/J				
Phlebotomy	N/J				
Patient Care Technician	N/J				
Emergency Medical Technician	N/J				
Surgical Technology		N/M			
Practical Nursing		N/J/M			
Registered Nursing (RN)			N		

## APPLIED SCIENCES

General Technology			N/J/M		
Advanced Manufacturing Tech.		J			
CNC Operator	J				
Industrial Maintenance		J			
Commercial Driver Training	N				
Diesel Technology		N			
Truck Service and Maintenance	N				
High Voltage Lineman		N			
Welding		J			
Construction Welding	J				
Manufacturing Welding	N/J				
Agriculture Technology			N		
Automotive Service Technology	M	M	M		
Collision Repair & Refinishing Tech.		M	M		
Computer Networking Technology		M	M		
Information Communication Tech.	N/M				
Energy Control Technology		M	M		

**N** = Newport Campus

**J** = Jonesboro

**M** = Marked Tree

**O** = Online

# Institutional Learning Outcomes

## **ILO1: Communication**

Goal: Students will express ideas, knowledge, and concepts in a clear and concise manner.

- a) Written
- b) Verbal
- c) Interpersonal

## **ILO2: Reasoning**

Goal: Students will apply reasoning skills in a variety of environments, which demonstrates problem-solving and applied knowledge.

- a) Explore
- b) Locate
- c) Interpret
- d) Evaluate
- e) Apply

## **ILO3: Responsibility**

Goal: Students will participate in service activities that instill in them a sense of social responsibility.

- a) Civic
- b) Academic
- c) Financial

## **Division of Nursing, Allied Health, and Community Services**

### **Dean**

Crystal Gillihan

[crystal\\_gillihan@asun.edu](mailto:crystal_gillihan@asun.edu)

(870) 512-7747

### **Academic Coordinator**

Kim Childress

[kim\\_childress@asun.edu](mailto:kim_childress@asun.edu)

(870) 512-7813

### **Director of Cosmetology**

Melinda Odom

[melinda\\_odom@asun.edu](mailto:melinda_odom@asun.edu)

(870) 358-8623

### **Director of Hospitality Services**

Keven Gee

[kevin\\_gee@asun.edu](mailto:kevin_gee@asun.edu)

(870) 680-8749

### **Director of Nursing**

Christopher Hicks

[christopher\\_hicks@asun.edu](mailto:christopher_hicks@asun.edu)

(870) 512-7833

### **Director of Surgical Technology**

Christopher Madden

[christopher\\_madden@asun.edu](mailto:christopher_madden@asun.edu)

(870) 512-7831

## **Cosmetology**

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 practicum setting. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others. New students are accepted in January and August.

### **Application Requirements**

- A minimum placement test score of 83 on the Compass exam or equivalent is required for admission into the Cosmetology program.
- Students must submit an application to ASUN and an application to the Cosmetology program.
- Official transcripts (High School or Previous College/Universities Attended)
- Cosmetology Application Essay
- Letter of Recommendation

### **State Cosmetology Licensing Exam Qualifications**

In order 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.

### **Program Learning Outcomes**

1. Students will evaluate concepts learned and apply them to assignments that reflect real life scenarios.
2. Students will demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information.
3. Students will demonstrate the ability to identify the type of problem and, from multiple problem solving methods, choose the best method for a possible solution to the problem.
4. Students will demonstrate effective listening, speaking, reading, and writing communication skills.
5. Students will demonstrate the ability to identify the type of problem and, from multiple problem solving methods, choose the best method for a possible solution to the problem.



## **Potential Program Certifications and/or Licensure**

- Arkansas State Board of Cosmetology Licensure (Requires successful completion of post completion exam)

[TC Cosmetology](#)

## **Cosmetology Instructor Trainee**

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.

### **Application Requirements**

- A minimum placement test score of 83 on the Compass exam or equivalent is required for admission into the Cosmetology program.
- Students must submit an application to ASUN and an application to the Cosmetology program.
- Official transcripts (High School or Previous College/Universities Attended)
- Current Cosmetology License
- Additional admission requirements can be found at <http://www.asun.edu/programs/cosmetology>

### **Program Learning Outcomes**

1. Students will evaluate concepts learned and apply them to assignments that reflect real life scenarios.
2. Students will demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information.
3. Students will demonstrate the ability to identify the type of problem and, from multiple problem solving methods, choose the best method for a possible solution to the problem.
4. Students will demonstrate effective listening, speaking, reading, and writing communication skills.
5. Students will demonstrate the ability to identify the type of problem and, from multiple problem solving methods, choose the best method for a possible solution to the problem.

### **Potential Program Certifications and/or Licensure**

- Arkansas State Board of Cosmetology Instructor Licensure (Requires successful completion of post completion exam)

[TC Cosmetology Instructor Trainee](#)

## Hospitality Services

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.

### Admissions Requirements

- <http://www.asun.edu/programs/hospitality>

### Program Learning Outcomes:

#### Certificate of Proficiency- Hospitality Services

1. Understand and demonstrate *mise en place* practices for front-of-house
2. Discuss FOH/dining room operations and table service techniques
3. Analyze and discuss principles of professional service
4. Identify and review the professional standards for dining room personnel
5. Explain/discuss the standards of service involved in the wide-range of service levels of dining establishments

#### Technical Certificate - Culinary Services

1. Understand and demonstrate *mise en place* practices for front-of-house
2. Discuss FOH/dining room operations and table service techniques
3. Analyze and discuss principles of professional service
4. Identify and review the professional standards for dining room personnel
5. Explain/discuss the standards of service involved in the wide-range of service levels of dining establishments
6. Develop menus for various service-style food operations
7. Discuss seasonal menus and impact on cost control
8. Demonstrate menu item pricing utilizing proper cost control methods

#### Technical Certificate- Food Service & Management

1. Understand and demonstrate *mise en place* practices for front-of-house
2. Discuss FOH/dining room operations and table service techniques
3. Analyze and discuss principles of professional service
4. Identify and review the professional standards for dining room personnel
5. Explain/discuss the standards of service involved in the wide-range of service levels of dining establishments
6. Identify and discuss principles of menu lay-out, selection, development, styles, and costing
7. Explain truth-in-menu guidelines

#### Associate of General Technology-Hospitality Pathway

1. Apply theories and concepts of cooking and implementation techniques to operate or function in a commercial kitchen.
2. Identify sanitation and safety codes and procedures necessary to maintain a safe foodservice facility.

3. Analyze food cost and implement necessary controls to maintain costs and ensure profitability.
4. Demonstrate the ability to use human resource management and facility operation management concepts to ensure safety, customer service, and profitability.
5. Planning and development of foodservice space
6. Identification and explanation of flow patterns within foodservice space
7. Identify and discuss menu item pricing, profitability, popularity, and promotion strategies
8. Compare and contrast guest loyalty programs within hospitality industry
9. Identify and explain current technology, trends, and tactics in hospitality marketing
10. Develop menus for various service-style food operations
11. Identify and review the professional standards for dining room personnel
12. Explain/discuss the standards of service involved in the wide-range of service levels of dining establishments

### **Potential Program Certifications and/or Licensure:**

- **National Restaurant Association**
  - ServSafe Manager
  - ManageFirst - Controlling Foodservice Costs
  - ManageFirst - Hospitality and Restaurant Management
  - ManageFirst - Hospitality Human Resources Management and Supervision
  - ManageFirst - Purchasing
  - ManageFirst - Principles of Food and Beverage Management
  - ManageFirst - Hospitality and Restaurant Marketing
- **Arkansas Department of Parks and Tourism**
  - First Impressions
- **American Hotel and Lodging Educational Institute**
  - AHLEI START: Restaurant Server
  - Guest Service Gold

[CP Hospitality Services](#)

[TC Culinary Services](#)

[TC Food Service and Management](#)

[AAS Combined Pathway Hospitality Services](#)

## **Practical Nursing**

Arkansas State University-Newport offers an eleven month program, fully approved by the Arkansas State Board of Nursing, 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. Persons convicted of certain crimes may not be eligible to take the NCLEX- PN examination. Further information can be obtained from the following website: [Arkansas State Board of Nursing](http://www.asun.edu/programs/health-professions)

## **Admission Requirements**

- <http://www.asun.edu/programs/health-professions>

## **Program Learning Outcomes**

1. Provide quality, safe, holistic, patient-centered care to diverse patient populations across the lifespan guided by a caring attitude, effective delegation, and the promotion of a culture of health.
2. Engage in critical thinking and prioritization necessary to provide quality patient care.
3. Participate in the development of quality improvement measures for diverse patient populations.
4. Participate in collaborative relationships with members of the intra-professional team.
5. Use informatics principles, techniques, and systems, and patient care technology to communicate, process knowledge, mitigate error, and support decision making.
6. Provide leadership in a variety of healthcare setting for diverse patient populations within the Practical Nurse's scope of practice.
7. Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a practical nurse.

## **Potential Program Certifications and/or Licensure**

American Heart Association Basic Life Support  
American Heart Association Advanced Cardiac Life Support  
Arkansas State Board of Nursing Practical Nursing Licensure

[TC Practical Nursing](#)

## Registered Nursing Program

Arkansas State University-Newport offers an eleven month LPN-to-RN program, fully approved by the Arkansas State Board of Nursing, combining classroom instruction with clinical experience. The Registered Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-RN Examination. ASUN is a member of the Arkansas Rural Nursing Education Consortium. Students must apply both to ASUN and ARNEC. Persons convicted of certain crimes may not be eligible to take the NCLEX- RN examination. Further information can be obtained from the following website: [Arkansas State Board of Nursing](http://www.asun.edu/programs/health-professions).

## Admission Requirements

- Students must apply to both ASUN and ARNEC to be eligible for consideration into the Registered Nursing program. Additional admission requirements can be reviewed at [www.arnec.org](http://www.arnec.org)
- Application for ASUN: [MyCampus](http://www.asun.edu/mycampus)
- Application for ARNEC: [http://www.arnec.org/application\\_info.html](http://www.arnec.org/application_info.html)
- <http://www.asun.edu/programs/health-professions>

## Program Learning Outcomes

1. Provide quality, safe, holistic, patient-centered, evidence-based nursing to diverse patient populations across the lifespan guided by a caring attitude.
2. Engage in critical thinking necessary to provide quality patient care.
3. Implement quality improvement measures for diverse patient populations.
4. Participate in collaborative relationships with members of the inter-professional team.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a professional nurse.

## Potential Program Certifications

- American Heart Association Basic Life Support
- American Heart Association Advanced Cardiac Life Support
- Arkansas State Board of Registered Nursing Licensure

[AAS Registered Nursing](http://www.asun.edu/programs/health-professions)

## **Allied Health**

The Allied Health programs combine 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. Allied health programs include the following: **Certified Nursing Assistant (CNA), Patient Care Technician (PCT), Phlebotomy, Emergency Medical Technician (EMT), and Surgical Technologist.**

### **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- American Heart Association Advanced Cardiac Life Support
- Office of Long Term Care Certified Nursing Assistant Certification
- Department of Health and Human Services Emergency Medical Technician Licensure
- Certified Surgical Technologist

## **Certified Nursing Assistant (CNA)**

The Arkansas State University-Newport's Practical Nursing Program is approved by the Arkansas State Board of Nursing. The Certified Nursing Assistant program provides the certified nursing assistant student with the basic knowledge and skills for the entry level care. The program integrates clinical experience with classroom theory. Students will participate in clinical experiences within long-term care facilities.

### **Admissions Requirements**

- <http://www.asun.edu/programs/health-professions>

### **Program Learning Outcomes:**

1. Demonstrate knowledge of the health care delivery system and medical terminology
2. Demonstrate knowledge of infection control and safety.
3. Identify services that promote patient/client independence
4. Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate client condition to the charge nurse, associated with the body systems, for all clients of all ages.
5. Demonstrate knowledge of the importance of specimen collection in the overall patient care system.
6. Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living.
7. Demonstrate proper techniques to perform activities of daily living.
8. Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior and legal implications in this work environment.
9. Identify steps to answer patient call system, communicate with the vision/hearing impaired client
10. List reasons, and procedures for use of restraints and legal consequences.
11. Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures.

### **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- Office of Long Term Care Certified Nursing Assistant Certification

[CP Certified Nursing Assistant](#)



## **Phlebotomy**

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 a certification exam to become a Certified Phlebotomist. Graduates of the program are prepared to work in a hospital laboratory, doctor's office, or free standing laboratory.

### **Admission Requirements**

- <http://www.asun.edu/programs/health-professions>

### **Program Learning Outcomes:**

1. Demonstrate knowledge of the health care delivery system and medical terminology
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages.
4. Demonstrate knowledge of the importance of specimen collection in the overall patient care system.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
6. Demonstrate proper techniques to perform venipuncture and capillary puncture.
7. Demonstrate knowledge of requisitioning, specimen transport and specimen processing.

### **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- Certified Phlebotomy Technician

[CP Phlebotomy](#)

## Patient Care Technician

The Certificate of Proficiency in Patient Care Technician provides knowledge of basic patient care and Phlebotomy procedures. The program meets the needs of local medical providers. Upon successful completion of the Certificate in Proficiency, students may test with Arkansas Office of Long Term Care (OLTC) to receive licensure for Certified Nursing Assistant (CNA).

### Admission Requirements

- <http://www.asun.edu/programs/health-professions>

### Program Learning Outcomes:

1. Demonstrate knowledge of the health care delivery system and medical terminology
2. Demonstrate knowledge of infection control and safety.
3. Identify services that promote patient/client independence
4. Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate client condition to the charge nurse, associated with the body systems, for all clients of all ages.
5. Demonstrate knowledge of the importance of specimen collection in the overall patient care system.
6. Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living.
7. Demonstrate proper techniques to perform activities of daily living.
8. Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior and legal implications in this work environment.
9. Identify steps to answer patient call system, communicate with the vision/hearing impaired client
10. List reasons, and procedures for use of restraints and legal consequences.
11. Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures.
12. Demonstrate knowledge of the health care delivery system and medical terminology
13. Demonstrate knowledge of infection control and safety.
14. Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages.
15. Demonstrate knowledge of the importance of specimen collection in the overall patient care system.
16. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
17. Demonstrate proper techniques to perform venipuncture and capillary puncture.
18. Demonstrate knowledge of requisitioning, specimen transport and specimen processing.

## **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- Office of Long Term Care Certified Nursing Assistant Certification
- Certified Phlebotomy Technician

[CP Patient Care Technician](#)

## **Emergency Medical Technician (EMT)**

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 certification testing through PearsonVue.

### **Admission Requirements**

- <http://www.asun.edu/programs/health-professions>

### **Program Learning Outcomes:**

1. Describe the unique needs for assessing an individual with a specific chief complaint with no known prior history.
2. Differentiate between the history and physical exam that are performed for responsive patients with no known prior history and responsive patient with a known prior history.
3. Differentiate between the assessment that is performed for a patient who is unresponsive or has an altered mental status and other medical patients requiring assessment.
4. Explain the reason for prioritizing a patient for care and transport.
5. Explain and demonstrate the value of performing an initial assessment and a secondary assessment.
6. Explain and demonstrate knowledge and use of EMT level medication administration.
7. Explain the benefits and advantages of operating in an integrated EMS System.
8. Describe the emergency medical care considerations and procedures of the patient with Head and/or spine injuries.
9. Describe the emergency medical care considerations and procedures for the patient with a chest injury.
10. Describe the emergency medical care considerations and procedures for a patient with an abdominal wound.
11. Describe the procedures for movement of patient with life-threatening and non-life threatening injuries.

### **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- Department of Health and Human Services Emergency Medical Technician Licensure

[CP Emergency Medical Technician](#)

## **Surgical Technology**

Surgical Technologists are allied health professionals, serving as an integral part of the team of medical practitioners that provide surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures.

Surgeon supervision is also utilized in order to ensure that the operating room environment is safe, that all equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical Technologists must be able to work under stressful and emergency situations. Manual dexterity, physical stamina, and considerable patience are needed to provide the best patient care. In high demand by employers, Surgical Technologists are a cut above the rest.

### **Admission Requirements**

- <http://www.asun.edu/programs/surgical-technology>

### **Program Learning Outcomes**

1. Identifies, discusses, and evaluates (self) the duties of the Surgical Technologist in the scrub role, circulating role, and second assisting.
2. Identifies, discusses and diagrams key elements related to anatomy and physiology, microbiology, and the mechanisms of wound healing and wound complications, as it relates to surgical care.
3. Identifies, discusses, and displays appropriate key elements of universal precautions and infection control measures. [Cognitive – Knowledge, comprehension, and application.
4. Identifies safety hazards. Discusses and selects appropriate interventions regarding patient and environmental safety including specimen care, counts, electrical, radiation and laser precautions, CDC (Infection Control measures), latex allergy, and OSHA (PPE) requirements.
5. Identifies, discusses, and prepares pharmacology medications and solutions used in surgery correctly and safely.
6. Identifies, discusses, and (self) evaluates the principles of surgical fundamentals such as aseptic technique, storage and handling of sterile supplies, sterilization, and disinfection efficiently and safely.
7. Identifies and selects appropriate equipment for assigned procedure setup. Organizes a comprehensive pre-case supply and equipment check including orthopedic equipment, dermatomes, tourniquets, suction units, endoscopes, microscopes, cryotherapy units, electrosurgical units, irrigation/aspiration units, laser equipment, monitors, and emergency equipment.
8. Utilizing imitation, manipulation following oral or written directions, and finally precision independent performance.
9. Identifies and selects appropriate action when confronted with equipment-related malfunctions or emergencies. Identifies and selects appropriate response to surgical

complications and emergencies. Demonstrates appropriate response in lab or clinical setting.

10. Identifies basic step, discusses possible variations, and applies principles of surgical technique and planning to patients of all ages and physical conditions for a variety of procedures by formulating or modifying the patient's case plan.
11. Identifies procedural steps and demonstrates performance (independent) of patient care procedures correctly and safely such as skin preparation, positioning, draping, catheterization, vital signs, and cardiopulmonary resuscitation.
12. Identifies, manipulates and manages instruments (classifications), sutures, needles, catheters, drains, surgical packing and dressings, and other types of specialty supplies and equipment with precision.
13. Demonstrates ability to progress from the ability to imitate basic scrub skills in the lab setting, manipulate case setup according to oral or written instructions, and perform with precision a minimum of 80 procedures in the "first scrub solo" or "with assist" role in the required procedure categories. Demonstrates articulation (ability to perform procedure with competency) in the "first scrub" role prior to graduation.

### **Potential Program(s) Certifications**

- American Heart Association Basic Life Support
- Certified Surgical Technologist

[TC Surgical Technology](#)

## **Division of Applied Science**

### **Philosophy**

The Division of Applied Science supports the college vision as a driving force that revitalizes the Delta and restores the American Dream in the communities we serve. Our programs will be accessible, affordable, transform the lives of our students, enrich our communities and strengthen the regional economy.

### **Outcomes**

*Upon completion of this program students will:*

- Obtain gainful employment or continue their education in their technical field.
- Express ideas, knowledge, and concepts in a clear and concise manner.
- Apply reasoning skills in a variety of environments, which demonstrates problem solving and applied knowledge.
- Participate in service activities that instill in them a sense of social responsibility.

### **Dean**

Robert Summers

[robert\\_summers@asun.edu](mailto:robert_summers@asun.edu)

(870) 512-7710

### **Academic Coordinator**

Vicki Frans

[vicki\\_frans@asun.edu](mailto:vicki_frans@asun.edu)

(870) 358-8619

### **Assistants to the Dean**

Ken Beach

[ken\\_beach@asun.edu](mailto:ken_beach@asun.edu)

(870) 680-8722

Alan Keith

[alan\\_keith@asun.edu](mailto:alan_keith@asun.edu)

(870) 680-8732

Michael Nowlin

[michael\\_nowlin@asun.edu](mailto:michael_nowlin@asun.edu)

(870) 358-8621

## **Advanced Manufacturing**

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.

[CP Computer Numeric Control \(CNC\)](#)

[TC Advanced Manufacturing](#)



# Agriculture Technology

## Program Philosophy

The Agriculture Technology department has a philosophy to be the top rated two-year, technical program in the state. With strong producer and industry support, we are able to fill the skills gap in agriculture throughout the Delta. Students will leave this program with well-rounded knowledge and experience, which will allow them to become successful employees.

## Upon completion of this program, students will:

- Obtain gainful employment in agriculture or further their education at a four-year institution
- Apply communication and analytical skills
- Demonstrate proper use and care of equipment and tools
- Demonstrate and understand safety precautions and practices
- Develop responsible and ethical behavior in social, academic and financial settings
- Apply learned skills in different sectors of agriculture in Northeast Arkansas and the Delta
- Comprehend and implement the components of agronomy
- Successfully understand life cycle of crops from planting to harvest
- Utilize mechanical and operational skills
- Perform equipment calibrations and chemical calculations
- Demonstrate understanding of resistant plants and recognize methods to avoid resistance
- Understand and demonstrate uses of herbicides, pesticides and insecticides
- Understand and incorporate state and federal Ag regulations and laws

## [AAS Agriculture Technology](#)

# Automotive Service Technology

## Program Philosophy

The philosophy of the Automotive Service Technology program is to recruit and train students for a prosperous career in the automotive service industry by providing a broad theoretical foundation, as well as pertinent and interesting hands on training. We strive to encourage the proper work habits and attitudes necessary to work in the industry and to help students become responsible, accountable, and productive employees. Regular consultations with our advisory committee ensure that the Automotive Service Technology program remains relevant and current with industry standards. In order to keep up-to-date with technological advances within the industry, the program will instill in its students the value of life-long learning.

## Program Outcomes

*Upon completion of this program students will:*

- Demonstrate professionalism and safe work practices.
- Identify components associated with automotive systems.
- Diagnose basic faults in automotive systems.
- Perform repairs and service components in automotive systems.
- Demonstrate the proper use of shop tools and equipment.
- Students will apply communication and analytical skills.

[TC Automotive Service Technology](#)

[AAS Automotive Service Technology](#)

## **Collision Repair and Refinishing Technology**

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.

### **Program Philosophy**

Our philosophy is to be one of the top programs in the state. This can be accomplished by making program changes that keep up with ever changing technology and through building relationships with area body shops through our Advisory Committee. These relationships help students gain employment after graduation. We believe in recruiting the brightest students through various avenues to ensure that we provide quality employees to the community that we serve. The program also provides adequate support to students to ensure their success both while they are students as well as when they have graduated and are employed.

### **Program Outcomes**

*Upon completion of this program students will:*

- Demonstrate professionalism and safe work practices
- Identify components associated with automotive systems
- Perform repairs to structural and non-structural components of the automobile
- Demonstrate the proper use of shop tools and equipment
- Mix and apply a variety of automotive refinish materials
- Perform estimates on collision repair damage
- Demonstrate polishing and detaining methods
- Demonstrate communication and analytical skills

[TC Collision Repair & Refinishing Technology](#)

[AAS Collision Repair & Refinishing Technology](#)

## **Commercial Driver Training**

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 to 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**

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

### **Program Philosophy**

The philosophy of the commercial driver training program is to provide a safe and productive learning environment for our students. We strive to increase program enrollment and to maintain or increase completion rates in the program. Our goal is to also insure that the program is meeting the standards of industry, in regard to equipment and training needs.

### **Program Outcomes**

*Upon completion of this program students will:*

- Demonstrate professionalism and industry specific safety practices
- Demonstrate commercial driving skills
- Demonstrate knowledge of US Department of Transportation regulations and logs
- Demonstrate proper inspection procedures

[CP Commercial Driver Training](#)

## **Computer and Networking Technology**

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.

### **Program Philosophy**

The Computer and Networking Technology (CNT) Program provides students with the fundamental skills and abilities for employment in the field of Information Technology (IT) by educating them in the design, installation, administration, and support of computer systems and networks. This is accomplished by building well-rounded, entry-level IT technicians. CNT fosters completers of Technical Certificates and/or Associates of Applied Science degrees. Through a rigorous, hands-on approach CNT offers the necessary educational foundation for industry certifications and future pursuit of a bachelor's degree.

### **Program Outcomes**

*Upon completion of this program students will:*

- Express concepts, knowledge and ideas in a clear and concise manner and communicate effectively with the end user.
- Install, maintain, secure, troubleshoot, and repair computer networks.
- Demonstrate appropriate reasoning skills in order to effectively troubleshoot microcomputer hardware and software issues.
- Display responsibility through providing PC troubleshooting and repair services to the community, obtaining satisfactory academic progress, and ensuring financial means for timely completion.

[CP Information Communication Technology](#)

[TC Computer & Networking Technology](#)

[AAS Computer & Networking Technology](#)

## **Diesel Technology**

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.

### **Program Philosophy**

Our goal is to recruit students to work in the field of Diesel Technology. We believe that having a positive influence on students while in school makes them more productive employees once they are working in the field. The program trains students using a hands on approach and by utilizing the institution's fleet of tractors and trailers. Because of the high prices associated with fuel, tires, and parts, the program's goal is also to contain cost wherever possible without compromising student learning.

### **Program Outcomes**

*Upon completion of this program students will:*

- Demonstrate an understanding of proper safety practices
- Demonstrate professionalism in the lab
- Identify components associated with heavy diesel systems
- Diagnose basic faults in heavy diesel systems
- Perform repairs and service components in heavy diesel systems
- Demonstrate the proper use of shop tools and equipment
- Demonstrate an understanding of the importance and setup of a proper maintenance program

[CP Truck Service and Maintenance](#)

[TC Diesel Technology](#)

## **Energy Control Technology**

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.

[TC Energy Control Technology](#)

[AAS Energy Control Technology](#)

# General Technology

[AAS General Technology](#)



## **General Technology**

### **Pathway in High Voltage Lineman Technology**

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 municipals, and investor owned power companies.

[TC High Voltage Lineman Technology](#)

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

## **General Technology Pathway in Industrial Maintenance**

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. Students will 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.

[TC Industrial Maintenance](#)

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

## **Welding**

The Welding program offers two programs of study in order to meet the training needs of individuals and corporations. 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. The Technical Certificate is a one-year program designed to prepare students for a career in industrial welding, construction, and fabrication. 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 of these jobs 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.

[CP Construction Welding](#)

[CP Manufacturing Welding](#)

[TC Welding](#)

## **Division of General Education**

**This Division includes programs in Business, Business Technology, Criminal Justice, Education, General Studies, and Natural Sciences.**

### **Dean**

Joe Campbell

[joe\\_campbell@asun.edu](mailto:joe_campbell@asun.edu)

(870) 680-8725

### **Academic Coordinator**

Sarah Carter

[sarah\\_carter@asun.edu](mailto:sarah_carter@asun.edu)

(870) 680-8715

### **Associate Deans**

Rob Burgess - Stem

[robert\\_burgess@asun.edu](mailto:robert_burgess@asun.edu)

(870) 358-8617

Anna Westman –Liberal Arts

[anna\\_westman@asun.edu](mailto:anna_westman@asun.edu)

(870) 512-7814

# General Education Division

## Philosophy

ASUN is committed to a holistic approach regarding educational opportunity. As an institution, we believe that individuals should be exposed to the broadest array of experiences to not only craft their outlook, but develop an appreciation to life-long learning. ASUN has developed a general education program that prepares students with a good firm foundation of skills useful in both their academic and personal lives. By developing, augmenting, and honing these skills, students are provided the tools to enhance success in their chosen fields, become better informed citizens, and enrich their lives.

General Education supports the core of every degree and certificate. The General Education program is committed to providing pathways to student success in both transfer Associate degrees, but also complementing the various applied science and technical program courses of study. The knowledge and skills attained through exposure to general education curricula offer students immediate opportunities for success in the present, but also inspire them to pursue a life journey filled with stronger and more enlightened perspective to the ever-changing world in which we live.

## Certificates and Degrees Offered

- Certificate of General Studies
- Certificate of Proficiency Business Operations
- Certificate of Proficiency Crime Scene Investigation
- Certificate of Proficiency Law Enforcement Administration
- Technical Certificate Business Technology
- Technical Certificate Crime Scene Investigation
- Technical Certificate Law Enforcement Administration
- Associate of Arts General Education
- Associate of Applied Science Business Technology
- Associate of Applied Science Crime Scene Investigation
- Associate of Applied Science Law Enforcement Administration
- Associate of General Studies
- Associate of Science in Business
- Associate of Science in Criminal Justice
- Associate of Science in Education
- Associate of Science in Natural Sciences

# ASSOCIATE OF ARTS

## Program Philosophy

The Associate of Arts degree is designed to provide a broad general education core for students who wish to transfer to a four-year university to pursue baccalaureate studies. By incorporating all of the state-mandated core courses and allowing students to choose from a wide range of elective courses, the Associate of Arts degree provides a solid foundation that provides a seamless path to transfer to other institutions.

## Program Outcomes

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences.
- Develop effective written and verbal communication skills.
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines.
- Apply basic technological skills for academic purposes.
- Develop responsible and ethical behavior in social, academic, and financial settings.

[AA Associate of Arts](#)

# ASSOCIATE OF GENERAL STUDIES

## Program Philosophy

The Associate of General Studies is designed to provide a broad range of courses that fulfill individual and employment goals for students who are seeking further education, workplace requirements, or just life-long learning goals. The degree offers several concentration areas including Science, Technology, Engineering, and Math (STEM), Pre-allied health, or Humanities in addition to the basic general education core. While the degree in its entirety may not serve as a transferable degree into specialized fields, most of the individual courses will transfer to other institutions. Students should consult their advisors to see what the best mix of courses to achieve this degree needs to be taken to fit their individual educational goals.

## Program Outcomes

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences.
- Acquire general knowledge and skills in specialized fields including science, technology, healthcare, and humanities.
- Develop effective written and verbal communication skills.
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines.
- Apply basic technological skills for academic purposes.
- Develop responsible and ethical behavior in social, academic, and financial settings.

[Certificate of General Studies](#)

[AGS Associate of General Studies](#)

## **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 with a strong foundation in business, accounting, marketing and management.

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.

### **Program Philosophy**

The Associate of Science in Business is designed to provide the knowledge and background in general business concepts to prepare students for transfer to a baccalaureate program. By incorporating the state mandated general education core along with a good solid business foundation in accounting, economics, marketing, management, and technology, the degree is transferable to all state universities in Arkansas. Students pursuing this degree should contact the university they plan to transfer to and obtain the specific baccalaureate degrees aligned with the Associate of Science in Business.



## **Program Outcomes**

*Upon completion of this program students will:*

- Develop effective written and oral communication skills appropriate to the business environment.
- Acquire a foundational understanding of business principles and practices in the areas of accounting, economics, law, management, and marketing.
- Demonstrate knowledge of technology skills, software, and programs used in the modern business world.
- Develop analytical reasoning and mathematical skills specific to the area of business.
- Practice ethical and responsible behavior in business, academic, and financial activities expected in business and industry.

[CP Business Operations](#)

[TC Business Technology](#)

[AAS Business Technology](#)

[AS Business](#)

# Associate of Science in Criminal Justice

## Program Philosophy

The Associate of Science in Criminal Justice is designed to provide students with a solid general education core coupled with a broad background in the field of criminal justice. This program will prepare them to further educational and employment opportunities in Criminology or law enforcement. The A.S. in Criminal Justice will allow students who transfer to ASU-Jonesboro to meet the first two-years of a baccalaureate degree. Additionally, other institutions may accept individual courses within this degree.

## Program Outcomes

*Upon completion of this program students will:*

- Demonstrate an understanding terminology, trends, and processes of the criminal justice system.
- Interpret the basic concepts, philosophies, and functions of criminal law.
- Analyze and discuss the ethical and social issues in the criminal justice system.
- Explain the basic theories and concepts of corrections and the ethical issues involved.
- Demonstrate an understanding of basic functions of law enforcement, courts, and correctional agencies.

**NOTE:** *In addition to the Associate of Science in Criminal Justice, other options are available to full-time law enforcement officers. ASUN, in partnership with the Criminal Justice Institute, is able to offer degrees in Crime Scene Investigation and Law Enforcement Administration. The general education core courses would be offered by ASUN and advanced law enforcement courses completed through the Criminal Justice Institute.*

*ASUN can also award credit toward degree requirements for students that can demonstrate completion of training from Arkansas Law Enforcement Training Academy (ALETA) and Black River Law Enforcement Training Academy (LETA). See the guidelines for Prior Learning Assessment (PLA) for more details.*

[AS Criminal Justice](#)

# **Criminal Justice/ Law Enforcement Administration**

## **Program Philosophy**

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.

*NOTE: 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.*

## **Program Outcomes**

*Upon completion of this program students will:*

- Demonstrate an understanding terminology, trends, and processes of the criminal justice system.
- Interpret the basic concepts, philosophies, and functions of criminal law.
- Analyze and discuss the ethical and social issues in the criminal justice system.
- Explain the basic theories and concepts of corrections and the ethical issues involved.
- Demonstrate an understanding of basic functions of law enforcement, courts, and correctional agencies.

[CP Crime Scene Investigation](#)

[TC Crime Scene Investigation](#)

[AAS Crime Scene Investigation](#)

[CP Law Enforcement Administration](#)

[TC Law Enforcement Administration](#)

[AAS Law Enforcement Administration](#)

# Associate of Science Education

## Program Philosophy

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.

## Program Outcomes

*Upon completion of this program students will:*

- Demonstrate knowledge of the basic principles of teaching and learning in a diverse society
- Demonstrate effective communication skills
- Engage in critical self-reflection designed to enhance teaching and learning for all students
- Design an emerging personal philosophy to teaching and learning
- Demonstrate a well-constructed understanding of technological operations and concepts to engage students, improve learning, and enrich professional practice

[AS Education](#)

## **Associate of Science in Natural Sciences**

### **Program Philosophy**

The Associate of Science in Natural Sciences is designed to provide students with a solid general education core coupled with a broad background in the natural sciences from biology and chemistry to environmental sciences. This program will prepare them to further educational and employment opportunities in the sciences. The A.S. in Natural Science will allow students who transfer to ASU-Jonesboro to meet the first two-years of several baccalaureate degrees in biology, chemistry, or environmental science. Additionally, other institutions may accept individual courses within this degree.

### **Program Outcomes**

*Upon completion of this program students will:*

- Develop effective written and oral communication skills appropriate to the sciences.
- Demonstrate an understanding of various life forms, with emphasis on the cell and the levels of organization.
- Develop analytical reasoning and mathematical skills specific to the area of science.
- Demonstrate critical reasoning skills to interpret data, synthesize information, and communicate chemistry-based ideas and concepts.
- Develop critical thinking skills applying to natural history, effects of abiotic variables on individuals, ecology, and ecosystem structure.

[AS Natural Science](#)

## **Division of Institutional Effectiveness and Academic Outreach**

**This Division includes the Departments of Concurrent Education, Distance Learning, Institutional Research, Prison Education, and Secondary Center Coordination**

### **Dean**

Dr. Allen Mooneyhan  
[allen\\_mooneyhan@asun.edu](mailto:allen_mooneyhan@asun.edu)  
(870) 512-7864

### **Academic Outreach Coordinator**

(870)512-xxxx

### **Assistant to the Dean**

Stephanie Turner  
[stephanie\\_turner@asun.edu](mailto:stephanie_turner@asun.edu)  
(870) 512-7860

### **Coordinator of Academic Outreach**

Typhanie Myers  
[typhanie\\_myers@asun.edu](mailto:typhanie_myers@asun.edu)  
(870) 512-7719

### **Data Analyst**

Joelyn Foy  
[joelyn\\_foy@asun.edu](mailto:joelyn_foy@asun.edu)  
(870) 512-7741

### **Director of Academic Support Services**

Christy Mann  
[christy\\_mann@asun.edu](mailto:christy_mann@asun.edu)  
(870) 512-7867

# CONCURRENT EDUCATION

## Program Philosophy

The general philosophy of the Concurrent Enrollment Program is to promote the opportunity for high school students to succeed with their higher education goals. This can be accomplished by providing high-quality coursework that can be completed by students before they leave high school. This may result in decreasing the time needed to complete a credential as well as decreasing the cost of the credential. This also facilitates each of our strategic priorities (student success, institutional excellence, and community engagement).

## Program Outcomes

The following are the general program outcomes for the Concurrent Enrollment Program:

- To provide quality college-level coursework to high school students in our local communities
- To promote college retention, persistence, and completion by facilitating the process by which students can earn a portion of their coursework before leaving high school.
- To work collaboratively with high school faculty and staff to facilitate student success during high school as well as after completion of high school

## Concurrent Courses

Concurrent courses available at each high school depends on several factors including number of students interested in particular areas as well as the potential to credential the high school faculty to teach in a particular area. It is also dependent on the ability to ensure that the high school course meets all the course objectives that exist in that course on the college campus. Schedules are revised each year and, when it is possible to match courses in which credentialed faculty are available, coursework in those areas are offered to concurrent students.

## **DISTANCE LEARNING**

There are several options that online students have to work toward and complete credentials online at ASUN. The following credentials are available to ASUN students. For each of these programs all or most of the required courses are offered via distance.

- Certificate of Proficiency – Business Operations
- Certificate of General Studies – General Studies
- Technical Certificate – Business Technology
- Associate of General Studies – General Studies
- Associate of Arts – General Education
- Associate of Applied Science – Business Technology
- Associate of Science – Business
- Associate of Science – Criminal Justice
- Associate of Science - Education
- Associate of Science – Natural Sciences



# **INSTITUTIONAL RESEARCH**

## **Purpose**

To collect, analyze, and present data with the intent of informing institutional recession-making related to linking the institution's short-term goals with its long-term purposes and goals

## **Goals**

- Create data gathering processes that link needed institutional data with current and past results
- Analyze and present findings so they stimulate enthusiasm to act on this data

# **PRISON EDUCATION**

## **Program Philosophy**

The general philosophy of the Prison Education Program is to facilitate student success, institutional excellence, and community engagement through credit offerings that can result in the completion of academic credentials by student-inmates. Through this effort, and by focusing on retention, persistence, and completion by students, the goal of reducing recidivism may be more likely, reducing the number of inmates who return to incarceration after release.

## **Program Outcomes**

The following are the general program outcomes for the Prison Education Program:

- To provide college-level coursework to student-inmates at the Grimes and McPherson units
- To facilitate a schedule that will support the attainment of credentials by student-inmates
- To provide assistance to student-inmates relative to academic success including tutoring and advising

## **Programs of Study**

The following programs of study are the credentials currently available at both the Grimes and the McPherson units. All courses required of the Certificate of General Studies are applicable toward the Associate of Arts (Liberal Arts). Students may choose to transfer to a four-year institution and complete a bachelor's degree upon completion of the associate degree.

- Certificate of General Studies
- Associate of Arts (Liberal Arts)

# **INVESTING IN NEXT GENERATION INDUSTRY TECHNOLOGY AND EDUCATION (IGNITE)**

## **Program Outcomes**

To provide local high school students the opportunity to earn academic credentials which are stackable and can increase the opportunity for continual academic and workforce preparedness.

## **Goals**

- Work with community partners to organize plans and semester schedules to facilitate the high school schedule.
- Facilitate the process of planning and managing semester schedules for Academy students
- plan the course schedule each semester so that student efforts can result in the attainment of credentials and licensure
- Provide support services to Academy students that ensure they receive the same level of needed support as non-Academy students.
- Manage and facilitate the process of reviewing and implementing changes to improve and report performance matrix factors



# **Course Descriptions**

# COURSE DESCRIPTIONS

## ACCOUNTING

### **ACCT1113 Concepts in Applied Accounting**

Students will gain knowledge of corporate accounting enabling them to gain the crucial decision-making and problem-solving skills needed in the workplace. **Prerequisite: MIS1033. 3 Credits.**

### **ACCT1153 Concepts in Applied Accounting II**

This course is a continuation of ACCT1113. 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. **Prerequisite: ACCT1113. 3 Credits.**

### **ACCT2003 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. **3 Credits. ACTS Equivalency: ACCT2003.**

### **ACCT2013 Principles of Accounting II**

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision making. **Prerequisite: ACCT2003 with a grade of "C" or better. 3 Credits. ACTS Equivalency: ACCT2013.**

### **ACCT2023 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). **3 Credits.**

### **ACCT2033 Computerized Accounting**

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. **Prerequisite: ACCT2003. 3 Credits.**

### **ACCT2043 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. **3 Credits.**

**ACCT 2801 Special Topics in Accounting**  
**1 Credit**

**ACCT 2802 Special Topics in Accounting**  
**2 Credits**

**ACCT 2803 Special Topics in Accounting**  
**3 Credits**

## **ADVANCED MANUFACTURING**

### **ADVM1024 Introduction to Manufacturing**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore: Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement. *4 Credits.*

### **ADVM1034 Design for Manufacturing**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore: Intermediate shop math and precision measurement, reading manufacturing blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M code. *4 Credits.*

### **ADVM1043 Manufacturing Production Processes**

This course is designed to provide the student with an in depth skills to operate CNC controlled turning centers. Students will explore: CNC lathe setup, Has lathe intuitive programming system, CNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process. *3 Credits.*

### **ADVM1054 Manufacturing Power and Equipment Systems**

This course is designed to provide the student with an in depth skills to operate CNC controlled milling machines. Students will explore: CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM. *4 Credits.*

### **ADVM1063 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. *3 Credits.*

**ADVM1073 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. *3 Credits.*

**ADVM1083 Manufacturing Equipment Maintenance and 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. *3 Credits.*

**ADVM1093 Manufacturing, Engineering, Design and 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. *3 Credits.*

**ADVM1123 Materials, Measurement, and Safety**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore: Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement. *3 Credits.*

**ADVM1134 Job Planning, Benchwork, and Layout**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore: Intermediate shop math and precision measurement, Reading Manufacturing Blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M code. *4 Credits.*

**ADVM1144 CNC Turning**

This course is designed to provide the student with an in-depth skills to operate CNC controlled turning centers. Students will explore: CNC lathe setup, Has Lathe intuitive programming system, SNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process. *4 Credits.*

**ADVM1154 CNC Milling**

This course is designed to provide the student with an in-depth skills to operate CNC controlled milling machines. Students will explore: CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM process. *4 Credits.*

**ADVM1223 Manual Milling**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manually controlled milling equipment. Students will explore: tools and tool selection, tool-holding and work-holding for milling machine, milling machine operations, indexing and rotary table operations, precision measurements, and equipment maintenance. **Prerequisite: ADVM1123, ADVM1134, ADVM1144, ADVM1154. Corequisite: ADVM1233, ADVM 1242, ADVM1253, ADVM1264. 3 Credits.**

**ADVM1233 Manual Lathe**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manual lathes. Students will explore: tools and tool selection, tool-holding and work-holding for lathes, lathe operations, precision measurements, and equipment maintenance. **Prerequisite: ADVM1123, ADVM1134, ADVM1144, ADVM1154. Corequisite: ADVM1223, ADVM1242, ADVM1253, ADVM1264. 3 Credits.**

**ADVM1242 Surface Grinding**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate surface grinding equipment. Students will explore: wheel selection, work-holding, surface grinder operations, precision measurements, and equipment maintenance. **Prerequisite: ADVM1123, ADVM1134, ADVM1144, ADVM1154. Corequisite: ADVM1223, ADVM1233, ADVM1253, ADVM1264. 3 Credits.**

**ADVM1253 Geometric Dimensioning and Tolerancing**

This course is designed to introduce the student to the basics that are needed to understand GD&T principles, methods and standards. Students will explore: symbols, material and feature modifiers, datum simulators and freedoms, and analyze Cartesian deviation to determine tolerance zones. **Prerequisite: ADVM1123, ADVM1134, ADVM1144, ADVM1154. Corequisite: ADVM1223, ADVM1233, ADVM1242, ADVM1264. 3 Credits.**

**ADVM1264 CAD/CAM**

This course is designed to introduce the student to the basics that are needed to understand CAN and CAM software and principles. Students will explore Solidworks and MasterCam on an introductory level. *4 Credits.*



**ADVM2003 CNC INTERNSHIP**

This course is designed to allow students to get credit for and industrial internship. *3 Credits.*

**ADVM2013 CNC INTERNSHIP – EDUCATIONAL**

This course is designed to allow students to get credit for and educational internship. *3 Credits.*

**ADVM2003 CNC Internship**

This course is designed to allow students to earn credit while participating in an industry internship. *3 Credits.*

**ADVM2013 CNC Internship - Educational**

This course is designed to allow students to earn credit through an internship in an academic setting. *3 Credits.*

**AGRICULTURE****AGEC1003 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. *3 Credits.*

**AGED1403 Basic Agricultural Mechanics**

Introduction to basic mechanics and operations of agriculture equipment. Focus will be on preventative maintenance and safety. *3 Credits.*

**AGED1411 Introduction to Agricultural and Extension Education**

Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education. *3 Credits.*

**AGED2411 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. *3 Credits.*

**AGED2421 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. *1Credit.*

**AGED2431 Introduction to Alternative Energy Sources**

An introductory course on the use and applications of alternative energy sources and their implications to society. *3 Credits.*

**AGED2433 Principles of Agricultural Power Electricity and Internal Combustion Engines**

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. **Prerequisite: AGED 1403.** *3 Credits.*

**AGED2441 Introduction to Electricity**

An introduction to basic electrical theory, appropriate safety practices, and applied techniques associated with electricity. *1Credit.*

**AGED2453 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. *3 Credits*

**AGRI 1103 Principles of Agronomy**

This course presents instruction in crop plant classification, use and identification. It will also covers cropping systems, tillage and harvesting methods, and crop growth patterns. *3 Credits.*

**AGRI 1123 Precision Farming Systems**

This course provides an overview of the concepts of precision farming. Emerging technologies are introduced as “tools” and the way they are used by growers as “processes”. Fundamental concepts in mapping, decision making, and industry issues. *3 Credits.*

**AGRI1203 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. *3 Credits.*

**AGRI1211 Introductory Seminar in Agriculture**

A series of lectures dealing with agriculture as a profession complete with various possible majors and job opportunities. *1Credit.*

**AGRI1213 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. *3 Credits.*

**AGRI1503 Technical Agriculture Lab I**

This course provides an introduction to farm machinery, basic operational and mechanical skills and safety procedures. Students will be on local farms assisting producers with everyday daily demands. *3 Credits.*

**AGRI2213 Genetic Improvement of Plants and Animals**

Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations. *3 Credits.*

**AGRI 2103 Crop Monitoring/Scouting Techniques**

Students will learn types of irrigation and proper use of timing for various crops. Also, identify common pest problems and develop a pest management program. *3 Credits.*

**AGRI 2403 FIELD CROP HARVESTING**

Introduces the different types of equipment used depending on crop being harvested, understanding the importance of moisture levels at maturity, and proper timing of harvest. Also, the practices taken to get crops to grain storage facilities, actual storing of grain and safety measures. *3 Credits.*

**AGRI 2423 GEOSPATIAL DATA COLLECTION**

This course provides technical knowledge and skills related to collecting field information as a basis for decision making. Most importantly it also includes project and time management, working with a client, and refining a problem to determine data to be collected. *3 Credits.*

**AGRI 2333 INTERNSHIP**

This course is a cooperative internship between industry and education and is designed to integrate the student's technical studies with industrial experience. *3 Credits.*

**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. *3 Credits.*

**AGRI 2426 TECHNICAL AGRICULTURE LAB II**

This course is a continuation of Technical Agriculture Lab I. Students will complete a commercial driving training course, aid in harvest, and follow daily routine procedures and tasks. *6 Credits.*

**AMERICAN SIGN LANGUAGE****ASL1003 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. *3 Credits.*

## **ART**

### **ART1013 Design I**

The study of the elements and principles of two-dimensional design. *3 Credits.*

### **ART1033 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. *3 Credits.*

### **ART1043 Drawing II**

Light and shade drawing with emphasis on original illustration using the human form.

**Prerequisite: ART1033.** *3 Credits.*

### **ART2063 Painting I**

A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught.

**Prerequisite: ART1033.** *3 Credits.*

### **ART2073 Painting II**

**Prerequisite: ART2063.** *3 Credits.*

### **ART2093 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. *3 Credits.*

### **ART2103 Ceramics II**

Emphasis is placed upon sculpture, slab, and wheel thrown pot methods along with glazing and firing procedures. **Prerequisite: ART2093.** *3 Credits.*

### **ART2503 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. *3 Credits.* ACTS Equivalency: ARTA1003.

## **Automotive Service Technology**

### **AST1003 Hybrid, Electric and Fuel Cell Vehicle Technologies**

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. **Prerequisite: AST1106.** *3 Credits.*

**AST1102 Automotive Cylinder Heads and Valve Trains Theory with Service**

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. **Prerequisite: AST1103. 2 Credits.**

**AST1103 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. **3 Credits.**

**AST1105 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. **5 Credits.**

**AST1106 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. **6 Credits.**

**AST1203 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. **3 Credits.**

**AST1205 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. **5 Credits.**

**AST1206 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. **6 Credits.**

**AST1604 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. *4 Credits.*

**AST2105 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. *5 Credits.*

**AST2205 Automotive Manual Drive Train and 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. *5 Credits.*

**BIOLOGY****BIOL1001 Biological Science Lab**

Laboratory two hours per week. **Corequisite: BIOL1003.** *1Credit. ACTS Equivalency: BIOL1004.*

**BIOL1003 Biological Science**

A study of the similarity and diversity of life on earth. *3 Credits. ACTS Equivalency: BIOL1004.*

**BIOL1031 Biology of Plants Lab**

Laboratory two hours per week. **Corequisite: BIOL1033.** *1Credit. ACTS Equivalency: BIOL1034.*

**BIOL1033 Biology of Plants**

A study of plant structures and their functions and the evolution, diversity, and ecology of plants. *3 Credits. ACTS Equivalency: BIOL1034.*

**BIOL1051 Biology of Animals Lab**

Laboratory two hours per week. **Corequisite: BIOL1053.** *1Credit. ACTS Equivalency: BIOL1054.*

**BIOL1053 Biology of Animals**

Fundamentals of modern zoology and a survey of the phyla. *1Credit. ACTS Equivalency: BIOL1054.*

**BIOL1061 Environmental Science Lab**

Laboratory two hours per week. **Corequisite: BIOL1063.** *1Credit.*

**BIOL1063 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. *3 Credits.*

**BIOL1404 Body Structure and Function**

A course in anatomy and physiology wherein the function 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. *4 Credits.*

**BIOL2001 Microbiology Lab**

Laboratory two hours per week. **Corequisite: BIOL2003.** *1Credit. ACTS Equivalency: BIOL2004.*

**BIOL2003 Microbiology**

A study of microorganisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Knowledge of basic chemistry strongly recommended. Lecture three hours. **Prerequisite: BIOL 1003 or BIOL 2403.** *3 Credits. ACTS Equivalency: BIOL2004.*

**BIOL2013 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. *3 Credits.*

**BIOL2211 Biology of the Cell Lab**

This laboratory course is designed to familiarize you with cell and molecular biology techniques that are used for investigating cellular structure and function. **Corequisite BIOL2213.** *1Credit. ACTS Equivalency: BIOL1014*

**BIOL2213 Biology of the Cell**

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. **Corequisite BIOL2211.** *3 Credits. ACTS Equivalency: BIOL1014*

**BIOL2401 Human Anatomy and Physiology I Lab**

Laboratory two hours per week. **Corequisite: BIOL2403.** *1Credit. ACTS Equivalency: BIOL2404.*

**BIOL2403 Human Anatomy Physiology I**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. **Corequisite: BIOL2401.** 3 Credits. ACTS Equivalency: BIOL2404.

**BIOL2411 Human Anatomy and Physiology II Lab**

Laboratory two hours per week. **Prerequisites: BIOL 2401, BIOL2403. Corequisite: BIOL2413.** 1Credit. ACTS Equivalency: BIOL2414.

**BIOL2413 Human Anatomy Physiology II**

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance.

**Prerequisite: BIOL2403, Corequisite: BIOL2411.** 3 Credits. ACTS Equivalency: BIOL2414.

**BIOL2501 Special Problems in Biological Sciences**

Specific area with the topic and mode of inquiry agreed upon by student and instructor, and includes experimental design and research. Student will conduct research, analyze data, and submit an abstract of findings to instructor. Registration may be repeated with various topics. Registration must be approved by Instructor and Dean. 1Credit.

**BIOL2502 Special Problems in Biological Sciences**

Specific area with the topic and mode of inquiry agreed upon by student and instructor, and includes experimental design and research. Student will conduct research, analyze data, and submit a report of findings to instructor. Registration may be repeated with various topics. Registration must be approved by Instructor and Dean. 2 Credits.

**BIOL2503 Special Problems in Biological Sciences**

Specific area with the topic and mode of inquiry agreed upon by student and instructor, and includes experimental design and research. Student will conduct research, analyze data, submit a report of findings to instructor and give a public presentation of findings. Registration may be repeated with various topics. Registration must be approved by Instructor and Dean. 3 Credits

**BIOL2504 Special Problems in Biological Sciences**

Specific area with the topic and mode of inquiry agreed upon by student and instructor, and includes experimental design and research. Student will conduct research including hands-on laboratory or field-based data collection, analyze data, submit a report of findings to Instructor and give a public presentation of findings. Registration may be repeated with various topics. Registration must be approved by Instructor and Dean. 4 Credits.



## **BUSINESS**

### **BSYS1213 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. *3 Credits.*

### **BSYS1223 Basic Word Processing Applications II**

Designed to provide advanced word and information processing concepts, and communication skills on a computer. *3 Credits.*

### **BSYS1383 Spreadsheet Applications**

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. **Prerequisite: MIS1033.** *3 Credits.*

### **BSYS1503 Document Formatting**

This course is designed for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. *3 Credits.*

### **BSYS1563 Administrative Support Procedures**

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. **Prerequisite: MIS1033.** *3 Credits.*

### **BSYS2143 Introduction to Entrepreneurship**

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. **Prerequisites: MIS1033 or MIS1503.** *3 Credits.*

### **BSYS2413 Administrative Technology**

Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. *3 Credits.*

### **BSYS2503 Business Office Skills**

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. **Prerequisite: Keyboarding ability.** *3 Credits.*

**BSYS2523 Machine Transcription**

Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. **Prerequisite MIS1033.** 3 Credits.

**BSYS2533 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. 3 Credits.

**BSYS2553 Business Machines**

Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems. **Prerequisite: MATH1043.** 3 Credits.

**BSYS2563 Business Communication**

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentation. **Prerequisite: ENG1003.** 3 Credits. ACTS Equivalency: BUSI2013.

**BSYS2573 Medical Transcription**

Instruction and practice in transcribing from medical audiocassette tapes. Areas of concentration include urinary, musculoskeletal, cardiovascular, integumentary, reproductive, nervous, digestive, endocrine, lymphatic, and respiratory systems. Three hours per week plus laboratory time. **Prerequisite: Knowledge of medical terminology and keyboarding speed of at least 40 words per minute.** 3 Credits.

**BSYS2583****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. 3 Credits.

**BSYS2801 Special Topics in Business**  
1 Credit.

**BSYS2802 Special Topics in Business**  
2 Credits.

**BSYS2803 Special Topics in Business**  
3 Credits.

### **BUAD2093 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. Approval of instructor required.

**Prerequisite: Completion of 45 hours toward an AAS degree and a 2.0 GPA. 3 Credits.**

## **CERTIFIED NURSING ASSISTANT**

### **CNA1507 Certified Nursing Assistant**

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. *7 Credits.*

## **CHEMISTRY**

### **CHEM1011 General Chemistry I Lab**

Laboratory three hours per week. **Corequisite: CHEM1013. 1 Credit.** ACTS Equivalency: CHEM1414.

### **CHEM1013 General Chemistry I**

Fundamental laws and theories of chemistry. **Corequisite: MATH1023. 3 Credits.** ACTS Equivalency: CHEM1414.

### **CHEM1021 General Chemistry II Lab**

Laboratory three hours per week. **Corequisite: CHEM1023. 1 Credit.** ACTS Equivalency: CHEM1424.

### **CHEM1023 General Chemistry II**

**Prerequisite: CHEM1013. 3 Credits.** ACTS Equivalency: CHEM1424.

### **CHEM1031 Introduction to Organic and Biochemistry**

Laboratory three hours per week. **Corequisite: CHEM1033. 1 Credit.** ACTS Equivalency: CHEM1224.

### **CHEM1033 Introduction to Organic and Biochemistry**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. **Prerequisite: CHEM1013. 3 Credits.** ACTS Equivalency: CHEM1224.

### **CHEM1041 Fundamental Concepts of Chemistry Lab**

Fundamental concepts and theories of chemistry. Laboratory three hours per week. **Corequisite: CHEM1043. 1 Credit.** ACTS Equivalency: CHEM1214.

**CHEM1043 Fundamental Concepts of Chemistry**

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. **Corequisite: CHEM1041. 3 Credits.** ACTS Equivalency: CHEM1214.

**CHEM1052 Fundamental Concepts of Organic and Biochemistry**

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. **Prerequisite: CHEM1013. 2 Credits.**

**CHEM2051 Investigations in Chemistry**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. **Prerequisite: CHEM1013. 1 Credit.**

**CHEM2052 Investigations in Chemistry**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. **Prerequisite: CHEM1013. 2 Credits.**

**CHEM2053 Investigations in Chemistry**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. **Prerequisite: CHEM1013. 3 Credits.**

**COMMERCIAL DRIVER TRAINING****CDT1101 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. **1 Credit.**

**CDT1102 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. **2 Credits.**

**CDT1103 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. *3 Credits.*

**CDT1104 Special Projects**

This is a two week course that provides instruction for students that need specific specialized driving instruction. The instruction will be determined based on the need of the student/industry. *4 Credits.*

**CDT1107 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. *7 Credits.*

**CDT1903 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. *3 Credits.*

**CDT1907 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. *7 Credits.*

## COMPUTER NETWORKING TECHNOLOGY

### **CNT1303 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. *3 Credits.*

### **CNT1403 Introduction to Networking**

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. *3 Credits.*

### **CNT1503 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. *3 Credits.*

### **CNT1613 Routing and Switching Essentials**

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. **Prerequisite: CNT 1403.** *3 Credits.*

### **CNT1903 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. *3 Credits.*

### **CNT2103 Scaling Networks**

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. **Prerequisite: CNT 1613.** *3 Credits.*

**CNT2203 PC Troubleshooting and Repair II**

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. *3 Credits.*

**CNT2223 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. *3 Credits.*

**CNT2303 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. *3 Credits.*

**CNT2313 Troubleshooting Processes**

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.

**Prerequisites** CNT 2103, and CNT 2203. *3 Credits.*

**CNT2323 Special Topics in IT**

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. **Prerequisite** CNT2203. *3 Credits.*

**CNT2413 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. *3 Credits.*

**CNT2433 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. *3 Credits.*

**CNT2443 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. *3 Credits.*

**CNT2503 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. *3 Credits.*

**COSMETOLOGY****COS1012 Cosmetology Clinical Experience I**

This course provides the application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring and esthetics. Instruction and supervised experience in all aspects of cosmetology including the application of knowledge to give the client full service through management and shop department. *12 Credits.*

**COS1102 Cosmetology I**

This course provides basic concepts necessary to obtain 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. Areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics and Shop Department. *2 Credits.*



**COS1202 Cosmetology II**

This course provides continued study into the intermediate steps necessary to obtain 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. Continued studies in the areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics and Shop Department. *2 Credits.*

**COS1302 Cosmetology Application Theory**

This course provides advanced concepts necessary to obtain 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. Areas of skills covered include advanced study of the properties of Hairdressing, Manicuring, Esthetics and Shop Salesmanship. *2 Credits.*

**COS2012 Cosmetology Clinical Experience II**

This course provides the advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring and esthetics. Advance instruction and supervised experience in all aspects of cosmetology including the application of knowledge to give the client full service through management and shop department. *12 Credits.*

**COS2110 Cosmetology Application Practicum**

This course provides supervised experience in all aspects of cosmetology. Theory and practical applications are stressed. *10 Credits.*

**CRIMINAL JUSTICE****CRIM1023 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. *3 Credits.* ACTS Equivalency: CRJU1023.

**CRIM2043 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. *3 Credits.*

**CRIM2253 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. *3 Credits.*

**CRIM2263 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. *3 Credits.*

**CRIM2273 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. *3 Credits.*

**COLLISION REPAIR TECHNOLOGY****CRT1112 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. *2 Credits.*

**CRT1122 Basic Welding II**

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. **Prerequisite: CRT1112.** *2 Credits.*

**CRT1212 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. *2 Credits.*

**CRT1222 Body and Frame Alignment II**

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. **Prerequisite: CRT1212.** *2 Credits.*

**CRT1312 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. *2 Credits.*

**CRT1322 Painting II**

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.

**Prerequisite:** CRT1312. 2 Credits.

**CRT1413 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. 3 Credits.

**CRT1423 Painting Lab II**

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. **Prerequisite:** CRT1413. 3 Credits.

**CRT2312 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. 2 Credits.

**CRT2322 Basic Metal Repair II**

The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. **Prerequisite:** CRT2312. 2 Credits.

**CRT2411 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. 1 Credit.

**CRT2421 Basic Metal Repair Lab II**

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. **Prerequisite:** CRT2411. 1 Credit.

**CRT2512 Color Matching I**

A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. **Corequisite:** CRT1312. 2 Credits.

**CRT2522 Color Matching II**

Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. **Prerequisites:** CRT1312, CRT2512; **Corequisite:** CRT1322. 2 Credits.

**CRT2611 Color Matching Lab I**

The practical application of spraying techniques and blending of paints to achieve color match. **Corequisites:** CRT1312, CRT2512. 1 Credit.

**CRT2621 Color Matching Lab II**

The practical application of spraying techniques of paints to achieve color match.

**Prerequisites:** CRT1312, CRT2512, CRT2611; **Corequisite:** CRT2522. *1 Credit.*

**CRT2713 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. *3 Credits.*

**CRT2723 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. *3 Credits.*

**DIESEL TECHNOLOGY****DT1004 Service and Maintenance**

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.

**Corequisites:** DT1032, DT1153, DT1512, TECH1002. *4 Credits.*

**DT1022 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. *2 Credits.*

**DT1032 Brakes/ABS**

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. **Corequisites:**

**DT1002, DT1042, DT1153, DT1512, TECH1002. 2 Credits.**

**DT1042 Introduction to Hydraulics**

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. **Prerequisites: DT1002, DT1032, DT1153, DT1512, TECH1002. 2 Credits.**

**DT1153 Electrical Problem Solving**

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. **Prerequisites: DT1032, DT1512, TECH1002. 3 Credits.**

**DT1203 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.) **3 Credits.**

**DT1303 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. **3 Credits.**

**DT1412 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. **2 Credits.**

**DT1512 Applications Lab I**

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed. **Prerequisites: DT1002; DT1032; DT1153; DT1512; TECH1002. 2 Credits.**

**DT1522 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. **2 Credits.**

**DT1542 Heavy Duty Transmissions**

Introduction to heavy duty transmissions, mechanical transmission and differentials. Safety and special tools will be emphasized. *2 Credits.*

**DT1552 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. *2 Credits.*

**EARLY CHILDHOOD****ECH2013 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. *3 Credits.*

**ECH2103 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. *3 Credits.*

**ECONOMICS****ECON2113 Business Statistics**

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. **Prerequisites: MATH1023 or MATH2143.** *3 Credits.*

**ECON2313 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. *3 Credits.* ACTS Equivalency: ECON2103.

### **ECON2323 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. *3 Credits. ACTS Equivalency: ECON2203.*

### **ECON2333 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. *3 Credits.*

## **ENERGY CONTROL TECHNOLOGY**

### **ECT1123 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. *3 Credits.*

### **ECT1133 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. *3 Credits.*

### **ECT1144 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. *4 Credits.*

### **ECT1213 Split Systems**

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. **Prerequisites: ECT1123, ECT1133, ECT1144.** *3 Credits.*

### **ECT1223 Split Systems Lab**

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. **Prerequisites: ECT 1123, ECT 1133, ECT 1144.** *3 Credits.*

**ECT1243 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. *3 Credits.*

**ECT1253 Construction Trades Piping**

Construction Trades Piping will allow students 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. *3 Credits.*

**ECT1313 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. *3 Credits.*

**ECT1314 Residential Heat Pump Systems**

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. **Prerequisites: ECT1123, ECT1133, ECT1144.** *4 Credits.*

**ECT1323 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. *3 Credits.*



**ECT2116 Refrigeration Systems**

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.

**Prerequisites:** ECT1123, ECT1133, ECT1144. *6 Credits.*

**ECT2234 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. *4 Credits.*

**ECT2243 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. *3 Credits.*

**ECT2253 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. *3 Credits.*

**EDUCATION****EDU0033 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. *(This is a non-credit course).*

**EDU2013 Educational Technology**

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

**Corequisite:** EDU2023. *3 Credits.*

### **EDU2023 Introduction to Education**

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. **Prerequisite: 15 hours, Praxis and portfolio. Corequisite: EDU2013. 3 Credits.**

### **EDU2043 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. **3 Credits.**

## **ELECTRICAL**

### **ELEC1002 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. **2 Credits.**

### **ELEC1012 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. **2 Credits.**

### **ELEC1023 Introduction to Programmable Logic Controllers**

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. **Prerequisite: ECT 1002. 3 Credits.**

## **EMERGENCY MEDICAL TECHNICIAN**

### **EMT1101 Basic EMT Theory**

The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting. **1 Credit.**

### **EMT1109 Trauma Management**

This course will develop the skills to meet the needs of most of the runs the student will face as an EMT. **9 Credits.**

## **ENGLISH**

### **ENG0013 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).*

**ENG0051 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).*

**ENG0053 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).*

**ENG1003 Composition I**

Instruction in expository essay form, structure, and style. **Prerequisite: ACT score of 19 or better in both English and Reading or successful completion of ENG0053 English Fundamentals.** 3 Credits. ACTS Equivalency: ENGL1013.

**ENG1013 Composition II**

A continuation of ENG1003 with the addition of research papers and literary genres. **Prerequisite: ENG1003.** 3 Credits. ACTS Equivalency: ENGL1023.

**ENG1023 Business English**

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. **Prerequisite: ENG0053 or results of English placement test.** 3 Credits.

**ENG1203 Workplace Essentials**

The focus of this course is effective communication and essential soft skills. This course provides instruction in the preparation of resumes, cover letters and employment interview skills conflict resolution and interpersonal communications will be developed through a variety of techniques to include leadership interviews, team building activities, critical thinking exercise, and character development. 3 Credits.

**ENG1213 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. 3 Credits.

**ENG1233 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. 3 Credits.

**ENG1243 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. *3 Credits.*

**ENG2003 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. *3 Credits.* ACTS Equivalency: ENGL2213.

**ENG2013 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. *3 Credits.* ACTS Equivalency: ENGL2223.

**ENG2023 Creative Writing**

Instruction and practice in writing poetry and fiction. **Prerequisite: ENG 1003 or consent of instructor.** *3 Credits.* ACTS Equivalency: ENGL2013.

**ENG2033 American Literature II**

Survey of major authors in American Literature from the time of the Civil War to the present. *3 Credits.* ACTS Equivalency: ENGL2663.

**ENG2053 American Literature I**

Survey of major authors in American Literature prior to the Civil War. *3 Credits.* ACTS Equivalency: ENGL2653.

**ENG2483 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. *3 Credits.*

**ENG2493 Popular Literature**

One or more selected topics of popular literature—for example, science fiction, fantasy, sport, detective fiction, and the best seller. *3 Credits.*

**ENG2503 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. *3 Credits.*

**ENG2563 Special Topics Travel**

*3 Credits.*

**ENG2583 Literature for Adolescents**

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.

**Prerequisite:** ENG1013. 3 Credits.

**ENG2603 Bible as Literature III**

Analytical/Critical study of selected books of the Bible with emphasis on the component genres, literary qualities, and influence. 3 Credits.

**ENG2623 Introduction to Mythology** - A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. 3 Credits.

**ENG2903 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. 3 Credits.

**FOOD SCIENCE****FDST2203 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. 3 Credits.

**FDST2213 Food Chemistry**

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. **Prerequisite:** CHEM1013 or equivalent. 3 Credits.

**FDST2223 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. 3 Credits.

**FRENCH****FR1013 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.** 3 Credits.

**FR1023 Elementary French II**

Elementary French II is a continuation of FR1013. **Prerequisite: FR1013 or at least one year of high school French.** 3 Credits.

**FR2013 Intermediate French I**

Intermediate French I is a continuation of FR1023. **Prerequisite: FR1023 or two years of high school French.** 3 Credits.

**FR2023 Intermediate French II**

Intermediate French II is a continuation of FR2013. **Prerequisite: FR2013.** 3 Credits.

**GENERAL ENGINEERING****GENG1103 Introduction to 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. 3 Credits.

**GEOGRAPHY****GEOG2603 World Regional Geography**

A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns. 3 Credits. ACTS Equivalency: GEOG2103.

**GEOG2613 Introduction to Geography**

Emphasizes the physical and cultural patterns of the world. 3 Credits. ACTS Equivalency: GEOG1103.

**GEOG2621 Physical Geography Lab**

Laboratory two hours per week. To be taken concurrently with GEOG2623. 1 Credit.

**GEOG2623 Physical Geography** - This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil and natural vegetation. **Corequisite: GEOG2621.** 3 Credits. ACTS Equivalency: GEOG2223.

**GEOLOGY****GEOL1001 Environmental Geology Lab**

Laboratory two hours per week. **Corequisite: GEOL1003.** 1 Credit.

**GEOL1003 Environmental Geology**

The study of the earth as habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use. 3 Credits.

**GEOL1111 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.

**Corequisite:** GEOL1113. *1 Credit.* ACTS Equivalency: GEOL1114.

**GEOL1113 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.

**Corequisite:** GEOL1111. *3 Credits.* ACTS Equivalency: GEOL1114.

**HISTORY****HIST1013 World Civilization to 1660**

A survey of world civilizations from prehistory to 1660. *3 Credits.* ACTS Equivalency: HIST1113.

**HIST1023 World Civilization Since 1660**

A survey of world civilizations from 1660 to present. *3 Credits.* ACTS Equivalency: HIST1123.

**HIST2083 History of Arkansas**

A survey of Arkansas history from the pre-Colombian period to the present. *3 Credits.*

**HIST2763 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. *3 Credits.* ACTS Equivalency: HIST2113.

**HIST2773 The United States Since 1876**

A survey of changing social, political and economic policies in the United States from reconstruction to the present. *3 Credits.* ACTS Equivalency: HIST2123.

**HIST2893 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. *3 Credits.*

## HEALTH INFORMATION TECHNOLOGY

### **HIT2303 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. *3 Credits.*

## HEALTH

### **HLTH2513 Principles of Personal Health**

A study of principles, problems, and practices involved in the improvement of individual and community health. This course is designed to stimulate a greater appreciation and understanding of health for more intelligent self-direction of health behavior and safety awareness. *3 Credits.* ACTS Equivalency: HEAL1003.

### **HLTH2523 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. *3 Credits.*

### **HLTH2553 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. *3 Credits.*

### **HLTH2883 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. *3 Credits.*

## HORTICULTURE

### **HORT2203 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. *3 Credits.*

### **HORT2253 Fundamentals of Horticulture**

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week. *3 Credits.*



### **HORT2263 Horticulture Technology**

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. **Prerequisites: HORT2253 or PSSC1303 or BIOL1033.** 3 Credits.

### **HORT 2273 Vegetable Crops Production**

Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. **Prerequisite: HORT2253.** 3 Credits.

## **HOSPITALITY SERVICES**

### **HS1003 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 and beverage, lodging and tourism, and introduction to business basics. 3 Credits.

### **HS1013 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. 3 Credits.

### **HS1023 Culinary Techniques I Lab**

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. 3 Credits.

### **HS1033 Table Services**

This course addressed front-of-house standards and service needs of dining establishments. 3 Credits.

### **HS1043 Food Service 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 analysis, and income statement analysis are also emphasized. 3 Credits.

### **HS1113 Bakery and 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. 3 Credits.

### **HS1123 Culinary Techniques II Lab**

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. 3 Credits.

**HS1133 Hospitality Human Relations**

This course offers an analysis of human resource issues in the Hospitality Industry, such as staffing, training, appraisal, and employment law. *3 Credits.*

**HS1223 Culinary Techniques Lab 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. *3 Credits.*

**HS1233 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. *3 Credits.*

**HS1253 Banquets, Catering, and International Cuisine**

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. *3 Credits.*

**HS1263 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. *3 Credits.*

**HS1323 Culinary Techniques IV Lab**

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. *3 Credits.*

**HS1333 Hospitality and Restaurant Marketing**

This capstone course focuses on promotion and communication of the food, beverage and service offerings within hospitality entities. The effect of direct and indirect competition on foodservice menu popularity and profitability is emphasized. *3 Credits.*

**HS1343 Operations, Personnel, and Procedures for Hospitality**

This course focuses on daily operations and management functions of commercial and non-commercial food service facilities. Dynamics of the manager-employee and manager-owner relationships will be scrutinized. *3 Credits.*

**HS1353 Purchasing in Food Services**

This course is a comprehensive review of the methodology of selection and procurement of food and non-food items within a foodservice operation. USDA and FDA guidelines will be emphasized, as well as calculation of actual food costs. *3 Credits.*

**HS1363 Food Service Design and Equipment**

This course focuses on concept development of a foodservice space and the implementation of elements that contribute to the comfort of guests and staff in foodservice entities. Emphasis will be placed on the inclusion of eco-friendly practices and waste reduction strategies. *3 Credits.*

**HS2013 Food and Beverage for Hotels, Clubs and Resorts**

This course is an overview of food and beverage operations within non-captive market entities. Emphasis is placed on standards of food and beverage production and standards of food and beverage service. *3 Credits.*

**HS2023 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. *3 Credits.*

**HS2053 Hospitality Services Internship**

Practical experience in assisting an entity with the Hospitality Industry. Goals and evaluation of performance will be a cooperative effort between the site supervisor and ASUN faculty. *3 Credits.*

**MEDICATION ASSISTANT****HSC1008 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. *8 Credits.*

**HUMANITIES****HUM2003 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. *3 Credits.*

**HIGH VOLTAGE LINEMAN****HVLT1001 Introduction to Utilities**

This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview. *1 Credit.*

**HVLT1101 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. *1 Credit.*

**HVLT1104 Introduction to Climbing and Groundman Procedures**

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. *4 Credits.*

**HVLT1203 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. *3 Credits.*

**HVLT1401 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. *1 Credit.*

**HVLT1403 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. *3 Credits.*

**HVLT1504 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. *4 Credits.*

**HVLT1711 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. *1 Credit.*

**HVLT1713 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. *3 Credits.*

**HVLT1801 Underground Distribution**

Instruction will be provided in trenching, shoring, and tools needed to construct and maintain underground distribution systems. *1 Credit.*

**HVLT1904 Electrical Capstone Experience I**

An employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. *4 Credits.*

**HVLT2103 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. *3 Credits.*

**HVLT2203 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. *3 Credits.*

**HVLT2253 Transmission and Substations**

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. *3 Credits.*

**HVLT2604 Electrical Capstone Experience II**

This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. **Prerequisite: HVLT 1904.** *4 Credits.*

**LAW****LAW2023 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. *3 Credits.* ACTS Equivalency: BLAW2003.

**LEADERSHIP****LDR1111 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. *1 Credit.*

### **LDR2111 Leadership Development II**

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. **Prerequisite: LDR1111. 1 Credit.**

## **MATHEMATICS**

### **MATH0021 Foundations of Mathematical Reasoning**

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. Laboratory two hours per week. **Corequisite: Math1023. (This is a non-credit course).**

### **MATH0083 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. *(This is a non-credit course).*

### **MATH1013 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. *3 Credits.*

### **MATH1023 College Algebra**

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. **Prerequisite: MATH0083 or Math ACT of 19 or higher. 3 Credits.** ACTS Equivalency: MATH1103.

### **MATH1033 Plane Trigonometry**

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. **Prerequisite: MATH1023 or Math ACT of 19-36. 3 Credits.** ACTS Equivalency: MATH1203.

**MATH1054 Pre-calculus Mathematics**

Selected topics from algebra, trigonometry, and analytic geometry. **Prerequisite:** **MATH1023 or Math ACT of 22 or higher.** 4 Credits. ACTS Equivalency: MATH1305.

**MATH1083 Quantitative Literacy**

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). **Prerequisite: Math ACT of 19 or higher.** 3 Credits. ACTS Equivalency: MATH1113.

**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, military time, reconstitution, mixing medications, IV flow rates, and drip rates, interpretation of physician orders, dispensing, and proper documentation of medication. 3 Credits.

**MATH2113 Mathematics for Elementary Teachers I**

Sets, logics, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. This course may not be used to satisfy general education mathematics requirement. **Prerequisite, with a C or better in Math1023.** 3 Credits.

**MATH2123 Mathematics for Elementary Teachers II**

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. **Prerequisite: MATH2113.** 3 Credits.

**MATH2143 Business Calculus**

Topics in elementary differential and integral calculus, stressing applications in business and economics. **Prerequisite: MATH1023.** 3 Credits. ACTS Equivalent: MATH2203.

**MATH2183 Discrete Structures**

This course is recommended for the major in Mid-Level Education with the Math and Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean Algebra, combinations, and probability modeling. **Prerequisite: MATH1033.** 3 Credits.

**MATH2194 Survey of Calculus**

This course is recommended for the major in Mid-Level Education with the Math and Science Specialty. Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences. **Prerequisite: MATH 1023.** 4 Credits. ACTS Equivalency: MATH2203.

**MATH2204 Calculus I**

First course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. **Prerequisites: MATH 1023 and MATH 1033.** *4 Credits.* ACTS Equivalency: MATH2405.

**MATH2214 Calculus II**

Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. **Prerequisite: MATH 2204.** *3 Credits.* ACTS Equivalency: MATH2505.

**MATH2233 Applied Statistics**

A study of elementary statistics for students in the biological, physical, or social sciences. **Prerequisite: MATH 1023.** *3 Credits.*

**MATH2254 Calculus III**

This course is to provide the student with more advanced concepts in integral calculus, vectors and other topics, so that these concepts may be applied in problem solving situations as well as used in further course work. **Prerequisite: MATH 2214.** *4 Credits.* ACTS Equivalency: MATH2603.

**MECHANICAL**

**MECH1002 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. *2 Credits.*

**MECH1003 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. *3 Credits.*

**MECH1012 Geometric Dimensioning and Tolerance**

The Geometric Dimensioning and 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. *2 Credits.*

**MECH1022 Pneumatics and Hydraulics - Fluid Power I**

Pneumatics and 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. *2 Credits.*

## **MANAGEMENT**

### **MGMT2003 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. *3 Credits.*

### **MGMT2023 Introduction to Managerial Finance**

An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial resources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision making. **Prerequisites: ACCT2003, ACCT2013, and ECON2313 or ECON2323 .** *3 Credits.*

### **MGMT2043 Supervisory Management**

Responsibilities of first line supervisors; development of techniques and skills in employee communications, decision making, motivation, leadership and training. *3 Credits.*

### **MGMT2063 Management of Marketing Organizations**

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

**Prerequisites: ACCT2003 and ECON2313 recommended.** *3 Credits.*

### **MGMT2073 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. *3 Credits.*

### **MGMT2083 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. *3 Credits.*

### **MGMT2153 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. *3 Credits.*

## **MANAGEMENT INFORMATION SYSTEMS**

### **MIS1033 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. *3 Credits.* ACTS Equivalency: CPSI 1003.

### **MIS1041 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). *1 Credit.*

### **MIS1043 Introduction to Mobile Apps Development**

Introduction to Mobile App Development (iMAD) is the foundation course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms and operating systems to design, create and maintain an application.

### **MIS1323 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.** *3 Credits.*

### **MIS1373 Database Management**

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security and integrity. Surveys current generalized database management systems. **Prerequisites: MIS1033 or MIS1503.** *3 Credits.*

### **MIS1401 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. *1 Credit.*

**MIS1403 Introduction to Mobile Applications Development (IMAD)**

Introduction to Mobile Applications Development is the foundations course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms operating systems to design, create and maintain an application.

**MIS1413 Multimedia Applications**

Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software.

**Prerequisites:** MIS 1033 or BSYS 1543. 3 Credits.

**MIS1443 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. 3 Credits.

**MIS1503 Microcomputer Applications**

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. **Prerequisite:**

**MIS1033.** 3 Credits.

**MIS1513 Microcomputer Applications II**

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.

**Prerequisite:** MIS1503. 3 Credits.

**MIS2013 Web Page Design**

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. **Prerequisites:** MIS1503 or MIS1033. 3 Credits.

**MIS2033 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. 3 Credits.

**MIS2103 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. *3 Credits.*

**MIS2203 Structured Programming Using COBOL**

A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications. **Prerequisite: MIS 1503.** *3 Credits.*

**MIS2403 Introduction to Database Management**

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. **Prerequisite: MIS 1503.** *3 Credits.*

**MIS2511 Special Topics in Computer Applications**

*1 Credit.*

**MIS 2512 Special Topics in Computer Applications**

*2 Credits.*

**MIS 2513 Special Topics in Computer Applications**

*3 Credits.*

**MIS 2523 Special Topics in Computer Applications**

*3 - Credits.*

**MIS 2533 Special Topics in Computer Applications**

*3 Credits.*

**MIS 2813 Desktop Publishing Applications**

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. **Prerequisite: MIS 1503.** *3 Credits.*

**MIS2873 Structured Programming in the C Language**

Structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers.

**Prerequisites: MIS 2203 and/or MIS 2033.** *3 Credits.*

## **MARKETING**

### **MKTG1013 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. *3 Credits.*  
ACTS Equivalency: BUSI1013.

## **MEDICAL TERMINOLOGY**

### **HP2013 Medical Terminology**

Covers basic language to medical science and the health professions. It includes word analysis, word construction, spelling and definitions. *3 Credits.*

## **MUSIC**

### **MUS1211 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. *1 Credit.*

### **MUS1221 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. *1 Credit.*

### **MUS1361 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. *1 Credit.*

### **MUS1371 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. *1 Credit.*

### **MUS1381 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. *1 Credit.*

**MUS2371 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. *1 Credit.*

**MUS2503 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. *3 Credits.* ACTS Equivalency: MUSC1003.

**MUS 2803 Special Topics in Music**

*3 Credits.*

**PHYSICAL EDUCATION****PE1001 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. *1 Credit.*

**PE1011 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. *1 Credit.*

**PE1021 Fitness for Life II**

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. **Prerequisite:** PE1011. *3 Credits.*

**PE1022 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. *2 Credits.*

**PE1032      **Aerobics II****

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. **Prerequisite: PE1022. 2 Credits.**

**PE1421      **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. *1 Credit.*

**PE1461      **Archery****

Fundamentals, techniques, and practice in recreational archery. *1 Credit.*

**PE1471      **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. *1 Credit.*

**PE1481      **Beginning Tennis****

Introduction to the basic skills, rules, and strategy of tennis. *1 Credit.*

**PE1491      **Badminton****

Introduction to the skills, rules, and strategies of badminton. *1 Credit.*

**PE1501      **Beginning Golf****

Introduction to the basic skills, rules, and strategies of golf. *1 Credit.*

**PE1601      **Beginning Soccer****

Introduction to the basic skills, rules, and strategies of soccer. *1 Credit.*

**PE1611      **Basketball****

Introduction to the skills, rules, and strategies of basketball. *1 Credit.*

**PE1621      **Volleyball****

Introduction to the skills, rules, and strategies of volleyball. *1 Credit.*

**PE1623      **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. *3 Credits.*

**PE1651 Softball**

Introduction to the basic skills, rules, and strategies of softball. *1 Credit.*

**PE1841 Ballroom Dancing**

The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others. *1 Credit.*

**PE1851 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. *1 Credit.*

**PE1861 Aerobics Dancing/Exercise I**

The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development. *1 Credit.*

**PE 1871 Aerobics Dancing/Exercise II**

A continuation of PE1861. **Prerequisite: PE 1861.** *1 Credit.*

**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, and relationship of physical education to general education, current professional literature, and vocational opportunities. *3 Credits.*

**PE 2421 Intermediate Racquetball**

Prerequisite: PE1421. 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. *1 Credit.*

**PE 2792 Folk and Square Dancing**

The study and practice of folk dances of various countries, with emphasis on performing and calling square dances. *2 Credits.*

**PE 2811 American Square and Round Dancing**

The techniques and basics of square and round dancing. *1 Credit.*

**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. *2 Credits.*



## **PHILOSOPHY**

### **PHIL1103 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. *3 Credits.*  
ACTS Equivalency: PHIL1103.

## **PHLEBOTOMY**

### **PHL1101 CPR and 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. *1 Credit.*

### **PHL1102 Phlebotomy Clinical**

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. **Prerequisites: A grade "C" of better in PHL 1101, PHL 1105.** *2 Credits.*

### **PHL1105 Phlebotomy**

Provides instruction on the fundamentals of Phlebotomy through lectures, discussion and films with return demonstration of skills. *5 Credits.*

## **PHOTOGRAPHY**

### **PHT1101 Basic Photography I**

Elements of composition, camera and digital techniques. Practical experience in application of digital photography and printing/output theories. *1 Credit.*

### **PHT1201 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. *1 Credit.*

### **PHT1801 Advanced Photography Techniques**

Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer and software. **Prerequisite: Instructor consent.** *1 Credit.*

## PHYSICAL SCIENCE

### **PHSC1101 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. *1 Credit.*

### **PHSC1103 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. *3 Credits.*

### **PHSC1201 Physical Science Lab**

Laboratory two hours per week. **Corequisite: PHSC1203.** *1 Credit.* ACTS Equivalency: PHSC1004.

### **PHSC1203 Physical Science**

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy. **Prerequisite: MATH1023 or MATH 1083.** *3 Credits.* ACTS Equivalency: PHSC1004.

## PHYSICS

### **PHYS1101 Introduction to Space Science Lab**

**Corequisite: PHYS 1103.** *1 Credit.*

### **PHYS1103 Introduction to Space Science**

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. **Prerequisite: MATH1013 or Math score of 16.** *3 Credits.*

### **PHYS2034 University Physics I**

Introduction to the principles of mechanics, wave motion, temperature and heat, with calculus. Lecture three hours per week and practicum two hours a week. **Corequisite: Math2204.** *4 Credits.*

**PHYS2044 University Physics II**

A continuation of PHYS2034. Topics covered include electricity magnetism, light and geometric optics. Lecture three hours per week and practicum two hours a week.

**Prerequisite:** PHYS2034. **Corequisite:** MATH2214. *4 Credits.*

**PHYS2054 General Physics I**

The essentials of mechanics, heat, materials and simple harmonic motion.

**Prerequisite:** MATH1033. *4 Credits.* ACTS Equivalency: PHYS2014.

**PHYS 2064 General Physics II**

A continuation of PHYS2054. The essentials of electricity, magnetism, wave motion, light and modern physics. **Prerequisite:** PHYS2054. *4 Credits.* ACTS Equivalency: PHSY2024.

**PHYS2133 Survey of Physics for the Health Professions**

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. **Prerequisite:**

**MATH1023.** *3 Credits.*

**PLUMBING****PLB1114 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. *4 Credits.*

**PLB1124 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. *4 Credits.*

**PLB1214 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. *4 Credits.*

**PLB1224 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. *4 Credits.*

**PLB1314 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. *4 Credits.*

**PLB1324 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. *4 Credits.*

**PRACTICAL NURSING****PN1213 Nursing Process I**

Nursing Process 1 includes fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. This course examines both prevention and promotion of well-being. In addition, this course will focus on growth and development, common disease processes and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course or the promotion of holistic care. *13 Credits.*

**PN1406 Nursing Practicum I**

Nursing Practicum I integrates and enhances knowledge gained in Nursing Process I. This course includes fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. As the student advances through the clinical experience, progression from basic skills to more complex skills will occur. *6 Credits.*

**PN2106 Maternal-Newborn and Fundamentals of Pediatric Nursing**

Maternal-Newborn and Fundamentals of Pediatric Nursing explores the components of maternity nursing including communication skills, prenatal care, high risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This course builds on the basic concepts of nursing principles, meeting the needs of pediatric clients and their caregiver(s), and the behavior of the well-child and the child experiencing illness. *6 Credits.*

**PN2213 Nursing Process II**

Nursing Process II is a continuation of care for the adult client and explores fundamental care of the pediatric client. This course examines prevention, promotion of well-being, management, and delegation within the scope of the Licensed Practical Nurse. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course for the promotion of holistic care. *13 Credits.*

### **PN2402 Maternal-Newborn and Fundamentals of Pediatric Nursing Practicum**

Maternal-Newborn and Fundamentals of Pediatric Nursing will integrate and enhance knowledge gained in Maternal-Newborn and Fundamentals of Pediatric Nursing and Practicum I. This practicum experience will include communication skills, prenatal care, high risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This practicum experience includes the fundamental care of the pediatric client with a focus on promotion of wellness and the care of the child with illness. *2 Credits.*

### **PN2406 Nursing Practicum II**

Nursing Practicum II expands the foundation of Nursing Practicum I by integrating and enhancing knowledge gained in Nursing Process II. This course includes the care of the adult and pediatric client with a focus on management and delegation within the scope of practice of the Licensed Practical Nurse. *6 Credits.*

## **POLITICAL SCIENCE**

### **POSC2103 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. *3 Credits.* ACTS Equivalency: PLSC2003.

### **POSC2203 State and Local Government**

An examination of the basic principles and problems with state and local governments and the administration of their programs. *3 Credits.* ACTS Equivalency: 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. *3 Credits.*

## **PLANT SCIENCE**

### **PSSC1301 Introduction Plant Science Lab**

Introduction to agronomic and horticultural concepts related to crop anatomy, growth/development, physiology, and pest identification and management. *3 Credits.*

### **PSSC1303 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. *3 Credits.*

### **PSSC2323 Agricultural Chemicals**

Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. *3 Credits.*

**PSSC2803 Field Crops**

Field crops, types and varieties. Planning and planting of crops grown in the Delta. *3 Credits.*

**PSSC2811 Soils Laboratory**

**Corequisite:** PSSC 2813. *1 Credit.*

**PSSC2813 Soils**

Origin, classification, physical and chemical properties of soil and environmental considerations. **Prerequisites:** CHEM1013 and CHEM1011. *3 Credits.*

**PSYCHOLOGY****PSY1013 Human Relations**

This course will cover basic psychological concepts and specific concepts that relate to industry specific skills necessary for the workplace. Customer relations issues will be a focus of the course. *3 Credits.*

**PSY2013 Introduction to Psychology**

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior. *3 Credits.* ACTS Equivalency: PSYC 1103.

**PSY2023 Contemporary Psychology**

Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. **Prerequisite:** PSY2013. *3 Credits.*

**PSY2533 Lifespan Development**

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. **Prerequisite:** PSY2013. *3 Credits.* ACTS Equivalency: PSYC2103.

**REGISTERED NURSING****RNSG 2119 Nursing Process I**

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. **Prerequisite: Admission to the ARNEC program; Corequisite: RNSG2123. (9 hrs/wk lecture). 9 Credits.**

### **RNSG2123 Nursing Practicum I**

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG2119. 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. **Prerequisite: Admission to the ARNEC program; Corequisite: RNSG2119 (9 hrs/wk practicum). 3 Credits.**

### **RNSG2216 Nursing Process II**

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. **Prerequisites: RNSG2119, RNSG2123; Corequisite: RNSG2413 (8 hrs/wk lecture). 6 Credits.**

### **RNSG2413 Nursing Practicum II**

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. **Prerequisite RNSG2119, RNSG2133; Corequisite: RNSG2216 (9 hrs/wk practicum).** 3 Credits.

### **RNSG2511 NCLEX-RN Preparation**

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. **Prerequisites: RNSG2119, RNSG2123, RNSG2216, RNSG2413; Corequisites: RNSG2518, RNSG2523 - (1 hr/wk lecture).** 1 Credit.

### **RNSG2518 Nursing Process III**

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. **Prerequisites: RNSG2216, RNSG2413, RNSG2119, RNSG2123; Corequisites: RNSG2511, RNSG2523 (8 hrs/wk lecture).** 8 Credits.

### **RNSG2523 Nursing Practicum III**

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. **Prerequisites: RNSG2216, RNSG2413, RNSG2119, RNSG2123; Corequisites: RNSG2518, RNSG2511 (9 hrs/wk practicum).** 3 Credits.



## SECONDARY TEACHING EDUCATION

### **SCED2514 Introduction to Secondary Teaching**

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. **Prerequisites: 15 hours, Praxis and portfolio.** 4 Credits.

## SOCIOLOGY

### **SOC2213 Principles of Sociology**

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life. 3 Credits. ACTS Equivalency: SOCI1013.

### **SOC2223 Social Problems**

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. **Prerequisite: SOC2213.** 3Credits. ACTS Equivalency: SOCI2013.

### **SOC2233 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. 3 Credits. ACTS Equivalency: ANTH2013.

## SPANISH

### **SPAN1013 Elementary Spanish I**

Elementary Spanish I is a beginning course to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. 3 Credits. ACTS Equivalency: SPAN1013.

### **SPAN1023 Elementary Spanish II**

SPAN 1023 is a continuation of SPAN 1013. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 1013 with a "C" or better. . **Prerequisite: SPAN1013 or at least one year of high school Spanish.** 3 Credits. ACTS Equivalency: SPAN1023.

### **SPAN2013 Intermediate Spanish I**

SPAN 2013 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 1023 with a "C" or better. **Prerequisite: SPAN1023 or at least two years of high school Spanish.** 3 Credits. ACTS Equivalency: SPAN2013.

### **SPAN2023 Intermediate Spanish II**

SPAN 2023 is a continuation of SPAN 2013. It seeks to further develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 2013 with a "C" or better. **Prerequisite: SPAN2013.** 3 Credits. ACTS Equivalency: SPAN2023

### **SPAN2103 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.

## **SPEECH**

### **SPCH1203 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. 3 Credits. ACTS Equivalency: SPCH1003.

### **SPCH2233 Oral Interpretation**

The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature. 3 Credits.

### **SPCH2243 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. 3 Credits.

## **SPECIAL EDUCATION**

### **SPED2613 Introduction to Exceptional Children**

An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation. 3 Credits.

## **SURGICAL TECHNICIAN**

### **SUR1001 Basic Operating Room Techniques Lab**

Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience. *1 Credit.*

### **SUR1003 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. *3 Credits.*

### **SUR1005 Wound Care**

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. **Prerequisites: SUR1003 and SUR1001.** *5 Credits.*

### **SUR1202 Clinical Practicum I**

Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/ disinfection and aseptic techniques. *2 Credits.*

### **SUR1303 Medical Terminology**

Introduction to commonly used medical abbreviations and terminology used in the health care setting. *3 Credits.*

### **SUR2002 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. *2 Credits.*

### **SUR2003 Advanced Operating Room Techniques Lab**

Guided practice on specialty procedures with emphasis on functioning independently during clinical experience. **Prerequisite: SUR1001.** *3 Credits.*

### **SUR2005 Advanced Operating Room Techniques**

Emphasis placed on specialty procedures and instrumentation. **Prerequisites: SUR1003 and SUR1001.** *5 Credits.*

### **SUR2204 Clinical Practicum II**

Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures. **Prerequisite: SUR1202.** *4 Credits.*

### **SUR2302 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. *2 Credits.*

**SUR2518 Clinical Practicum III**

Supervised clinical experience. Four (4) week rotation of clinical experiences on an advanced level. *8 Credits.*

**SUR2702 Seminar**

Review of major theoretical and technical concepts of the surgical technician profession. *2 Credits.*

**SOCIAL WORK****SW2203 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. *3 Credits.*

**TECHNICAL****TEC1713 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. *3 Credits.*

**TEC1753 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. *3 Credits.*

**TEC1763 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. *3 Credits.*

### **TECH1023 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. *3 Credits.*

### **TECH1033 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. *3 Credits.*

### **TECH1043 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. *3 Credits.*

### **TECH1053 Basic Electrical Schematics and 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. *3 Credits.*

### **TECH1063 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. *3 Credits.*

### **TECH1073 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. *3 Credits.*

### **TECH1083 Industrial Motor Controls and 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. *3 Credits.*

### **TECH1093 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. *3 Credits.*

### **TECH2091 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 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. *1 Credit.*

### **TECH2093 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. *3 Credits.*

### **TECH2193 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. *3 Credits.*

## **THEATRE**

### **THEA1203 Introduction to Theatre**

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works. **Prerequisite:** **ENG1003.** *3 Credits.*

### **THEA1213 Beginning Acting**

Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays. *3 Credits.*

### **THEA2223 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. *3 Credits.*

### **THEA2233 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. *3 Credits.*

### **THEA2243 Stage Costume Construction**

The exploration of the history and design of costumes through a variety of projects. **Prerequisite:** **THEA 2223.** *3 Credits.*

### **THEA2251 Theatre Workshop I**

Open to all interested students. Major plays will be produced; students will work both on stage and backstage. *1 Credit.*

**THEA2261 Theatre Workshop II**  
**Prerequisite:** THEA 2251. *1 Credit.*

**THEA2271 Theatre Workshop III**  
The second year in the workshop sequence. Open to all interested students by permission of the instructor. **Prerequisite:** THEA 2261. *1 Credit.*

**THEA2281 Theatre Workshop IV**  
**Prerequisite:** THEA 2271. *1 Credit.*

**THEA2503 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. *3 Credits.* ACTS Equivalency: DRAM1003.

## **UNIVERSITY**

**UNIV1001 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). *1 Credit.*

## **WELDING**

**WELD1002 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. *2 Credits.*

**WELD1012 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. *2 Credits.*



**WELD1018 Manufacturing Welding**

Catalog description: This course is designed to introduce the skills and knowledge necessary to enter the manufacturing welding workforce. Items covered will include: shop safety, tool use, material handling, set up and operation of GMAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW short circuit process. Upon completion of this course, students should be able to layout and fit-up materials, 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. 8 Credits.

**WELD1027 Heavy Manufacturing Welding**

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing. Items covered will include: shop safety, tool use, material handling, setup and operation of GMAW and FCAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the GMAW Spray and FCAW processes. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards. 7 Credits.

**WELD1036 Shielded Metal Arc Welding**

This course is designed to introduce the welding skills and knowledge necessary to enter the workforce as a "stick" welder. Items covered will include: shop safety, tool use, material handling, setup and operation of SMAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the SMAW process. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards. 6 Credits.

**WELD1046 Precision Welding and Cutting**

This course is designed to introduce welding skills and knowledge necessary to make precision welding and cutting using GTAW welding process, CNC operated equipment and robotics. Items covered will include: shop safety, tool use, material handling, set up and operation of GTAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel, stainless steel, and aluminum using the GTAW process, welding design, heat treatments, material properties, and automated cutting and welding. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry level welder standards. 6 Credits.

**WELD1057 Welding Internship**

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing through an internship. Students will learn hands on while working with an approved Industrial Partner. Material covered will include: shop safety, tool use, material handling, set up and operation of GMAW and FCAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW and FCAW processes. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry level welder standards. *7 Credits.*

**WELD1202 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. *2 Credits.*

**WELD1203 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. *3 Credits.*

**WELD1212 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. *2 Credits.*

**WELD1222 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. *2 Credits.*

**WELD1232 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. *2 Credits.*

**WELD1302 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. *2 Credits.*

**WELD1303 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. *3 Credits.*

**WELD1312 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. *2 Credits.*

**WELD1402 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. *2 Credits.*

**WELD1403 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. *3 Credits.*

**WELD1412 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. *2 Credits.*

**WELD1503 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. *3 Credits.*

**WELD1603 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. *3 Credits.*

**WELD2203 Advanced Wire Welding**

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. **Prerequisite: WELD 1203. 3 Credits.**

**WELD2303 Advanced SMAW**

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. **Prerequisite: WELD 1303. 3 Credits.**

**WELD2314 SMAW Pipe Welding**

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. **Prerequisites: WELD1304, WELD2304 or proficiency on an equivalency exam. 4 Credits.**

**WELD2413 Welding Fabrication**

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. **3 Credits.**

**WELD2513 Blueprint Reading**

This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols. **3 Credits.**

**WELD2613 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. **3 Credits.**

**WELD2801 Special Projects**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit **Prerequisite: Enroll by permission of instructor. 1 Credit.**

**WELD2802 Special Projects**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit **Prerequisite: Enroll by permission of instructor. 2 Credits.**

**WELD2803 Special Projects**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit **Prerequisite: Enroll by permission of instructor. 3 Credits.**

**WELD3304 SMAW - PIPE WELDING**

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. **Prerequisites: WELD 1304 and WELD 2304 or proficiency on an equivalency exam. 4 Credits.**



# General Information

## GENERAL INFORMATION

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### ADMISSIONS/REGISTRATION

#### 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 Dean of Enrollment Services.

[Change of Advisor Form](#)

#### 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 receive 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 GRIEVANCE

##### PROCEDURES FOR HANDLING STUDENT ACADEMIC GRIEVANCES

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Grievance Procedure.

Under certain circumstances, ASU-Newport students have the right to grieve alleged violations of their academic rights. A grievance is a complaint alleging that one or more of the student's rights has been violated. ASUN will not and is prohibited from discriminating against any person who has filed a complaint.

These procedures do not apply to student complaints involving alleged sexual harassment. In such cases, the student should contact the Director of Human Resources or the Vice Chancellor for Student Affairs for direction on appropriate steps to follow.

In cases where the alleged grievance is based upon a complaint involving discrimination because of race, color, religion, age, disability, sex, or national origin, the following deadlines and procedures do apply. In addition, the student shall notify the Director of Human Resources.

### **Procedures**

- Step 1. Since the faculty has the primary responsibility for course development, course delivery, and the assessment of student achievement, and the sanction for academic misconduct in his/her class, any student who has a complaint related to a course should first consult with the instructor within 10 working days of the complaint issue/incident and try to resolve the complaint. If the grievance involves a faculty member who is no longer employed at the college, they should move to step two of this process. (For issues or complaints that are not course-specific, the student should seek resolution within 10 working days of the issue/incident with the college employee involved with the complaint.) If the complaint is resolved, the grievance process ends.
  
- Step 2. If the complaint is not resolved by the student consulting with the instructor (or other person involved), and if the student wishes to pursue the complaint further, the student shall consult with the appropriate Academic Dean within fifteen working days of the complaint issue/incident. The Academic Dean shall attempt to resolve the complaint, and shall notify the student in writing, copying the individual against whom the complaint has been filed, of the resolution or lack thereof within 10 working days of the student's first consultation with the Dean. If the complaint is resolved, the grievance process ends.
  
- Step 3. If either party believes that the complaint has not been resolved in step two, that party may file a written appeal to the Vice Chancellor for Academic Affairs. The appeal must be filed within 10 working days of the date of notification in step two, shall be in writing, shall address the recommendation in step two, and shall address why that recommendation is not acceptable; e.g., that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, and/or a significant procedural error took place. The written appeal shall not normally present new evidence regarding the grievance. All previous written materials regarding the grievance shall be forwarded to the Vice Chancellor for Academic Affairs by the appropriate Academic Dean upon request of either party. The Vice Chancellor for Academic Affairs may resolve the complaint to the mutual satisfaction of both parties, in which case the grievance process ends with a written statement of resolution signed by the student and the individual against whom the complaint has been filed. If the complaint has been resolved at this point, the Vice Chancellor for Academic Affairs retains the written records of the process for five calendar years.
  
- Step 4. If the complaint in step three is not resolved within 10 working days of receipt by the Vice Chancellor for Academic Affairs, then the Vice Chancellor for Academic Affairs shall appoint, within 10 working days of completion of the step three process, a hearing committee.



Step 5. If the complaint in step four is not resolved within 10 working days of receipt by the Vice Chancellor for Academic Affairs, then the Vice Chancellor for Academic Affairs shall appoint, within 10 working days of completion of the step four process, a student hearing committee.

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## **ACADEMIC LOAD**

The maximum student academic load shall not exceed 18 hours per semester in fall or spring and 18 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.

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## **ACADEMIC PROGRESS POLICY**

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Federal regulations require all recipients of student financial aid to make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program. Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan and other programs as determined by the Financial Aid Office must meet the requirements in the policies listed below to maintain their financial aid eligibility at ASU-Newport, including the Jonesboro and Marked Tree sites. Being financially eligible according to results from the Free Application for Federal Student Aid (FAFSA) does not mean the student is eligible for federal aid at ASUN. Rules are applied uniformly to all students whether or not aid has been previously received.

The Financial Aid Office (FAO) monitors SAP at the end of each semester, including summer, for financial aid recipients. In reviewing SAP, FAO personnel evaluate GPA, completion rate and maximum timeframe. At the conclusion of each semester, students who do not meet the minimum SAP requirements are notified and either placed on Financial Aid warning (FA Warning) or Financial Aid Suspension (FA Suspension). Please note: students on FA Warning have one semester to meet SAP eligibility or will be placed on FA Suspension the next semester.

- Students placed on FA Warning are eligible for financial aid consideration and do not need to appeal, but will be required to sign an academic plan.
- Students placed on FA Suspension are no longer eligible for financial aid and may submit a SAP appeal to be considered for financial aid for one semester.

Students enrolled in clock hour programs (such as Cosmetology and Cosmetology Instructor Trainee) will have SAP reviewed at the end of each payment period.

[Satisfactory Academic Progress Policy - Credit Hour Programs](#)

[Satisfactory Academic Progress Policy - Clock Hour Programs](#)

[Satisfactory Academic Progress Appeal Form](#)

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## **ACADEMIC PROBATION AND SUSPENSION**

### **Probation:**

Students are placed on academic probation at the close of an enrollment period (Fall, Spring or Summer term) in which their cumulative grade point average falls below 2.00. Academic probation status will be removed at the end of any enrollment period when the cumulative GPA is 2.00 or above. Students placed on academic probation are restricted to enrollment in 12 credit hours until the cumulative GPA is 2.00 or above. An exemption may be requested through the student's advisor of record to the Vice Chancellor for Academic Affairs.

### **Suspension:**

Students are placed on academic suspension at the close of any enrollment period (Fall, Spring or Summer term) in which their ASUN cumulative and term grade point average falls below a 2.00. Students must be on academic probation during the previous term prior to being placed on academic suspension. Suspended students must postpone enrollment for one 16 week Fall or Spring term, or two consecutive Summer terms. Students suspended from the institution for poor academic performance may apply for readmission to ASUN.

A student who has been suspended for poor academic performance may petition for immediate readmission by submitting a completed Application for Readmission packet. The packet can be obtained and should be submitted in its entirety to the Academic Appeals Committee at [academicaffairs@asun.edu](mailto:academicaffairs@asun.edu). Students who have been denied immediate readmission may appeal the decision of the committee in writing, within 7 business days of notification, to the Vice Chancellor for Academic Affairs at [academicaffairs@asun.edu](mailto:academicaffairs@asun.edu)

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## **ACADEMIC RIGHTS AND RESPONSIBILITIES**

### **THE ACADEMIC RIGHTS OF THE STUDENT**

The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion.

The student shall be free to take reasonable exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty.

The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student.

The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course.

The student has a right to resolve an alleged violation of the college academic policy and/or procedure, or to resolve any alleged case of inequitable academic treatment through the academic appeal process (see below).

The student has the right to accurate and clearly stated information in order to determine:

- The general requirements for establishing and maintaining satisfactory academic standing.
- The graduation requirements for the chosen program of study.
- The expectations of the college with regard to academic and personal standards.
- The expectations of instructors in each course and program as provided in the form of course and program student learning outcomes.

### **THE ACADEMIC RESPONSIBILITIES OF THE STUDENT**

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors related to the ASUN Institutional Learning Outcomes:

#### **Communication**

- Communicate in a careful and respectful manner with professors, peers, and other members of the greater college community.
- Communicate regularly with faculty, academic advisors, and college personnel to ensure understanding of college policies and expectations.
- Avoid abusive or disrespectful language or actions which damages the classroom and college environment.
- Meet with an academic advisor at least once per semester, and communicate regularly as needed, to discuss academic progress toward completion of the degree requirements.

#### **Reasoning**

- Utilize college resources and seek help when needed.

- Identify, develop, and implement a plan to achieve their educational goals.
- Attend and participate in classes, labs, and seminars, arriving academically prepared and on time.
- Complete all assigned work in a timely manner with attention to quality of work.
- Take all required steps to complete degree requirements, which includes meeting both academic and administrative requirements.

### **Responsibility**

- Demonstrate academic integrity and honesty.
- Avoid making excuses for their behavior.
- Are engaged learners who dedicate sufficient time outside of class to college work.
- Act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- Respect diverse ideas and opinions.
- Maintain a clear understanding of the information in the college catalog and the student handbook. Lack of knowledge does not excuse a student from the responsibility to abide by the rules and procedures of the college.

## **ACADEMIC MISCONDUCT**

### **Academic Misconduct Defined**

Arkansas State University-Newport defines academic misconduct as any activity that compromises the academic integrity of the college, or threatens the educational process. While many people only associate academic misconduct with "cheating," the term encompasses a wider scope of student behaviors which include, but are not limited to, the following:

- Violation of course rules.
- Violation of program handbook policies and procedures.
- Knowingly providing or receiving information during a course exam or program assignment.
- Possession and/or use of unauthorized materials during a course exam or program assignment.
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor.
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for an academic assignment. It also includes instances where a student submits data or information from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course for which the work is being submitted.
- Submitting plagiarized work for a course/program assignment.

- Serving as or asking another student to serve as a substitute (acting as the enrolled student) while completing an online academic assignment or taking an online exam.

Sanctions for academic misconduct violations may vary depending on variables including, but not limited to, severity of infraction, cases of repeat offense, course policies (via the course syllabus), and/or program handbooks. Cases of alleged academic misconduct are resolved through the ASUN Academic Appeals Process. All documented instances of academic misconduct that warrant sanction at the course and/or program level will be reported by the sanctioning faculty/staff member in writing utilizing the electronic “**Student Academic Misconduct Referral Form**” to the Office of the Vice Chancellor for Academic Affairs. A bi-annual report of academic misconduct sanctions will be submitted to the Office of the Dean of Student Development.

### **THE ACADEMIC APPEALS PROCESS**

It is the policy of Arkansas State University-Newport to provide students with an opportunity to resolve an alleged violation of college academic policy and/or procedure, or to resolve any alleged case of inequitable treatment. ASUN encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

The following are guidelines for determining the appropriate area to voice a concern based on topic of concern:

<b>TOPIC OF CONCERN</b>	<b>APPROPRIATE DIVISION OR DEPARTMENT</b>
Academic/Instructional/Grade	Academic Affairs
Financial	Fiscal Affairs-Business Office
Discrimination/Harassment	Fiscal Affairs-Human Resources
Financial Aid	Student Affairs-Financial Aid Office
Accommodations/Disabilities	Student Affairs-Office of Disability Services
Disciplinary/Student Code of Conduct	Student Affairs-Dean of Student Development
Facilities/Bookstore	Fiscal Affairs-Business Office
Campus Police	Student Affairs-Campus Police
Campus Safety	Strategic Initiatives
Technology	Fiscal Affairs-Information Technology Services

Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters.

## **Process for Academic Appeals**

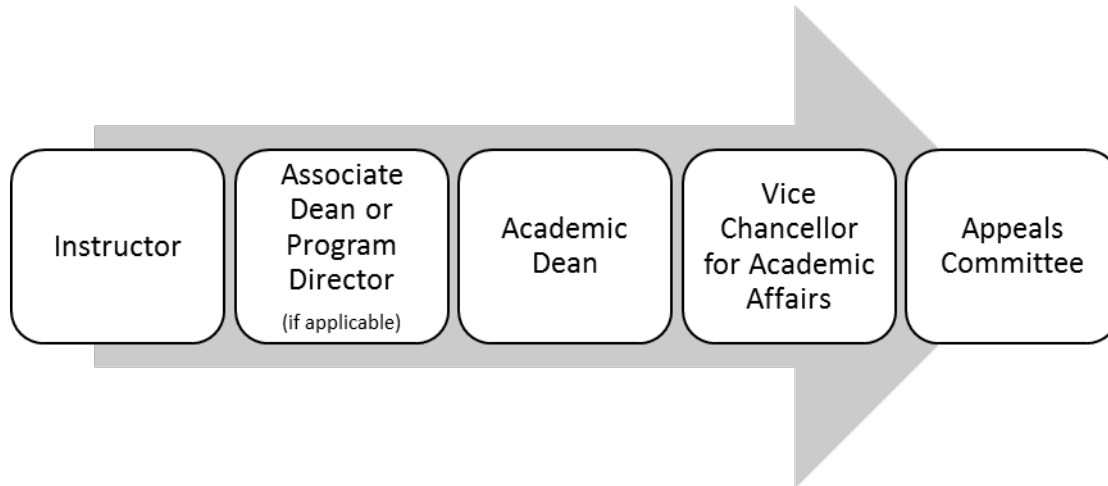
The process outlined below is specifically designed to address academic concerns, instructional issues, or grade appeals. It is NOT to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial aid appeal, or discrimination/harassment complaint as described in other areas of the college catalog or student handbook.

- **Step 1:** Before a student can file a written concern or appeal, they should attempt to resolve the problem informally. The college expects the student to address his/her concern by the first meeting and/or discussing the concern with the college faculty or staff member whose actions resulted in the concern and documenting the discussion with notes. If not resolved, the student may proceed to the next step.
- **Step 2:** If, within five instructional days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written concern with the appropriate Academic Dean (or designee). The concern or appeal must be in writing.
- **Step 3:** Within five instructional days after receiving the appeal in writing, the Academic Dean (or designee) will be responsible for investigating the concern. The Academic Dean (or designee) will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.
- **Step 4:** The appropriate Academic Dean (or designee) will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the Academic Dean will investigate and render a decision based on the written statements and testimony of the parties. The Academic Dean will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved the student may proceed to the next step.
- **Step 5:** Within five instructional days after Step 4, the student will notify the Vice Chancellor for Academic Affairs, in writing, to request a hearing before the Appeal Review Committee. The Committee will be chaired by the Vice Chancellor for Academic Affairs (or designee) and will include the following:
  - Two representatives from Student Affairs selected by the Vice Chancellor for Student Affairs
  - Two faculty members selected by the Chair of the ASUN Faculty Association
- **Step 6:** Within five instructional days, the Appeal Review Committee will meet with the student, instructor, and Appropriate Academic Dean (or designee) to hear the points at issue in the appeal. The Committee will provide its written

decision to all parties within five instructional days following the hearing. The decision is final and may not be reviewed.

**\*\*NOTE: The process above is used for filing a concern in which a resolution has been requested that is specific to the student filing. If a student wishes to file an official complaint that has no personal resolution, or wishes to remain anonymous, that complaint will not follow the above steps.**

**\*\*NOTE: Academic Appeal must be made within fifteen (15) instructional days following the issuance of the grade or decision.**



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## **ACADEMIC SUPPORT CENTER**

The Academic Support Center provides free tutoring services to any ASU-Newport students who needs 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 in the Fall and Spring Monday – Friday 8am – 4:30pm. Summer hours are Monday – Thursday 7am – 5:30pm. For more information call: (870) 512-7867

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## **ACTS COURSE TRANSFER SYSTEM (ACTS)**

Arkansas Course Transfer System (ACTS): The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. 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.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. To view the ACTS courses go to <http://acts.adhe.edu/studenttransfer.aspx>

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## ADMISSIONS CATEGORIES

### ASU-Newport grants admission in the following categories:

#### 1. Unconditional Admission

Applicants who will be considered for unconditional admission are:

- Graduates from accredited high schools meeting unconditional criteria, or
- Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or
- 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. American College Test (ACCUPLACER, 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. [Academic Advising Placement Score Chart](https://files.asun.edu/academics/course_catalog_addendums/ASUN_Test_Score_Placement_Char_12012016.pdf) ([https://files.asun.edu/academics/course\\_catalog\\_addendums/ASUN\\_Test\\_Score\\_Placement\\_Char\\_12012016.pdf](https://files.asun.edu/academics/course_catalog_addendums/ASUN_Test_Score_Placement_Char_12012016.pdf))

#### 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. A Conditional Admission form can be found under [Get Started tab on the website](#)

([https://files.asun.edu/admissions/Request\\_for\\_Conditional\\_Admission.pdf](https://files.asun.edu/admissions/Request_for_Conditional_Admission.pdf)) Prior to completing the petition, students should view the course description in the course catalogue (online). Students admitted in this category are:

- Applicants from high schools not accredited by the state.
- 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.
- Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Dean of Enrollment Services 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.

*Note: 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 Dean of Enrollment Services for details.*



#### **4. Visiting Students**

ASUN welcomes students who are not seeking a degree or certificate to register and enroll in a less-than full time status. These visiting students meet one or more of the following criteria:

- **Life-Long Learners** seek to explore new concepts and ideas
- **Industry Continuing Education Partners** seek to improve their job knowledge and skills
- **Visiting/Transient Students** are seeking a degree at another college or university and wish to complete one or more courses at ASUN

These individuals should complete an application for admission and indicate they are visiting students. Visiting students typically pay for courses themselves or tuition and fees may be paid for by their employer. Most visiting students may simply apply for admission and begin coursework. Visiting students are ineligible to receive scholarships; Pell grants; or student loans through ASUN. Note: students who are seeking a degree at another college or university are responsible for ascertaining 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](http://acts.adhe.edu). Any student who wishes to enroll in ENG 1003 Composition 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.

#### **5. High School Student Admission**

##### **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.

##### **Concurrent Enrollment:**

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

#### **6. 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 Admission. 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 the equivalent courses).

#### **7. 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 five-year separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

**Note to Financial Aid applicants and recipients:** Academic Clemency does not expunge a student's record for Financial Aid purposes. When determining eligibility, cumulative attempted hours, cumulative earned hours, cumulative semesters, and cumulative grade point average will remain a part of the student's permanent record.

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

- *Separation* from all academic institutions for at least *five years*
- Formal application filed with the Dean of Enrollment Services
- File the application *before* the *published start date* of the term for which student intends to enroll

Upon approval by the Dean of Enrollment Services, the student will be granted academic clemency. The student's academic transcript 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-year 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.

## **8. 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
- 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 Dean of Enrollment Services

**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
- 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 Dean of Enrollment Services office at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students.

*Note: Complete details of special admissions and enrollment procedures are available from the Dean of Enrollment Services.*

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## **ADULT EDUCATION**

The Adult Education program is designed to improve and refine the academic skills of adult learners, as well as enable them to attain the life skills needed to improve the quality of their lives. Instructors are available to assess educational needs and prepare the students for successful completion of the GED Tests. Academic support is also available to individuals who have already received a high school diploma or a GED credential but who desire skills review for college admission or career advancement. The core areas offered are reading, math and language, with digital literacy, financial literacy, and employability skills offered as an integrated part of the curriculum. Classes are held at multiple locations in Jackson, Craighead, and Poinsett Counties. All classes are free and open to adults aged 18 or older.

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

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## **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 Arkansas State University-Newport (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.

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.

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## **ATTENDANCE POLICY**

Course attendance is very important. Attendance is a key component of student success. See your instructor's requirements listed on his or her course syllabus

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## **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.

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## **BOOKSTORE**

ASU-Newport offers 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. For more specific information regarding the campus bookstores, please visit us online at <http://asun.textbooktech.com/> or call (870) 512-7806.

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## **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 ASU-Newport Campus Police Department is staffed with two officers. There is one full-time officer on the Newport campus and one full-time officer on the Jonesboro campus. Each police officer meets Act 452 of 1975 (compiled Arkansas Statute Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer.

In case of an emergency, Marked Tree campus students should contact the main directory phone number for the ASU-Newport campus in which they are located or local police.

**ASU-Newport  
Newport Police**

**(870) 217-1348 (mobile) or (911)  
(870) 523-2723**

**ASUN Jonesboro** (870) 217-1347 (mobile) or (911)  
**Jonesboro Police** (870) 935-5551

**ASUN Marked Tree** (870) 358-2117 or (911)  
**Marked Tree Police** (870) 358-2024

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## **CAREER COUNSELING**

The Student Services Coordinator provides assistance to students to help maximize their personal, career, and academic competencies. Services offered include personal, career, and academic development activities.

The Student Services Coordinator's office is located on the ASUN Jonesboro campus. 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) 680-8734. 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 Student Services Coordinator 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 Student Services Coordinator 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.

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## **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 Student Development for Student Affairs.

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## **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](mailto: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

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## **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

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## **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**

- Enroll in ASUN or be eligible for readmission to ASUN; meet with your advisor and fill out your degree plan.
- Complete the appropriate PLA Application Form to request any college credit earned outside the college classroom.
- Credit may only be awarded for courses applicable to the student's declared degree plan.
- 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.
- A maximum of 30 credit hours of transferable degree requirements can be satisfied by PLA.
- A student may not receive credit twice for a course that has been awarded through PLA.
- PLA cannot be counted toward ASUN's 15 credit hour residency requirement nor meet eligibility requirements for financial aid or loan deferment.
- 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.
- 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 Dean of Enrollment Services.

- 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. 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 Dean of Enrollment Services 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 of 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 Dean of Enrollment Services for each course they feel they might be eligible. The petition 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 (online). 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 outlined 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.

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## **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.

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## **DEPARTMENT OF SAFETY**

### **CAMPUS SAFETY AND YOUR RIGHT TO KNOW**

An annual safety report is provided online on the ASUN website under Resources and Campus Police. Printed copies of the publication are available by writing to Campus Police requesting a copy of the report and providing a self-addressed stamped envelope to:

ASUN Campus Police  
7648 Victory BLVD  
Newport, AR 72112

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## **DISABILITY SERVICES**

At ASU-Newport, we believe every student has the right to achieve their highest ability academically, socially and intellectually. Although ASUN does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, we offer a variety of support services so that students with disabilities are admitted and integrated as completely as possible into the university.

Reasonable accommodations are provided on an individual basis and are determined from the student's documentation and interview with the Office of Disability Services. To obtain reasonable accommodations, students must provide documentation of diagnosed disability to the Disability Services Coordinator. It is to your advantage to contact the Disability Services Coordinator before enrolling in courses at ASU-Newport.

For more information, contact the Office of Disability Services at [disability\\_services@asun.edu](mailto:disability_services@asun.edu) Phone (870) 358-8612. Website: [www.asun.edu/disability\\_services](http://www.asun.edu/disability_services)

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## **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](mailto:maria_bedwell@asun.edu).

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## **EMERGENCY NOTIFICATION SYSTEM**

Rave Mobile Safety Alert is ASU-Newport's (ASUN) emergency notification system that allows college officials to send news, alerts and instructions simultaneously to the ASUN community using text and e-mail messaging. This notification system provides the college an immediate way to notify individuals through multiple points of contact.

All students are automatically enrolled in the Rave Alert notification system upon enrolling for courses. Faculty and staff are automatically enrolled through the ASUN Human Resources office. Anyone may request to be taken out of the Rave Alert service by texting “No”, back to the Rave Alert message.

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## **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.

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## **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 [http://www.asun.edu/financial\\_aid](http://www.asun.edu/financial_aid).

### **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](http://www.adhe.edu).

## University Aid Programs

Academic Scholarships, descriptions and guidelines for ASU-NEWPORT institutional academic scholarships may be found at <http://www.asun.edu/scholarships> .

## FOOD SERVICES

ASUN offers food service for both breakfast and lunch on the Newport and Marked Tree campuses.

Vending machines are available in several locations on all campuses. **NOTE:** 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

**NOTE:** Select programs may have alternative grading scales. Please refer to course syllabi or program handbooks for details.

## **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.

## **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 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 Dean of Enrollment Services 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".

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## **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 Enrollment Services 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://files.asun.edu/admissions/Intent\\_to\\_Graduate.pdf](https://files.asun.edu/admissions/Intent_to_Graduate.pdf). 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 Dean of Enrollment Services will forward information on Academic Regalia and commencement to all graduate candidates.

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## **HEALTH, SAFETY, AND EMERGENCY MANAGEMENT**

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 while upholding the standards of excellence.

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## **HONORARY ORGANIZATIONS**

### **PHI THETA KAPPA (PTK)**

PTK is the nationally-recognized two-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 Student Development's Office.

### **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

For more information, contact the Dean for General Education at (870) 680-8715.

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## **INCLEMENT WEATHER NOTIFICATION**

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](http://portal.asun.edu). ASU-Newport utilizes Rave Alert to send emergency notifications, news, alerts and instructions simultaneously to the ASUN community using text, and e-mail messaging. 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.

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## **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.

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## **LIBRARY**

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library on the Newport campus and the libraries located 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 members. In addition to print, electronic, and audio/visual materials, students, faculty, and staff can access online library databases onsite and remotely via the ASUN portal by logging into MyCampus. Click the Academics, then Library. This will take users to the Portal; login and then click on the library dropdown. We also offer InterLibrary Loan, a service that allows eligible users to request items that are not owned by the ASU-Newport Library from other libraries. InterLibrary Loan is available to our students, faculty, and staff. The ASU-Newport Library is a member of the ARKLink Consortium, which means students, faculty, and staff are eligible for an ARKLink card that will allow them to borrow materials from other consortium member libraries. Library staff will answer reference questions via e-mail at [jennifer\\_ballard@asun.edu](mailto:jennifer_ballard@asun.edu) or [debbie\\_jewell@asun.edu](mailto:debbie_jewell@asun.edu), or by phone at (870) 512-7861.

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## **Lifelong Learning**

Lifelong Learning classes focus on personal enrichment. AARP Driver Safety Classes, Computer Basics Classes for Senior Adults, and Baby Sitting Basics for tweens and teens are representative of the many courses offered to the public at a nominal fee. For more information call 870-512-7861.

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## **PUBLIC INFORMATION AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ([FERPA](#))**

### **[Family Educational Rights and Privacy Act](#)**

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 Enrollment Services 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 Dean of Enrollment Services office.

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

- ASU-Newport staff with legitimate need for access to information.
- Federal, state, and local officials as specified by law.
- 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.

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## **REGISTERED STUDENT ORGANIZATIONS**

### **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.

## **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

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## **STUDENT AMBASSADORS**

Student Ambassador Scholarships are awarded every year for eligible students. Contact the Enrollment Services Office at (870) 512-7894 for further information.

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## **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 Student Development.

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## **STUDENT IDENTIFICATION CARDS**

Student Identification Cards are made on each campus. This card must be shown for check cashing and to check out library materials. Student Identification Cards are property of the college and are subject to being revoked in the case of abuse. Students must present a valid driver's license or state issued ID card and a copy of their current schedule to obtain an ASU-Newport Student Identification Card.

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## **STUDENT PARTICIPATION IN COLLEGE COMMITTEES**

Student involvement is vital to the shared leadership 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.

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## **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](http://www.act.org).

- **Placement Testing**

Students must register to take a Placement test by visiting [https://portal.asun.edu/ICS/Academic\\_Support\\_and\\_Testing\\_Services/](https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/) and filling out the Testing Registration Form. You MUST be at least 13 years of age or older to take the Placement test. No Calculators Allowed in the Testing Center. Placement Test Scores (may be ACT, ACCUPLACER, ASSET, or COMPASS earned in the last 5 years, however specific programs may have differing placement policies, please refer to program applications for more information)

- **Practical Nursing Pre-entrance TEAS Test\***

Students may test twice during the calendar year TEAS test schedules and additional information may be obtained visiting <https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form. No Calculators Allowed in the Testing Center.

- **Distance Education Proctoring Services (DEPS)**

Tests must be registered through visiting

<https://www2.registerblast.com/asun/Exam/List> 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/>

- **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](http://www.nlnonlinetesting.org).

- **WorkKeys Assessment**

WorkKeys Testing is coordinated through the Department Of Workforce Services.

**For Placement and Nursing Entrance tests scheduling and additional information contact:**

- **ASUN-Newport Placement Tests**

Test registration is available by going to <https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form

- **ASUN-Jonesboro Campus**

Test registration is available by going to <https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form

- **ASUN-Marked Tree Campus**

Test registration is available by going to <https://www2.registerblast.com/asun/Exam/List> 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/](https://portal.asun.edu/ICS/Academic_Support_and_Testing_Services/).**

# ACADEMIC ADVISING

## Placement Score Chart



### Required Minimum Scores for Associate Degrees

**ACT Composite: 15**

**Compass Reading: 62**

**Accuplacer Reading: 60**

ACT	COMPASS	ACCUPLACER	COURSE PLACEMENT
English 19 – 36 Reading 19 – 36	Writing 80 – 99 Reading 83 – 99	Writing 80-120 Reading 80-120	<b>ENG 1003: Composition I</b> * <b>Both</b> English/Writing and Reading scores must fall within this range to be placed in ENG 1003.
English 17 – 18 Reading 17 – 18	Writing 67 – 79 Reading 77 – 82	Writing 69 – 79 Reading 70 – 79	<b>ENG 1003: Composition I</b> <b>AND</b> <b>ENG 0051: Writing Seminar</b> * <b>Both</b> English/Writing and Reading scores must fall within this range <b>OR</b> one score can be higher. If one score is lower, must enroll in ENG 0053. ** Students <b>must</b> be willing to “stretch.” Otherwise, they should take ENG 0053.
English 14 – 16 Reading 14 – 16	Writing 40 – 66 Reading 66 – 76	Writing 58 – 68 Reading 60 – 69	<b>ENG 0053: English Fundamentals</b> *Students must pass course to advance to ENG 1003.
<b>Math Placement</b>			
19 – 36	Algebra 41 – 99	41-120	<b>MATH 1023: College Algebra</b> <b>OR</b> <b>MATH 1083 Quantitative Literacy</b> *MATH 1083 is only for approved non-STEM majors. Approved ASTATE majors: most Fine Arts and Humanities. Approved UCA major: Early Childhood Education (complete list of approved majors is available). List of approved majors for AR Tech University and U of A at Monticello is available upon request.
16 – 18	Algebra 23 – 40	31-40	<b>MATH 1023: College Algebra OR MATH 1083 Quantitative Literacy</b> <b>AND</b> <b>MATH 0021: Foundations of Mathematical Reasoning</b> *Students who have begun Math Fundamentals do not have to finish Math Fundamentals IF their scores fall within this range. ** Students <b>must</b> be willing to “stretch.” Otherwise, they should take MATH 0083. <i>Students should feel very confident in their math skills in order to “stretch.”</i>
14 – 15	Algebra 16 – 22	20-30	<b>MATH 0083: Math Fundamentals</b>

**ASUN Super Scores** = count the highest score from all exams (ACT, Compass, Accuplacer) in each category of Math, English/Writing, and Reading

v. 09/20/2016

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## TRANSCRIPT REQUEST

All transcript requests must be made in person or in writing to the Office of Enrollment Services. A transcript request form may be found on our website at [Transcript Request](https://files.asun.edu/admissions/Transcript_and_Records_Request.pdf) ([https://files.asun.edu/admissions/Transcript\\_and\\_Records\\_Request.pdf](https://files.asun.edu/admissions/Transcript_and_Records_Request.pdf)) 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.

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## 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		
<b>Tuition:</b>		
In-State		\$96 per credit hour
Out of State		\$157 per credit hour
Off Campus(Prison And Concurrent)		\$101 per credit hour
<b>Required Fees:</b>		
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
Campus Safety Fee		\$1 per credit hour
<b>Optional and Program Fees:</b>		
Advanced Manufacturing Course Fee		\$100 per course
Advanced Placement Fee		\$40
Agriculture Program Fee		\$250 per semester
Allied Health Fee		\$70 per semester
Automotive Service Program Fee		\$100 Per Semester
Collision Repair Technology Program Fee		\$75 per semester
Commercial Driver Training Institute		\$1550.00 per course
Commercial Driver Training Equipment Fee		\$300 per course
Computer Networking Technology Fee		\$75 per semester



Cosmetology Program Fee		\$250 per semester
Culinary Program Fee		\$100 per course
Diesel Technology Program Fee		\$100 per semester
Energy Control Technology Program Fee		\$75 per semester
Hospitality Program		\$50.00 per semester
HVLT Program Fee		\$400 per semester
Lab Fee		\$35 per lab course
Non-student Proctoring Fee		\$25 per test
Nursing Testing Fee		\$100
On Campus Placement Testing		\$10
Payment Plan Fee		\$30
PN Program Fee		\$250 per semester
*Printing Fee		\$5 per ream of paper
Prior Learning Assessment Fee		\$20 per credit hour
RN Program Fee		\$275 per semester
Surgical Technology Program		\$225 per semester
TEAS Testing Fee		\$60
Returned Check Fee		\$30
Welding Certification Testing Fee		\$100
Welding Course Fee		\$150 per course
revised 7/6/2017		

\*Each student is allowed 200 sheets of copy paper per semester for printing. Additional printing requires a \$5.00 printing fee which covers an additional ream of copy paper. The fee can be paid by either visiting or calling the Business Office.

**The University reserves the right to change or add fees at any time such action is deemed necessary.**

**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.

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## **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.

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## **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 Dean of Enrollment Services 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 Dean of Enrollment Services and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal.

1. Less than full term courses:
  - A. First week 100%
  - B. After first week No Refund
  
2. Full-Term (Fall and Spring) courses:
  - A. First and Second Week 100%
  - B. After second week No Refund

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## VETERANS

### VETERANS ADMINISTRATION BENEFITS

ASU-Newport is an approved institution for veterans, veterans' dependents and survivors, and service person 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](http://www.gibill.va.gov). Information on campus regarding this program may be secured from the Dean of Enrollment Services located in the Student Community Center or by calling (870) 512-7877 e-mail [suzanne\\_blackburn@asun.edu](mailto:suzanne_blackburn@asun.edu).

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### OFFICIAL SCHOOL CATALOG ADDENDUM

I certify the current policy is true and correct:

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

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## **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:

- 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. 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.
- 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.
- 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 Dean of Enrollment Services office immediately upon notification of activation to initiate the withdrawal process.

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## **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.

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## 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 ASUN, Newport campus. Various types of equipment are available for checkout by students, faculty, and staff of ASU-Newport. For information contact Dr. Allen Mooneyhan, [allen\\_mooneyhan@asun.edu](mailto:allen_mooneyhan@asun.edu) or (870) 512-7865.

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## WITHDRAW

To withdraw from one course; multiple courses; or a complete term, students must complete a [Withdrawal Request Form](#). To locate the form, see the ASUN homepage, select the Get Started tab; then see Admissions Forms and Resources.

1. Complete the form.
2. Sign and date the form.
3. Submit the form to the **Office of Enrollment Services** using the method below that is most convenient for you.
  - In person at any **Student Affairs Office** on any ASUN campus
  - Scan the completed form and email it to **phyllis\_worthington@asun.edu**,  
**CC candace\_gross@asun.edu**
  - Mail to:  
ASU-Newport  
ATTN: Registrar  
7648 Victory Blvd.  
Newport, AR 72112.



# **Faculty & Staff Directory**

## Executive Cabinet Directory

**Adair, Adam**

**Vice Chancellor for Finance and Administration**

Master of Business Administration, University of Arkansas-Little Rock  
Bachelor of Science, Arkansas State University

**Appleby, Charley**

**Vice Chancellor for Economic and Workforce Development**

Master of Business Administration, Arkansas State University  
Bachelor of Science, Trevecca Nazarene

**Ayers, Holly Dr.**

**Vice Chancellor for Academic Affairs**

Doctorate of Education, Arkansas State University  
Specialist Community College Teaching, Arkansas State University  
Master of Science, Arkansas State University

**Bookout, Jeff**

**Vice Chancellor for Strategic Initiatives**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Buchman, Ashley Dr.**

**Vice Chancellor for Student Affairs**

Doctorate of Education, Arkansas State University  
Specialist Community College Teaching, Arkansas State University  
Master of Business Administration, Arkansas State University  
Bachelor of Science, Arkansas State University

**Massey, Sandra Dr.**

**Chancellor**

Doctorate of Education, Oklahoma State University  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Williams, Larry Dr.**

**Chancellor Emeritus**

Doctorate of Education, Oklahoma State University  
Master of Science Education, East Central State University  
Bachelor of Science Education, East Central State University

**Wheeler, Ike**

**Dean for Community Engagement**

Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

## **Faculty Directory**

(In alphabetical order)

(Campus-specific directories are available online at [www.asun.edu/faculty-directory](http://www.asun.edu/faculty-directory))

### **Adamson, Daniel**

#### **Advanced Instructor of Computer Networking Technology**

Associate of Applied Science, Arkansas State University-Newport

### **Ballard, Jennifer**

#### **Director of Library Services & Lifelong Learning**

Masters in Library Science, University of Alabama

Bachelor of Arts, Arkansas State University

### **Baxter, Janet**

#### **Advanced Instructor of Phlebotomy**

Associate Applied Science Nursing, Arkansas State University

Arkansas Registered Nurse, Arkansas State University

### **Beach, Ken**

#### **Assistant to the Dean/Senior Instructor of Welding**

Bachelor of Applied Science, Arkansas State University

### **Bethel, Haley**

#### **Advanced Instructor of Nursing**

Registered Nurse, ASU-Newport

Certified: ACLS, PALS

### **Black, Jayne**

#### **Assistant Professor Emeritus**

Master of Science, Arkansas State University

Bachelor of Science Education, Arkansas State University

### **Brockway, Zandra**

#### **Assistant Professor of English**

Masters of Science Education, Harding University

Bachelor of Arts, Harding University

Reading Specialist

### **Browning, Kenny**

#### **Advanced Instructor of High Voltage Lineman Technology**

Associate of Applied Science, Arkansas State University-Newport



**Burgess, Rob**

**Associate Dean of General Education-STEM**

Master of Science, Arkansas State University  
Bachelor of Science Education, Arkansas State University  
Associate of Applied Science, Arkansas State University  
Associate of Science, Arkansas State University

**Burgess, Traci**

**Associate Professor of History**

Specialist Community College Teaching, Arkansas State University  
Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Carwell, Debbie**

**Instructor of Adult Education**

Adult Education Certification, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Chance, Melissa**

**Assistant Professor of English**

Master of Liberal Art, Henderson State University  
Bachelor of Art, Henderson State University

**Clark, Larissa**

**Assistant Professor of Life Science**

Master of Science Education, Arkansas State University  
Bachelor of Science, Evangel University

**Collier, Tammy**

**Advanced Instructor of Nursing**

Associate of Science Nursing, Mississippi County Community Hospital  
Arkansas Registered Nurse

**Collins, Bridget**

**Assistant Professor of Speech/Theater**

Master of Arts, Arkansas State University  
Bachelor of Science, Texas A & M  
Bachelor of Fine Arts, University of Southern Mississippi  
Associate of Science, Panola College

**Comer, Rhiannon**

**Instructor of Nursing and Clinical Coordinator**

Registered Nurse, Ozarka College  
Licensed Practical Nurse, Ozarka College  
Certified: CMSRN, PEARS Provider, PALS Provider

**Constant, Mark**

**Advanced Instructor of Energy Control Technology**

Associate of Science, Arkansas State University  
Associate of Science Education, 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, Susan**

**Associate Professor of Psychology/Sociology**

Specialist Community College Teaching, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Doyle, Duane Dr.**

**Professor of Mathematics**

Doctorate of Education, University of Arkansas-Little Rock  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Duncan, Linda**

**Assistant Professor Emeritus**

Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University  
Associate of Applied Science, Arkansas State University  
Associate of Arts, Arkansas State University

**Elam, Carrie**

**Assistant Professor of Psychology/Sociology**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Ellis, Janna**

**Assistant Professor of Business**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Forrester, Bobby Joe**

**Advanced Instructor of Commercial Driving Training**

**Fuentes, Tina**

**Assistant Professor of English/Foreign Language**

Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Fulton, Clay**

**Senior Instructor of High Voltage Lineman Technology**

Bachelor of Business Administration, Tarleton State University  
Associate of Applied Science, Community College of the Air Force

**Gilliaum, Lindley**

**Agriculture Planning Grant Coordinator/Instructor of Agriculture**

Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Heern, Daphene**

**Advanced Instructor of Nursing**

Associate of Applied Science Nursing, Arkansas State University  
Arkansas Registered Nurse, Arkansas State University

**Hicks, Christopher**

**Director of Nursing**

Master of Science Nursing, Grand Canyon University  
Master of Business Administration, Grand Canyon University  
Bachelor of Science, Arkansas State University  
Licensed Practical Nurse, Black River Technical College

**Holden, Tonya**

**Advanced Instructor of Nursing**

Bachelor of Science, Arkansas State University

**Holt, Lana**

**Advanced Instructor of Hospitality Services**

Bachelor of Science, University of Arkansas Medical Science

**Hunt, Harry**

**Assistant Professor of Criminology**

Juris Doctorate Education, Kaplan University  
M.F.S.A., Oklahoma State University  
Master of Public Administration, University of Oklahoma  
Bachelor of Science, University of San Francisco

**Hutton, Lori**

**Assistant Professor of English**

Master of Science, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Keith, Alan**

**Assistant to the Dean/Instructor of Advanced Manufacturing**

Master of Engineering Management, Arkansas State University  
Bachelor of Science, Arkansas State University

**Kelley, Jennifer**

**Advanced Instructor of Nursing**

Associate of Applied Science Nursing, Arkansas State University  
Arkansas Registered Nurse

**Madden, Christopher**

**Director of Surgical Technology**

Surgical Technology Diploma, Concorde Career College  
Certificate in Surgical First Assisting, Meridian Institute of Surgical Assisting

**Milam, David**

**Instructor of Collision Repair Technology**

Certificate Collision Repair

**Mooneyhan, Stacy**

**Associate Professor of Early Childhood Development**

Specialist Community College Teaching, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Morgan, Paula**

**Assistant Professor of Business Education**

Master of Science Education, Arkansas State University  
Bachelor of Science, Arkansas State University

**Muse, Andrew**

**Assistant Professor of Mathematics**

Master of Science, University of Central Arkansas  
Bachelor of Science, University of Central Arkansas

**Nave, Michael**

**Assistant Professor of Mathematics**

Master of Business Administration, University of Memphis  
Bachelor of Science, Arkansas State University

**Nelson, Christopher**

**Senior Instructor of Career Readiness**

Bachelor of Science Education, Arkansas State University  
Associate of Applied Technology, Arkansas State University-Newport

**Nowlin, Michael**

**Assistant to the Dean/Senior Instructor of Automotive Service Technology**

Bachelor of Arts, Arkansas State University

Associate of Applied Science, Arkansas State University

Automotive Service Technology Certificate, Delta Technical Institute

Master Certified A.S.E. Auto Service Technician

Advanced Certified A.S.E. Engine Performance Technician

**Odom, Melinda**

**Director of Cosmetology**

Certificate in Cosmetology, Delta Technical Institute

Arkansas Cosmetology License

Arkansas Cosmetology Instructor License

**Pasmore, Emily**

**Assistant Professor of English**

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

**Pasmore, Jamie**

**Advanced Instructor of Nursing**

Associate of Applied Science Nursing, Arkansas State University

Certified Practical Nurse

**Powell, Johnny**

**Instructor of Diesel Technology**

Certified Diesel Mechanic C.D.L.

**Provence, Sandra**

**Assistant Professor Emeritus**

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

**Raviscioni, Stephen**

**Instructor of Commercial Driver Training**

Certificate of Proficiency in Truck Driving

**Reed, Savanna**

**Instructor of Cosmetology**

Technical Certificate of Cosmetology, Arkansas State University Newport

Technical Certificate of Cosmetology Instructor, Arkansas State University Newport

**Reno, Terri**

**Associate Professor of English**

Specialist Community College Teaching, Arkansas State University

Master of Arts, Arkansas State University

Bachelor of Science Education, Arkansas State University

**Reynolds, Irina**

**Assistant Professor of Oral Communications/ Coordinator of College and Life Skills**

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

**Riley, Shannon**

**Instructor of Surgical Technology**

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Certified Surgical Technologist, Arkansas State University-Newport

**Slayton, Gregory**

**Assistant Professor of Mathematics**

Master of Education, Pennsylvania State University

Bachelor of Science, Arkansas State University

**Smith, Bobby**

**Senior Instructor of Industrial Technology**

Associate of Science, Arkansas State University

**Smith, Sherri**

**Advanced Instructor**

R.N., Baptist Memorial Hospital

**Smock, Bruce**

**Assistant Professor of Speech**

Master of Arts, Arkansas State University

Bachelor of Arts, University of West Florida

**Summers, Jeremy**

**Instructor of Welding**

Technical Certificate in Welding Technology, Arkansas State University Newport

**Summers, Steven**

**Assistant Professor of Physical Science**

Master of Science, Arizona State University

Bachelor of Science, Arkansas Tech University

**Taylor, Kristina**

**Assistant Professor of Information Technology**

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

Bachelor of Science, Arkansas State University

**Tracy, Jerry**

**Instructor of Diesel Technology**

Technical Certificate, Arkansas State University-Newport

**Turner, Stephanie**

**Assistant to the Dean/Assistant Professor of History**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

**Twyford, John**

**Assistant Professor of Business**

Master of Science, University of Arkansas

Bachelor of Science, John Brown University

**Vaughn, Scott**

**Instructor of Advanced Manufacturing**

**Walker, Elizabeth "Betsy"**

**Assistant Professor of Science**

Master of Science, Arkansas State University

Bachelor of Science Education, Mississippi University for Women

**Webb, Sarah Dr.**

**Assistant Professor of Life Sciences**

Doctorate of Philosophy, Texas Tech University

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Westman, Anna**

**Associate Dean of General Education-Liberal Arts**

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

**Wheeley, Matthew**

**Instructor of Automotive Service Technology**

Associate of Arts, Arkansas State University-Newport

ASE Certified Master Automobile Technician

**White, Amanda**

**Assistant Professor of Life Sciences**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Wilson, Stephanie**

**Assistant Professor of Mathematics**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Wortham, Jeremy**

**Advanced Instructor of Surgical Technology**

Bachelor of Science Education, Arkansas State University

Surgical Technology Certificate

**Young, Karen**

**Assistant Professor of Mathematics**

Master of Science Education, Southwest Baptist University

Master of Science, Arkansas State University

Bachelor of Science Education, Williams Baptist College

**Zaideman, Rachel**

**Assistant Professor of English/Foreign Language**

Master of Arts, West Texas State University

Master of Arts, Texas Tech University

Bachelor of Arts, West Texas State University



## **Staff Directory**

(In alphabetical order)

(Campus-specific directories are available online at [www.asun.edu/faculty-directory](http://www.asun.edu/faculty-directory))

### **Bedwell, Maria**

#### **Workforce Training Coordinator**

Associate of Arts, Arkansas State University-Newport  
Associate of Science, Arkansas State University-Newport

### **Blackburn, Suzanne**

#### **Transfer Credit Coordinator**

Bachelor of Science, University of Central Arkansas  
Associate of Arts, University of Central Arkansas

### **Buchanan, Bobbie**

#### **Career Facilitator**

Associate of Applied Science, Arkansas State University-Newport

### **Burgoyne, Bonnie**

#### **Director of Financial Aid**

Master of Arts, Saint Mary's University of MN  
Bachelor of Science, Belhaven College  
Associate of Science, Hinds Community College  
Certified Nursing Assistant

### **Campbell, Joseph**

#### **Dean for General Education**

Specialist Community College Teaching, Arkansas State University  
Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University  
Associate of Arts, North Arkansas Community College

### **Carter, Sarah**

#### **Academic Coordinator**

Associate of Science, Arkansas State University Newport

### **Childress, Kim**

#### **Academic Coordinator**

Master of Science, Arkansas Tech University  
Bachelor of Art, Arkansas Tech University

### **Clairday, Melissa**

#### **Career Facilitator**

Bachelor of Science, Arkansas State University

**Clay, Susan**  
**Enrollment Specialist**  
Associate of Arts, Arkansas State University-Newport

**Coe, Brandon**  
**Director of Financial Services**  
Specialist Community College Teaching, Arkansas State University  
Master of Business Administration, Arkansas State University  
Bachelor of Science, Williams Baptist College  
Associate of Arts, Arkansas State University-Newport

**Cooper, Connie**  
**Payroll Analyst**

**Cox, Brenda**  
**Director of Campus Services**  
Master of Science, University of Central Arkansas  
Bachelor of Science Education, University of Central Arkansas

**Cross, Cheryl**  
**Career Pathways Initiative Case Manager**  
Office Occupations Certificate  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Cross, Christopher**  
**Career Facilitator**  
Master of Science, Arkansas State University  
Bachelor of Arts, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Crotts, Stacey**  
**Accounts Payable Specialist**  
Secretarial Certificate  
Associate of Arts, Arkansas State University-Newport

**Doyle, Chris**  
**Coordinator of Applications Technologies**  
Bachelor of Applied Science, Arkansas State University  
Associate of Applied Science Arkansas State University-Newport

**Elkins, Jeremy**  
**Financial Aid Specialist**  
Associate of Arts, Arkansas State University-Newport

**Foy, Joelyn Dr.**

**Data Analyst**

Doctorate of Philosophy, Kansas State University

Master of Arts, University of Phoenix

Bachelor of Science, Kansas State University

**Frans, Vicki**

**Academic Coordinator**

Bachelor of Science, Arkansas State University

Associate of General Studies, Arkansas State University

**Gee, Kevin**

**Director of Hospitality Services**

Certified Executive Chef

ServSafe Certification

**Getman, Anita**

**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

**Gillihan, Crystal**

**Dean of Nursing, Allied Health and Community Services**

Master Healthcare Administration, University of Phoenix

Bachelor of Science Nursing, University of Arkansas Medical Sciences

Licensed Practical Nurse, Ozarka College

**Gross, Candace**

**Dean of Enrollment Services**

Master of Science, Arkansas Tech University

Bachelor of Arts, Arkansas Tech University

**Hardaway, Danyelle**

**Assistant to Vice Chancellor for Student Affairs**

Associate of Applied Science, Arkansas State University-Newport

Associate of Science, Arkansas State University-Newport

**Harris, Samantha**

**Student Affairs Specialist**

Bachelor of Science, Arkansas State University

**Henderson, Sue**

**Financial Aid Analyst**

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Associate of Arts, Computer Information Systems, Arkansas State University-Newport

**Hinson, Scott**

**Career Pathways Initiative Director**

Master of Arts, Arkansas State University

Bachelor of Arts, University of Arkansas-Fort Smith

**Houchin, Billy**

**Skilled Tradesman**

**Houchin, Mary**

**Student Success Coordinator**

Bachelor of Science, Arkansas State University

Associate of General Studies, Arkansas State University

**Hurst, Brandon**

**Maintenance Assistant**

**Jernigan, Judy**

**Accountant**

Bachelor of Science, Arkansas State University

**Jewell, Deborah**

**Library Technician**

**Keyton, Debbie**

**Information Systems Manager**

Bachelor of Science, Arkansas State University

**Koros, Betty**

**Fiscal Support Specialist**

Certificate in Secretarial Business Education, Delta Vocational Technical School

**Larson, Terry**

**Financial Aid Assistant**

**Lawson, Greg**

**Campus Police Officer**

Law Enforcement Training Academy

**Loftin, Jennifer**

**Fiscal Support Analyst**

**Long, Kimberly**

**Dean of Compliance & Accountability**

Master of Arts Media Communications, Webster University

Master of Arts, Marketing, Webster University

Bachelor of Arts, Philander Smith College

**Mann, Christy**

**Director of Academic Support Services**

Master of Public Administration, Arkansas State University

Bachelor of Arts, Arkansas State University

Associate of Arts, Arkansas State University-Newport

**Marler, Clark**

**Computer Support Technician**

Master of Art, Southeastern Baptist Theological Seminary

Bachelor of Science, Arkansas State University

Certificate in Industrial Electricity and Electronics, Black River Technical College

**Martin, Garland**

**Maintenance Supervisor**

Certificate in Energy Control Technology, ASU-Newport

**McGrew, Ronda**

**Student Success Coordinator**

Bachelor of Science, Arkansas State University

**Mooneyhan, Allen Dr.**

**Dean for Institutional Effectiveness & Academic Outreach**

Doctorate of Education, Arkansas State University

Specialist Community College Teaching, Arkansas State University

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

**Moss, Sara**

**Director of Human Resources**

Professional in Human Resources Certification

Bachelor of Science, Arkansas State University

**Muir, Tammy**

**Institutional Service Assistant**

**Myers, Typhanie**  
**Director of Academic Outreach**  
Master of Science, Grand Canyon University  
Bachelor of Science, Arkansas State University  
Associate of Arts, Ozarka College

**Overbey, Geraldine**  
**Student Affairs Specialist**

**Pearce, Kevin**  
**Student Recruiter & Community Engagement Coordinator**  
Bachelor of Science, Arkansas State University

**Person, Jeffery**  
**Institutional Services Assistant**

**Phillips, Monika**  
**Controller**  
Bachelor of Science Business Administration, Arkansas State University

**Powell, Brenda**  
**Institutional Services Assistant**  
Office Occupations Certificate

**Pry, John**  
**Landscape Supervisor**

**Rockwell, Dana**  
**Career Development Facilitator**  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University  
Arkansas Teaching License

**Runsick, Jenneal**  
**Operating Accountant/Grant Coordinator**  
Bachelor of Science, University of Arkansas  
Associate of Arts Liberal Arts, University of Arkansas Community College  
Associate of Arts General Education, University of Arkansas Community College

**Shempert, Ronnie**  
**Maintenance Assistant**

**Shirley, Jeremy**  
**Director of Marketing & Communications**  
Bachelor of Science, Arkansas State University

**Smart, Clara**  
**Institutional Services Assistant**

**Smith, Lonnie**  
**Institutional Services Assistant**

**Smith, Michael**  
**Career Facilitator**  
Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Smith, Pam**  
**Financial Aid Specialist**  
Associate of Arts, Arkansas State University-Newport

**Snetzer, Debbie**  
**Assistant to Vice Chancellor for Academic Affairs**  
Associate of Arts, Arkansas State University-Newport

**Stallings, Tamyia**  
**Director of IT Services**  
Master of Arts, University of Arkansas at Little Rock  
Bachelor of Science, Arkansas State University

**Stapleton, Brian**  
**Coordinator of Advanced Technology**  
Associate of Arts, Arkansas State University-Newport

**Stapleton, Charlene**  
**Enrollment Specialist**

**Summers, Robert**  
**Dean for Applied Science**  
Master of Science Education, Arkansas State University  
Bachelor of Arts, Harding University

**Taussig, Martha**  
**Director of Adult Education**  
Master of Arts, University of Illinois, Champaign-Urbana  
Master of Arts, Eastern Illinois University  
Bachelor of Arts, Wheaton College

**Taylor, Melissa**  
**Fiscal Support Specialist**

**Teague, Kathy**  
**Maintenance Specialist**  
Technical Certificate, Arkansas State University-Newport

**Tims, Deana**  
**Associate Director of Financial Aid**  
Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Tubbs, Johnathan**  
**Chief of Police**  
Law Enforcement Training Academy, Black River Technical College

**Turner, Teriann**  
**Advancement Officer**  
Bachelor of Science, Arkansas State University

**Tyler, Vicki**  
**Administrative Specialist III**

**Wagner, Randy**  
**Maintenance Assistant**

**Walker, Linda**  
**Institutional Services Assistant**

**Webb, Lee**  
**Director of Procurement**  
Office Occupations Certificate

**West, Brian**  
**Information Systems Manager**  
Bachelor of Science, Arkansas State University

**Wheeler, Ike**  
**Dean for Community Engagement**  
Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Williams, Mary**  
**Career Facilitator**  
Masters of Social Work, University of Arkansas  
Bachelor of Social Work, Arkansas State University

**Wilmans, Lisa**  
**Fiscal Support Specialist**



**Winston, David**  
**Director of Physical Plant**

**Woodard, Carolyn**  
**Administrative Specialist**

**Worthington, Phyllis**  
**Assistant Registrar**  
Associate of Arts, Arkansas State University-Newport

**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**

Sara Moss  
Director of Human Resources  
7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7874

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