

DIVISION OF ARKANSAS STATE TECHNICAL INSTITUTE - APPLIED ARTS

This division includes the Departments of Agriculture, Business, Agriculture Equipment Technology, Computer Systems Technology, Engineering Graphics Technology (CADD), and Medical Laboratory Technology.

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

DEPARTMENT OF AGRICULTURE

A baccalaureate program in Agricultural Business is available on campus through ASU-Jonesboro. Interested students should contact the agriculture department or the ASU-Jonesboro program office.

The Agriculture Department offers a two-year transfer program of study leading to majors such as Agriculture Education, Agriculture Business, General Agriculture, Horticulture, Agronomy, and Animal Science. In addition, a two-year program of study leading to an Associate of Arts degree is also offered.

The program may be designed to fit ASU-Jonesboro's curriculum or tailored to meet the requirements of other institutions to which students may be transferring.

Employment opportunities in the field of agriculture are extremely broad. Career opportunities exist in agriculture business, industry, research, teaching, farming, food processing, extension and financial agencies.

Students who plan to transfer to a four-year institution and pursue an agriculture-related major should complete an Associate of Arts degree including the **43-hour general education core** and courses from the following list which will fill degree requirements at most four-year schools:

AGRICULTURE CORE

ANSC	1204	Introduction to Animal Science
AGEC	1003	Introduction to Agricultural Economics
PSSC	2813	Soils
PSSC	1303	Introduction to Plant Science

(continued next page)

ELECTIVES (to complete 62 hours)

Select three or more of the following courses which will fill specific degree requirements at a four-year school. Students should consult with their academic advisor for further information on requirements at specific schools.

AGED	1411	Introduction to Agricultural and Extension Education
AGRI	2213	Genetic Improvement of Plants and Animals
AGRI	1211	Introductory Seminar in Agriculture
PSSC	2803	Field Crops
PSSC	2811	Soils Laboratory
ANSC	2602	Principles of Dairying
ANSC	2213	Feeds and Feeding
HORT	2203	General Horticulture
POUL	2703	Principles of Poultry Production

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

AGRI	2203	Introductory Food Science
PSSC	2323	Agricultural Chemicals
PSSC	2333	Forage Production and Use
HORT	2273	Vegetable Crops Production
POUL	2313	Incubation and Brooding

DEPARTMENT OF BUSINESS

Baccalaureate programs in Business Administration and Management and a Master's in Business Administration are available on campus through ASU-Jonesboro. Interested students should contact the chair of Applied Arts or the ASU-Jonesboro program office.

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

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

In addition, technical certificates—are available for those students who desire preparation for more immediate entry into the work force.

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

ASSOCIATE OF ARTS

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

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to an Associate of Arts degree with an emphasis in business are listed below:

Business Core

ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II
ECON	2313	Principles of Macroeconomics (may be taken as a social science requirement in the general education core)
ECON	2323	Principles of Microeconomics
CIS	1503	Microcomputer Applications I
OR		
CIS	2453	Microcomputer Applications II
QM	2113	Business Statistics

Electives (to complete 62 hours)

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

LAW	2023	The Legal Environment of Business
BSYS	2563	Business Communications
MATH	2143	Calculus with Business Applications

Other business courses may also be selected to complete electives; however, they may not fulfill degree requirements. Students should check with their academic advisor for further information.

ASSOCIATE OF ARTS IN COMPUTER INFORMATION SYSTEMS

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

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to a major in Computer Information Systems follow:

MAJOR REQUIREMENTS: (9-10 hours)

ACCT	2003	Principles of Accounting I
CIS	2403	Database Management Systems

(continued next page)

Select one course from the following:

- CIS 2203 Principles of COBOL Programming
- CIS 2033 Visual Basic Programming
- CIS 2874 Structured Programming in the C Language

BUSINESS/COMPUTER ELECTIVES: (to complete 62 hours)

Select courses from the group upon approval of advisor.

- ACCT 2013 Principles of Accounting II
 - OR**
 - ACCT 2033 Computerized Accounting
 - BSYS 2583 Spreadsheet Applications for Business
 - CIS 1503 Microcomputer Applications I
 - CIS 2203 Principles of COBOL Programming
 - CIS 2033 Visual Basic Programming
 - CIS 2874 Structured Programming in the C Language
 - CIS 2453 Microcomputer Applications II
 - CIS 2813 Desktop Publishing Applications
 - CIS 25-1 Special Topics in Computer Applications
 - CIS 25-2 Special Topics in Computer Applications
 - CIS 25-3 Special Topics in Computer Applications
 - CIS 2013 Web Page Design
 - CIS 2023 Computer Animation
 - CST Computer Systems Technology Courses (*only on approval of advisor and CST faculty*)
- Total: 62-63 hours

NOTE: All candidates for the associate degree who do not have keyboard competency should enroll in BSYS 1523, Keyboarding I.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

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

BUSINESS TECHNOLOGY - ACCOUNTING ASSISTANT**General Education Core:**

ENG 1003 Freshman English I
ENG 1013 Freshman English II
SPCH 1203 Oral Communications
PSY 2013 Introduction to Psychology
MATH 1003 Intermediate Algebra

OR

MATH 1023 College Algebra
CIS 1503 Microcomputer Applications I

OR

CIS 2453 Microcomputer Applications II

Business Core:

ACCT 2003 Principles of Accounting I
BSYS 1523 Keyboarding I
BSYS 2563 Business Communications
ECON 2313 Principles of Macroeconomics

OR

ECON 2333 Economic Issues and Concepts
MKTG 1013 Introduction to Business
BUAD 2093 Internship

Major Requirements:

ACCT 2033 Computerized Accounting
ACCT 2013 Principles of Accounting II
ACCT 2053 Payroll Accounting
ACCT 2043 Tax Accounting
BSYS 2543 *Keyboarding II
BSYS 2643 Keyboarding III
BSYS 2553 Business Machines
BSYS 2503 Business Office Skills
BSYS 2533 Internet, Intranet, and E-mail Applications for
Business
BSYS 2583 Spreadsheet Applications for Business

OR

CIS 2453 Microcomputer Applications II (*if not taken in core*)

**BSYS 2413 Word Processing may be substituted for a lower level keyboarding class.*

A.A.S. DEGREE TOTAL

66 HOURS

BUSINESS TECHNOLOGY - MANAGEMENT/MARKETING

General Education Core:

- ENG 1003 Freshman English I
- ENG 1013 Freshman English II
- SPCH 1203 Oral Communications
- PSY 2013 Introduction to Psychology
- MATH 1023 College Algebra
- CIS 1503 Microcomputer Applications I
- OR**
- CIS 2453 Microcomputer Applications II

Business Core:

- ACCT 2003 Principles of Accounting I
- BSYS 1523 Keyboarding I
- BSYS 2563 Business Communications
- ECON 2313 Principles of Macroeconomics
- MKTG 1013 Introduction to Business
- BUAD 2093 Internship

Major Requirements:

- ECON 2323 Principles of Microeconomics
- QM 2113 Business Statistics
- LAW 2023 The Legal Environment of Business
- MGMT 2003 Introduction to Management
- ACCT 2013 Principles of Accounting II

Major Electives:

6 hours of CIS Electives (Choose from below)

- BSYS 2583 Spreadsheet Applications for Business
- CIS 2453 Microcomputer Applications II (*if not taken in core*)
- CIS 2403 Database Management Systems
- CIS 2813 Desktop Publishing Applications
- CIS 25-1,2,3
Special Topics in Computer Applications
- CIS 2013 Web Page Design
- CST XXXX CST Elective (*approval of advisor & CST faculty*)

9 hours of Business Related Electives (Choose from below)

- MGMT 2083 Introduction to Retail Store Management
- MGMT 2043 Supervisory Management
- MGMT 2153 Small Business Management
- MGMT 2063 Management of Marketing Organizations
- ACCT 2033 Computerized Accounting
- XXXX XXXX ASTI Elective (*approval of advisor & ASTI faculty*)

A.A.S. DEGREE TOTAL

66 HOURS

BUSINESS TECHNOLOGY - COMPUTER APPLICATIONS**General Education Core:**

ENG 1003 Freshman English I
ENG 1013 Freshman English II
SPCH 1203 Oral Communications
PSY 2013 Introduction to Psychology
MATH 1023 College Algebra
CIS 1503 Microcomputer Applications I

OR

CIS 2453 Microcomputer Applications II

Business Core:

ACCT 2003 Principles of Accounting I
BSYS 1523 Keyboarding I
BSYS 2563 Business Communications
ECON 2313 Principles of Macroeconomics
MKTG 1013 Introduction to Business
BUAD 2093 Internship

Major Requirements:

ACCT 2013 Principles of Accounting II

OR

ACCT 2033 Computerized Accounting
CIS 2033 Visual Basic Programming
CIS 2203 Principles of COBOL Programming
CIS 2874 Structured Programming in the C Language
CIS 2403 Database Management Systems

OR

BSYS 2583 Spreadsheet Applications for Business
CST 1124 Microcomputer Operating Systems

Select 3 courses: (9-10 hours)

CIS 2813 Desktop Publishing Applications
CIS 2403 Database Management Systems

OR

BSYS 2583 Spreadsheet Applications for Business
CIS 2453 Microcomputer Applications II
ACCT 2013 Principles of Accounting II

OR

ACCT 2033 Computerized Accounting
CIS 25-1 Special Topics in Computer Applications
CIS 25-2 Special Topics in Computer Applications
CIS 25-3 Special Topics in Computer Applications
CIS 2013 Web Page Design
CIS 2023 Computer Animation
CST XXXX Computer Systems Technology courses.

(Upon approval of advisor and CST faculty.)

BUSINESS TECHNOLOGY - OFFICE SYSTEMS**General Education Core:**

- ENG 1003 Freshman English I
- ENG 1013 Freshman English II
- SPCH 1203 Oral Communications
- PSY 2013 Introduction to Psychology
- MATH 1003 Intermediate Algebra
- OR**
- MATH 1023 College Algebra
- CIS 1503 Microcomputer Applications I
- OR**
- CIS 2453 Microcomputer Applications II

Business Core:

- ACCT 2003 Principles of Accounting I
- ECON 2313 Principles of Macroeconomics
- OR**
- ECON 2333 Economic Issues and Concepts
- BSYS 1523 Keyboarding I
- BSYS 2563 Business Communications
- MKTG 1013 Introduction to Business
- BUAD 2093 Internship

Major Requirements:

- CIS 2453 Microcomputer Applications II
- OR**
- BSYS 2583 Spreadsheet Applications for Business
- CIS 2813 Desktop Publishing Applications
- ACCT 2033 Computerized Accounting
- BSYS 2553 Business Machines
- BSYS 2543 Keyboarding II
- BSYS 2413 Word Processing
- BSYS 2643 Keyboarding III
- BSYS 2533 Internet, Intranet, and E-mail Applications for Business
- BSYS 2513 Machine Transcription
- BSYS 2503 Business Office Skills

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

BUSINESS TECHNOLOGY - LEGAL ASSISTANT**General Education Core:**

ENG 1003 Freshman English I
ENG 1013 Freshman English II
SPCH 1203 Oral Communications
PSY 2013 Introduction to Psychology
MATH 1003 Intermediate Algebra

OR

MATH 1023 College Algebra
CIS 1503 Microcomputer Applications I

OR

CIS 2453 Microcomputer Applications II

Business Core:

ACCT 2003 Principles of Accounting I
ECON 2313 Principles of Macroeconomics

OR

ECON 2333 Economic Issues and Concepts
BSYS 1523 Keyboarding I
BSYS 2563 Business Communications
MKTG 1013 Introduction to Business
BUAD 2093 Internship

Major Requirements:

LAW 2023 The Legal Environment of Business
BSYS 2413 Word Processing
BSYS 2593 Legal Transcription
BSYS 2503 Business Office Skills
BSYS 2543 Keyboarding II
BSYS 2643 Keyboarding III
ACCT 2033 Computerized Accounting
CIS 2813 Desktop Publishing Applications

OR

BSYS 2533 Internet, Intranet, and E-mail Applications for Business
BSYS 2553 Business Machines
POSC 2103 Introduction to United States Government

OR

CRIM 1023 Introduction to Criminal Justice

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

BUSINESS TECHNOLOGY - MEDICAL RECORDS AND HEALTH INFORMATION TECHNOLOGY

General Education Core:

- ENG 1003 Freshman English I
 ENG 1013 Freshman English II
 SPCH 1203 Oral Communications
 PSY 2013 Introduction to Psychology
 MATH 1003 Intermediate Algebra
OR
 MATH 1023 College Algebra
 CIS 1503 Microcomputer Applications I
OR
 CIS 2453 Microcomputer Applications II

Business Core:

- MKTG 1013 Introduction to Business
 ACCT 2003 Principles of Accounting I
 ECON 2313 Principles of Macroeconomics
OR
 ECON 2333 Economic Issues and Concepts
 BSYS 1523 Keyboarding I
 BSYS 2563 Business Communications
 *HIA 2503 Internship/OJT

Major Requirements:

- *HIA 1103 Medical Terminology I
 *HIA 1203 Body Structure & Function
 *HIA 1303 Medical Office Procedures
 *HIA 2103 Medical Terminology II
 *HIA 2203 Medical Office Applications
 *HIA 2303 Coding
 BSYS 2543 Keyboarding II
 BSYS 2413 Word Processing
 BSYS 2573 Medical Transcription
 Management Elective - 3 Hours

* Some courses may only be offered at the ASU-Searcy campus.

A.A.S. DEGREE TOTAL 66 HOURS

TECHNICAL CERTIFICATES

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

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

1. Unconditional admission to Arkansas State University-Beebe.
2. Completion of a minimum of 30 semester hours, at least 15 of which must be earned at Arkansas State University-Beebe.
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed.

Requirements for each certificate follow:

Technical Certificate COMPUTER INFORMATION SYSTEMS

Requirements (30 hours)

ENG	1003	Freshman English I
ACCT	2003	Principles of Accounting I
CIS	1503	Microcomputer Applications I
CIS	2453	Microcomputer Applications II
CIS	2033	Visual Basic Programming
MATH	1003	Intermediate Algebra or above

Select four courses from:

ACCT	2033	Computerized Accounting
BSYS	2583	Spreadsheet Applications for Business
BSYS	2413	Word Processing
CIS	2813	Desktop Publishing Applications
CIS	2403	Database Management Systems
CIS	2013	Web Page Design
CIS	2023	Computer Animation

Technical Certificate OFFICE OCCUPATIONS

Requirements (30 hours)

BSYS	2413	Word Processing
BSYS	2553	Business Machines
BSYS	2513	Machine Transcription
BSYS	2503	Business Office Skills
BSYS	2543	Keyboarding II
BSYS	2533	Internet, Intranet, and E-mail Applications for Business
ENG	1003	Freshman English I
ENG	1013	Freshman English II
CIS	1503	Microcomputer Applications I
OR		
CIS	2453	Microcomputer Applications II
	XXXX	Business elective on approval of advisor

Technical Certificate COMPUTERIZED ACCOUNTING

Requirements		(30 hours)
BSYS	2413	Word Processing
BSYS	2553	Business Machines
BSYS	2503	Business Office Skills
BSYS	2583	Spreadsheet Applications for Business
ENG	1003	Freshman English I
ACCT	2003	Principles of Accounting I
ACCT	2033	Computerized Accounting
CIS	1503	Microcomputer Applications I
OR		
CIS	2453	Microcomputer Applications II
MATH	1003	Intermediate Algebra or higher

Select one of the following:

BSYS	2543	Keyboarding II
BSYS	2643	Keyboarding III

Technical Departments

ASSOCIATE OF APPLIED SCIENCE AGRICULTURE EQUIPMENT TECHNOLOGY

This program is designed to develop students as John Deere service technicians. The curriculum is designed by John Deere and ASU-Beebe to focus on the entire line of John Deere products. The goal is to provide the students with experience in hydraulics, electrical systems, engines, power trains, air conditioning, machine adjustments, JD TAC, and the entire service system.

FIRST YEAR

First Semester			Semester		
			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
ENG	1003	Freshman English I	3	0	3
CIS	1503	Microcomputer Applications I	3	0	3
JDAT	1001	Safety	1	0	1
JDAT	1004	JD Agricultural Electrical Systems	3	3	4
JDAT	1023	Agricultural Hydraulics	<u>2</u>	<u>3</u>	<u>3</u>
			12	6	14
Second Semester					
MATH	1103	Mathematical Solutions for Mechanical Technology	3	0	3
JDAT	1002	John Deere Air Quality Systems	1	3	2
JDAT	1012	Precision Farming Technologies	1	3	2
JDAT	1033	JD Consumer Products & Systems	2	3	3
JDAT	1014	Tractor Power Trains	<u>3</u>	<u>3</u>	<u>4</u>
			10	12	14

Summer Session

JDAT	1046	Dealer Internship I (12 weeks)	<u>0</u>	<u>0</u>	<u>6</u>
			0	0	6

SECOND YEAR

			Semester		
First Semester			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
	XXXX	Social Science Elective	3	0	3
PHSC	1204	Physical Science	3	2	4
JDAT	2003	Harvesting Equipment	2	3	3
JDAT	2014	Advanced Tractor Diagnostics	<u>3</u>	<u>3</u>	<u>4</u>
			11	8	14
Second Semester					
ENG	1033	Technical Communications	3	0	3
AGEC	1003	Introduction to Agricultural Econ.	3	0	3
JDAT	2033	John Deere Engine Systems	2	3	3
JDAT	2043	Agricultural Fuel Systems	2	3	3
JDAT	2023	Dealer Internship II	<u>0</u>	<u>0</u>	<u>3</u>
			10	6	15

Total Semester Hours 63

ASSOCIATE OF APPLIED SCIENCE COMPUTER-AIDED DRAFTING/DESIGN

Computer-Aided Drafting and Design Technicians prepare detailed drawings based on rough sketches, specifications, and calculations made by scientists, engineers, architects, and designers.

FIRST YEAR

			Semester		
First Semester			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
ENG	1003	Freshman English I	3	0	3
MATH	1003	Intermediate Algebra	3	0	3
EGT	1104	Basic Drafting	3	3	4
EGT	1124	Introduction to CAD	3	3	4
	XXXX	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	17
Second Semester					
ENG	1013	Freshman English II OR			
ENG	1033	Technical Communication	3	0	3
EGT	1114	Intermediate Drafting	3	3	4
EGT	1144	Intermediate CAD	3	3	4
PHSC	1204	Physical Science	3	2	4
EGT	2123	Introduction to Solid Modeling	<u>2</u>	<u>2</u>	<u>3</u>
			14	10	18

Summer (Optional):

EGR	2203	Cooperative Work Experience			(3)
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SECOND YEAR

First Semester			Semester		
			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
EGT	2134	Introduction to Inventor	3	3	4
EGT	2154	Civil Drafting	3	3	4
EGT	2163	Structural Drafting I	2	2	3
EGT	2183	Architectural Drafting I	2	2	3
EGT	2114	Introduction to Pro-Engineer	<u>3</u>	<u>3</u>	<u>4</u>
			13	13	18
Second Semester					
EGT	2173	Structural Drafting II	2	2	3
EGT	2193	Architectural Drafting II	2	2	3
EGT	2234	Inventor II	3	3	4
EGT	2214	Pro-Engineer II	<u>3</u>	<u>3</u>	<u>4</u>
			10	10	14

Total Semester Hours 67

ASSOCIATE OF APPLIED SCIENCE COMPUTER SYSTEMS TECHNOLOGY

Computer Systems Technician installs, troubleshoots, maintains, and networks computer systems for business, education, and industry.

FIRST YEAR

First Semester			Semester		
			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
ENG	1003	Freshman English I	3	0	3
MATH	1003	Intermediate Algebra	3	0	3
	XXXX	Social Science Elective	3	0	3
CST	1104	Introduction to Computer Hardware/Software	3	3	4
CST	1114	Networking Essentials-Cisco I	<u>3</u>	<u>3</u>	<u>4</u>
			15	6	17
Second Semester					
ENG	1033	Technical Communication OR			
ENG	1013	Freshman English II	3	0	3
CST	1124	Microcomputer Operating Systems	3	3	4
CST	1134	Router Technologies-Cisco II	3	3	4
CST	1154	Introduction to Microcomputer Programming	<u>3</u>	<u>3</u>	<u>4</u>
			12	9	15

Summer (Optional)

EGR	2203	Cooperative Work Experience	(3)
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SECOND YEAR

First Semester			Semester		
			<u>Lecture</u>	<u>Lab</u>	<u>Hours</u>
CST	2134	Local Area Network I	3	3	4
CST	2114	Adv Router Technologies-Cisco III	3	3	4
PHSC	1204	Physical Science	3	2	4
CST	2144	Telecommunications Concepts	<u>3</u>	<u>3</u>	<u>4</u>
			12	11	16
Second Semester					
CST	2124	WAN Technologies-Cisco IV	3	3	4
CST	2174	Local Area Network II	3	3	4
CST	2234	Introduction to Security	3	3	4
CST	2194	Microcomputer Installation and Troubleshooting	<u>3</u>	<u>3</u>	<u>4</u>
			12	12	16

Total Semester Hours 64

ASSOCIATE OF APPLIED SCIENCE ELECTRONICS TECHNOLOGY

Electronics Technicians work in the fields of manufacturing, communications, maintenance, quality assurance, computers, and product repair and sales. In addition to basic electronic courses, this degree program includes hydraulic/pneumatic systems, industrial wiring, and PLCs.

FIRST YEAR

First Semester			<u>Semester Hours</u>
*IET	1103	Microprocessor Fundamentals	3
*IET	1104	AC/DC Circuits	4
*IET	1204	Power Transmission	4
*IET	1304	Electrical Power Systems	4
*MTH	2103	Advanced Technical Math	<u>3</u>
			18
Second Semester			<u>Semester Hours</u>
ENG	1003	Freshman English I	3
*IET	2104	Control Systems	4
*IET	2204	Solid-State Devices	4
*IET	2304	Digital and PLCs	4
*IET	2303	System Troubleshooting	<u>3</u>
			18

SECOND YEAR

First Semester			<u>Semester Hours</u>
ENG	1013	Freshman English II OR	
ENG	1033	Technical Communication	3
CIS	1503	Microcomputer Applications I	3
	XXXX	Social Science Elective	3
CST	1104	Introduction to Computer Hardware/Software	<u>4</u>
			13

Second Semester			<u>Semester Hours</u>
CIS	2033	Visual Basic Programming	3
PHSC	1204	Physical Science	4
CIS	2453	Microcomputer Applications II OR	
CST	1124	Microcomputer Operating Systems	3/4
MATH	1003	Intermediate Algebra	<u>3</u>
			13/14

* Some courses may only be offered at the ASU-Searcy campus.

Total Semester Hours 62/63

ASSOCIATE OF APPLIED SCIENCE MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology program prepares the graduate to function in a hospital medical lab under the direction of a pathologist performing procedures in hematology, serology, chemistry, microbiology, immunohematology, and urinalysis. The MLT program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

****Admittance into the second year of the program is limited and is based upon completion of first year courses and selective admission criteria.****

FIRST YEAR

First Semester			<u>Semester Hours</u>
ENG	1003	Freshman English I	3
CIS	1503	Microcomputer Applications I	3
CHEM	1014	General Chemistry I	4
MATH	1003	Intermediate Algebra	3
BIOL	1004	Biological Science	<u>4</u>
			17
Second Semester			
ENG	1013	Freshman English II	3
PSY	2013	Introduction to Psychology	3
ZOOL	1014	Basic Human Anatomy and Physiology	4
BIOL	2104	Microbiology	4
MLT	1203	Orientation to Clinical Lab	<u>3</u>
			17

SECOND YEAR

First Semester			<u>Semester Hours</u>
MLT	2213	Clinical Microscopy	3
MLT	2223	Clinical Practicum I	3
MLT	2234	Clinical Hematology	4
MLT	2244	Clinical Practicum II	<u>4</u>
			14
Second Semester			
MLT	2254	Clinical Chemistry	4
MLT	2264	Clinical Practicum III	4
MLT	2294	Sero/Immunohematology	4
MLT	2284	Clinical Practicum IV	<u>4</u>
			16
Summer Session (8 Weeks)			
MLT	2274	Clinical Microbiology	4
MLT	2314	Clinical Practicum V	<u>4</u>
			8

Total Semester Hours 72

ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY

The Associate of Applied Science in General Technology is designed for students wanting to focus in two different technical skill areas (a major and a minor course of study). The advisor for this program is the director of the ASTI-Applied Arts division.

No more than 15 semester hours of previously earned credit from another university (not including ASU-Searcy and ASU-Heber Springs) other than the core courses may be applied to this degree. Courses needed to complete the degree should be planned in advance with the advisor.

General Education Core (15 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
OR		
ENG	1033	Technical Communications
MATH	1003	Intermediate Algebra (or higher)
CIS	1503	Microcomputer Applications I
PSY	2013	Introduction to Psychology
OR		
SOC	2213	Principles of Sociology
OR		
HIST	2763	The United States to 1876
OR		
HIST	2773	The United States since 1876

(continued next page)

Technical Major Course of Study (24 - 30 hrs)

Approved by advisor

Technical Minor Course of Study (15 - 21 hrs)

Approved by advisor

**CERTIFICATE OF PROFICIENCY
UPHOLSTERY**

This program is offered at the ASU-LRAFB center.

Auto Option

UPH	1004	Basic Upholstery Techniques
UPH	1014	Auto Upholstery I
UPH	1024	Auto Upholstery II
UPH	1034	Auto Upholstery III

Total Credit Hours: 16**Household Option**

UPH	1004	Basic Upholstery Techniques
UPH	1044	Furniture Upholstery I
UPH	1054	Furniture Upholstery II
UPH	1064	Furniture Upholstery III
UPH	1074	Advanced Upholstery Techniques I
UPH	1084	Advanced Upholstery Techniques II

Total Credit Hours: 24 hours***Occupational Education Programs***

These degree programs are primarily offered at the ASU-Searcy location. All academic programs at ASU-Searcy are pending the approval of the Arkansas Department of Higher Education.

**TECHNICAL CERTIFICATE
AIR CONDITIONING**

Jobs in refrigeration and air conditioning sales, installation, maintenance, service, and operation cut across every segment of commerce, industry, and home ownership. These jobs range from that of the semi-skilled worker who performs the simplest operational and maintenance tasks, to the plant superintendent who is responsible for the operation and maintenance of mechanical systems that may cost several million dollars, to say nothing of the safety and comfort of hundreds of men and women who occupy the buildings.

An obstacle that lies in the path of the individual who hopes to acquire the needed basic and technical education to qualify for a good job in refrigeration

and air conditioning is the fact that this is an industry with many specialized branches. In fact, the field is so broad that no one person could encompass it in its entirety. For this reason, the ambitious individual who seeks a career in this field should acquire a basic education that will form a solid foundation for the technical education needed to qualify for a good job.

FALL SEMESTER

Course #	Course Title
ACR 1103	Electrical Motors & Components
ACR 1104	Basic Electricity
ACR 1203	Gas Heating Systems
ACR 1204	Electric Circuits and Controls
MTH 2003	Technical Mathematics

TOTAL FOR FALL SEMESTER 17**SPRING SEMESTER**

Course #	Course Title
ACR 2102	Air Distribution
ACR 2204	Materials
ACR 2304	Air Conditioning & Refrigeration Systems
ACR 2404	Air Conditioning & Refrigeration Components
COM 1003	Career Communications

TOTAL FOR SPRING SEMESTER 17**TOTAL FOR AIR CONDITIONING CERTIFICATE 34**

TECHNICAL CERTIFICATE AUTO BODY REPAIR

The work of the auto body technician consists of those jobs that require knowledge of automotive construction and a relatively high degree of manual dexterity. Students enrolled in this department will become skilled in frame alignment, removing dents, replacing damaged parts, painting, and glass installation. Upon completion of this course, employment may be obtained in the field as an auto body technician, insurance adjuster, paint representative for a major paint company, or body shop owner.

FALL SEMESTER

Course #	Course Title
ABR 1103	Basic Automotive Body and Frame Alignment
ABR 1104	Introduction to Auto Body
ABR 1203	Collision Diagnostics and Estimating
ABR 1204	Basic Automotive Metal Repair
COM 1003	Career Communications

TOTAL FOR FALL SEMESTER 17

SPRING SEMESTER

Course #	Course Title
ABR 2103	Automotive Mechanical Components
ABR 2104	Automotive Refinishing Techniques
ABR 2203	Automotive Refinishing Preparation
ABR 2303	Special Automotive Body Material
MTH 1003	Introduction to Technical Mathematics

TOTAL FOR SPRING SEMESTER 16**TOTAL FOR AUTO BODY REPAIR CERTIFICATE 33**

TECHNICAL CERTIFICATE AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is designed to give students a working knowledge in the ever expanding field of automobile service and repair. This field has become so specialized and technical that demand for trained technicians increases daily.

The instruction, course of study, facilities, and equipment of this institution have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meet the National Institute for Automotive Service Excellence (ASE) standards of quality for the training of automobile technicians. We are certified in all eight areas of automotive technology.

The shop is equipped with state of the art diagnostic equipment and the latest in technical publications to enhance student training. Graduates of this program may find employment as technicians in specialty shops, independent garages, fleet garages, and auto dealerships.

FIRST SEMESTER

Course #	Course Title
AST 1103	Introduction to Automotive Technology-Engines
OR	
AST 1203	Introduction to Automotive Technology-Electrical
AST 1104	Basic Electrical and Electronics I
AST 1204	Automatic Transmissions
MTH 1003	Introduction to Technical Math
COM 1003	Career Communications

TOTAL FOR FIRST SEMESTER 17**SECOND SEMESTER**

Course #	Course Title
AST 2104	Brakes
AST 2204	Suspension and Steering
AST 2304	Basic Electrical and Electronics II
AST 2404	Manual Transmissions/Transaxles

TOTAL FOR SECOND SEMESTER 16

THIRD SEMESTER

Course #	Course Title
AST 2504	Engine Performance I
AST 2604	Engine Performance II
AST 2704	Automotive Climate Control
AST 2804	Engine Rebuild

TOTAL FOR THIRD SEMESTER 16**TOTAL FOR AUTOMOTIVE TECHNOLOGY CERTIFICATE 49**

TECHNICAL CERTIFICATE BUSINESS EDUCATION

The two certificate programs in the Business Education Department are Accounting and Word Processing. These programs provide students with a realistic view of today's office, its procedures, equipment, and activities. Through the use of textbooks, workbooks, tests, applications, and simulations, students are given the opportunity to develop and refine knowledge. The training provides preparation for many positions such as accounting clerk, secretary, administrative assistant, data entry operator, transcriptionist, word processing operator, and computer operator. Part-time business education courses may be taken both fall and spring semesters.

ACCOUNTING OPTION**FALL SEMESTER**

Course #	Course Title
BSYS 1523	Keyboarding I
OR	
BSYS 2543	Keyboarding II
BUS 1103	Business English
ACCT 1003	Introduction to Accounting
BUS 1203	Word Processing Fundamentals
BUS 1401	Office Machines
BUS 1503	Computer Applications for Business
OR	
CIS 1503	Microcomputer Applications I
MTH 1303	Business Mathematics

TOTAL FOR FALL SEMESTER 19**SPRING SEMESTER**

Course #	Course Title
BUS 2102	Office Communications
BSYS 2503	Business Office Skills
BUS 2203	Accounting Applications
BSYS 2583	Spreadsheet Applications for Business
BUS 2603	Quick Books Applications
BUS 2703	Internship/OJT

TOTAL FOR SPRING SEMESTER 17**TOTAL FOR ACCOUNTING CERTIFICATE 36**

WORD PROCESSING OPTION**FALL SEMESTER**

Course #	Course Title
BSYS 1523	Keyboarding I
OR	
BSYS 2543	Keyboarding II
BUS 1103	Business English
ACCT 1003	Introduction to Accounting
BUS 1203	Word Processing Fundamentals
BUS 1503	Computer Applications for Business
OR	
CIS 1503	Microcomputer Applications I
MTH 1303	Business Mathematics

TOTAL FOR FALL SEMESTER 18**SPRING SEMESTER**

Course #	Course Title
BUS 2101	Records Management
BUS 2102	Office Communications
BSYS 2503	Business Office Skills
BSYS 2513	Machine Transcription
BSYS 2413	Word Processing
BSYS 2543	Keyboarding II (<i>if not taken fall semester</i>)
OR	
BSYS 2643	Keyboarding III
BUS 2703	Internship/OJT

TOTAL FOR SPRING SEMESTER 18**TOTAL FOR WORD PROCESSING CERTIFICATE 36**

TECHNICAL CERTIFICATE DIESEL TECHNOLOGY

Enrollees in the Diesel Technology Program will be trained in the repairing and maintenance of heavy equipment, e.g., farm equipment, industrial equipment and heavy trucks. An increasing demand for mechanics in this field is due to the growth in diesel engines used in mobile equipment and in farming.

Students completing this course should be qualified to find employment in the following areas: farm equipment dealerships, heavy truck dealerships, industrial equipment dealerships, independent truck shops, independent diesel mechanics shops, river boat mechanics, and in some auto mechanic shops.

FALL SEMESTER

Course #	Course Title
DST 1104	Diesel Engine Technology
DST 1204	Transportation Electronics
DST 1304	Tractor and Trailer Hydraulics
MTH 1003	Introduction to Technical Mathematics

TOTAL FOR FALL SEMESTER 15

SPRING SEMESTER

Course #	Course Title
DST 2104	Climate Control
DST 2204	Brake Systems
DST 2304	Truck Preventive Maintenance
COM 1003	Career Communications

TOTAL FOR SPRING SEMESTER 15**TOTAL FOR DIESEL TECHNOLOGY CERTIFICATE 30****TECHNICAL CERTIFICATE
EARLY CHILDHOOD EDUCATION**

With more mothers entering the workforce and with the onset of welfare reform, the need for child care services has dramatically increased. The Early Childhood Education program prepares individuals to teach, administrate or establish a child care center from the ground up. Trained personnel are essential in preparing children to enter school. It is during the preschool years that intricate connections are made in the brain through proper stimulations and experiences. If these connections are not made during these "critical periods" the opportunities can be lost forever. The Early Childhood Education program prepares teachers to be facilitators and interactors to extend children's learning and to promote high level thinking and reasoning. Students will become certified in the Special Nutrition Food Reimbursement program through the Division of Child Care and Early Childhood Education and in CPR and First Aid. The Early Childhood Education program prepares individuals to assume responsibilities in various jobs in the service areas. Some of these might include: child care instructor, director, owner, director of a family day home, or manager of a corporate child care facility.

FALL SEMESTER

Course #	Course Title
BUS 1303	Finance and Budget
ECE 1102	Child Guidance and Discipline
ECE 1103	Child Growth and Development
ECE 1105	Methods and Materials in Early Childhood
ECE 1202	Professional Development in Early Childhood
ECE 1203	Business Administration in Early Childhood Education

TOTAL FOR FALL SEMESTER 18

SPRING SEMESTER

Course #	Course Title
ECE 2103	Nutrition
ECE 2104	Health, First Aid and Safety
ECE 2105	Curriculum Development in Early Childhood Education
ECE 2203	Exceptional Children
COM 1003	Career Communications

TOTAL FOR SPRING SEMESTER 18**TOTAL FOR EARLY CHILDHOOD EDUCATION CERTIFICATE 36**

TECHNICAL CERTIFICATE COMPUTER REPAIR AND NETWORKING

This thirty-eight week program prepares individuals to enter occupations that involve computer networking and computer maintenance. It provides basic cabling for networks and network administration skills. Students completing this program will be prepared to take a nationally recognized certification test in PC Repair and Networking (i.e., CompTIA A+ and CompTIA N+). Skills will be developed by a combination of lectures and hands-on instructional approach with emphasis placed on lab experiences. Students who have completed the Industrial Electronics Program will be eligible to transfer grades and start the Computer Repair and Networking Program in the Fall Semester.

MAY SUMMER TERM (will be in the previous school year)

Course #	Course Title
CRN 1003	Accelerated Intro to Electricity and Electronics
CRN 2003	Accelerated Intro to Digital Electronics and Microprocessor Fundamentals

TOTAL FOR MAY SUMMER TERM 6**FALL SEMESTER**

Course #	Course Title
CRN 1103	Computer Operating Systems
CRN 1203	Data Communication Fundamentals
CRN 1303	PC Servicing and Upgrade Concepts I
CRN 1403	Windows
COM 1003	Career Communications

TOTAL FOR FALL SEMESTER 15

SPRING SEMESTER

Course #	Course Title
MTH 2103	Advanced Technical Math
CRN 2103	Fundamentals of Application Programs
CRN 2203	PC Graphical User Interfaces
CRN 2303	PC Servicing and Upgrade Concepts II
CRN 2403	Advanced Windows
CRN 2503	Local Area Network Fundamentals

TOTAL FOR SPRING SEMESTER 18**TOTAL FOR COMPUTER REPAIR AND NETWORKING CERTIFICATE 39****TECHNICAL CERTIFICATE
INDUSTRIAL ELECTRONICS**

This program is designed specifically for students that want to work on the equipment in factories. In addition to the basic electronic courses, this program includes hydraulic/pneumatic systems, industrial wiring, and PLCs (a computer used in factories).

FALL SEMESTER

Course #	Course Title
IET 1103	Microprocessor Fundamentals
OR	
IET 1203	Basic Machining
IET 1104	AC/DC Circuits
IET 1204	Power Transmission
IET 1304	Electrical Power Systems
MTH 2103	Advanced Technical Math

TOTAL FOR FALL SEMESTER 18**SPRING SEMESTER**

Course #	Course Title
COM 1003	Career Communications
IET 2104	Control Systems
IET 2204	Solid-State Devices
IET 2304	Digital & Programmable Logic Controllers
IET 2203	Welding

OR

IET 2303	System Troubleshooting
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TOTAL FOR SPRING SEMESTER 18**TOTAL FOR INDUSTRIAL ELECTRONICS CERTIFICATE 36**

CERTIFICATE OF PROFICIENCY EMERGENCY MEDICAL SERVICES

The EMT/Paramedic program is an integral part of ASU-Searcy and has been made part of the technical program to help meet the important need for a pre-hospital Advance Life Support service in North Central Arkansas.

The EMT/Paramedic program curriculum is designed to meet the educational and training needs of those individuals who strive to meet the goal of obtaining national certification at the EMT and Paramedic levels. New career opportunities exist for the North Central Arkansas EMT and Paramedic. These include augmenting the current hospital shortage as emergency department technicians, as well as opportunities with ambulance services, police and fire departments, medical centers, and industry.

EMT is offered twice a year beginning in August and January. The Paramedic portion only begins in August.

Course #	Course Title
EMS 1005	EMT I
EMS 2205	EMT II
EMS 2304	EMT III
EMS 1001	Clinicals
TOTAL FOR EMT CERTIFICATE 15	

TECHNICAL CERTIFICATE PARAMEDIC

FALL SEMESTER

Course #	Course Title
EMS 1102	Preparatory
EMS 1103	Anatomy & Physiology
EMS 1104	Pre-Hospital Environment
EMS 1204	Pharmacology
EMS 1301	Field Internship I
EMS 1303	Clinical Rotation I
TOTAL FOR FALL SEMESTER 17	

SPRING SEMESTER

Course #	Course Title
EMS 2103	Trauma
EMS 2104	Medical Emergencies I
EMS 2203	Medical Emergencies II
EMS 2204	Cardiac Emergencies
EMS 2303	Clinical Rotation II
TOTAL FOR SPRING SEMESTER 17	

SUMMER TERM

Course #	Course Title
EMS 2402	OB/GYN/Neonatal
EMS 2404	Field Internship II

TOTAL FOR SUMMER TERM 6**TOTAL FOR PARAMEDIC CERTIFICATE 40**

TECHNICAL CERTIFICATE HEALTH INFORMATION ASSISTANT

The field of medical records is growing rapidly. The Health Information Assistant program provides students with knowledge of the duties and responsibilities of health care managers. Through the use of textbooks, applications, and simulations, students are given the opportunity to develop the skills required for this field. These skills include ICD 9 CM and CPT coding, insurance billing, medical transcription, records management, and reception area responsibilities.

Another offering in the Health Information Assistant program is an Associate of Applied Science Degree in Business Technology with an option in Medical Records and Health Information Technology. ASU-Beebe in cooperation with ASU-Searcy will offer the AAS Degree (see the program description). This program takes two years to complete with the student taking courses on both campuses.

Students will have three (3) years from the date of enrollment to complete all requirements of the program. A student re-entering after the three-year time period will have to repeat all courses in the program.

FALL SEMESTER

Course #	Course Title
HIA 1103	Medical Terminology I
HIA 1203	Body Structure & Function
HIA 1303	Medical Office Procedures
HIA 1403	Medical Keyboarding
HIA 1503	Software Applications/Word Processing
COM 1003	Career Communications

TOTAL FALL SEMESTER 18**SPRING SEMESTER**

Course #	Course Title
HIA 2103	Medical Terminology II
HIA 2203	Medical Office Applications
HIA 2303	Coding
HIA 2403	Medical Transcription
HIA 2503	Internship/OJT
MTH 1403	Medical Office Mathematics

TOTAL SPRING SEMESTER 18**TOTAL HOURS FOR HEALTH INFORMATION ASSISTANT CERTIFICATE 36**

TECHNICAL CERTIFICATE MACHINING TECHNOLOGY

The Machining program at ASU-Searcy will prepare a student for employment in the machining industry ranging from basic machine tool operation to advanced machining, tool and die making, and mold making.

Basic skills will be taught in machining related to mills, lathes, surface grinders and other fundamental machining tool operation. Blueprint reading and applied mathematics are an integral part of the program.

Advanced skills in the operation of machining tool and equipment will be taught during the second and third semesters of the program. Tool making, mold design and making, Computer Numerical Control machining, heat-treating, plastic injection mold making, and end mill sharpening will also be taught.

Upon completion of the program, employment may be obtained in the machining occupations ranging from machinist apprentice, machine operator or tool and die apprentice, up to CNC programmer/operator, machine shop owner, or mold maker.

At the time this catalog went to press, the Machining Technology certificate program had not been finalized. Please contact ASU-Searcy for the finalized degree plan.

TECHNICAL CERTIFICATE PRACTICAL NURSING

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing program. The Practical Nursing Program prepares individuals for the practice of Licensed Practical Nursing. To become an LPN, an individual must successfully complete the following courses and pass the National Council Licensure Examination.

The program integrates clinical experience with classroom theory. The students obtain clinical experience in hospitals and nursing homes. Following completion of all requirements, LPNs may find work in a variety of situations. For example, graduates of this program are now employed in hospitals, nursing homes, doctor's offices, public health departments, and various government programs.

Program start dates and graduation dates are dependent upon whether you are attending the day program or the night program. Specific dates may be obtained from the Student Affairs Office.

FIRST TERM

Course #	Course Title
LPN 1101	Vocational, Legal & Ethical Concepts
LPN 1102	Pharmacology I
LPN 1103	Basic Nursing Principles & Skills I
LPN 1104	Body Structure & Function
LPN 1201	Nursing of the Geriatric Patient
LPN 1202	Nutrition in Health & Illness
LPN 1203	Basic Nursing Principles & Skills II
LPN 1002	Clinical Nursing I

TOTAL FIRST TERM 18

SECOND TERM

Course #	Course Title
LPN 2102	Pharmacology II
LPN 2105	Medical Surgical Nursing I
LPN 2202	Nursing of Children
LPN 2402	Nursing of Mother & Infant
LPN 2005	Clinical Nursing II

TOTAL SECOND TERM 16**THIRD TERM**

Course #	Course Title
LPN 2301	Mental Health
LPN 2302	Medical Surgical Nursing II
LPN 2401	Pharmacology III
LPN 2311	Clinical Nursing III

TOTAL THIRD TERM 15**TOTAL FOR PRACTICAL NURSING CERTIFICATE 49****CLASSROOM AND HOSPITAL SCHEDULE**

Practical Nursing students spend the first term of the program in classroom sessions from 8:00 a.m. to 3:00 p.m. Monday through Friday. During the remaining weeks, the students are in clinical practice at Central Arkansas Hospital, White County Medical Center, Beverly Health and Rehabilitation, Byrd Haven Nursing Home and Oakdale Nursing Facility three days a week. Students will also spend two days a week in classroom study at the school. The majority of clinical experience is during the day (Tuesday - Thursday, 6:45 a.m. - 3:15 p.m.); however, the students may have two to five weeks on evening duty (Wednesday - Friday, 2:45 p.m. - 11:15 p.m.) and one to two weeks on night duty (Monday - Wednesday, 10:45 p.m. - 7:15 a.m.) for the day program. The part-time evening program will have an evening and day clinical rotation schedule.

WITHDRAWALS AND RE-ENTRIES

Students withdrawing from training must report to the ASU-Searcy office of Student Affairs so that proper steps can be taken for the interruption of training. A student officially withdrawing from training due to hardship or illness may be considered for re-enrollment at the appropriate time in the curriculum with the approval of the Director of Student Affairs, if there is room in the class. A student may reenter a program in some instances. The Director of Student Affairs and the instructor(s) in the training area must approve the re-entering of students. A student may apply for re-entry into the Practical Nursing program a maximum of three times.

ASU-BEEBE LEADERSHIP INSTITUTE *(Taught on demand)*

These are customized courses that are specifically designed to increase business leadership skills and business proficiency. They are offered on demand and are open only to current business and industry employees. Registration for these courses is made through Keith McClanahan at (501) 882-8211.

BSYS 2563 Business Communications 3 Credits

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentations. Prerequisite: Successful completion of Freshman English I and II and keyboarding ability.

BSYS 2603 Organizational Communications for Business and Industry 3 Credits

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentations. Prerequisite: Keyboarding ability.

CIS 1503 Microcomputer Applications I 3 Credits
(Conducted at ASU-Beebe)

A course designed to introduce students to the concepts of computer information systems through the application of software packages for microcomputers. Students will gain "hands-on" experience using popular business application software including word processing, spreadsheets, databases, and presentation graphics.

EGR 1123 Industrial Human Relations 3 Credits

Provides supervised experience and instruction designed to help the student recognize and develop the traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and others. The course is designed to help develop improved interpersonal relationships through exercises involving awareness, self-concept and self-evaluation, role-playing, and group and individual problem solving. Applications of industrial relations concepts to the supervisory role will be made.

MGMT 2043 Supervisory Management 3 Credits

Responsibilities of first line supervisor; development of techniques and skills in employee communications, decision making, motivation, leadership, and training.

MGMT 2133 Applied Human Resource Management Concepts 3 Credits

A survey course designed to provide the student with an understanding of the role, processes, and approaches to human resource management in today's organizations. The student will gain an understanding of human resource

management concepts, procedures, models, tools, and techniques that apply to the organization. Realism, currentness, understanding, and critical thinking are key elements of the course. Through exercises and case studies, the student is exposed to realistic organizational settings and situations that will help the student understand practical human resource management concepts.

MGMT 2193 Industrial Organizational Concepts 3 Credits

A survey of organizational approaches, techniques and policies used in business, industry and other organizations. Organizational behavior, motivation, leadership, formal and informal organization, social environment, and communication and group processes. Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing: planning; decision making; strategic management; organizing and coordinating work; authority, delegation, and decentralization; organizational design; interpersonal skills; leadership; organizational effectiveness; control methods; and organizational change and development.

MKTG 1013 Introduction to Business 3 Credits

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.

PIC 1113 Introduction to Operations Management 3 Credits

A survey of business activities to produce goods. This course provides the foundation and framework for other core courses. This course is to introduce the students to those business activities necessary to produce goods efficiently and profitably, and to develop an understanding of the dimensions of Operations Management relative to the internal and external business environment.

