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GENERAL UNIVERSITY INFORMATION

Policy Statement

Policies and procedures stated in this catalog—from admission through graduation require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies in existence at the time this catalog went to press, and the University reserves the right to change policies at any time without prior notice. For the most current catalog, please consult the university website at www.asub.edu.

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

Students are encouraged to acquaint themselves with Arkansas State University-Beebe by studying the policies and procedures listed in this catalog.

Disclaimer

ASU-Beebe and its campuses reserve the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this document when such action is deemed to be in the best interest of the student or school. The provisions of this publication do not represent a contract between a student, prospective or otherwise, and the approving boards or the school, and should not be regarded as such.

Equal Opportunity/Affirmative Action

Arkansas State University-Beebe, with its other campuses at Searcy, Heber Springs, and the Little Rock Air Force Base, is an equal opportunity institution and will not discriminate on the basis of race, color, religion, gender, national origin or ancestry, age, status as a veteran, handicap or disability, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of Arkansas State University-Beebe and the other campuses are accessible to the handicapped or disabled.

Any questions regarding this policy should be addressed to the Director of Human Resources/Coordinator of Equal Opportunity and Affirmative Action, Arkansas State University-Beebe, P. O. Box 1000, Beebe, Arkansas 72012-1000, Telephone (501) 882-8967.
PHONE DIRECTORY

(Area Code - 501)

882-3600   University Switchboard
882-6452
882-8970   University Fax
882-8860   Admissions (voice/TTY 882-8960)
(800) 632-9985   Admissions Only
882-4415   Registrar
988-4151   ASU-Little Rock Air Force Base, a Degree Center of ASU-Beebe
362-1100   ASU-Heber Springs, a Center of ASU-Beebe
207-6200   ASU-Searcy, a Technical Campus of ASU-Beebe

882-8822   Division of Advanced Technology and Allied Health
882-8811   Advanced Technology and Allied Health Division Director
882-8818   Computer-Aided Drafting/Design
882-8920   Computer Systems and Networking Technology
207-6242   EMT/Paramedics
882-8916   John Deere Agriculture Equipment Technology
882-8814   Medical Laboratory Technology
207-6237   Pharmacy Technician Science
207-6235   Practical Nursing

882-8813   Division of Business and Agriculture
882-8847   Business and Agriculture Division Chair
882-8882   Agriculture
882-4579   University Farm
882-8813   Business Department
207-6226   Business Department at Searcy
882-8914   Computer Information Systems
207-6234   Health Information Assistant
882-4572   Veterinary Technology
882-4478   ROTC
362-1209   Hospitality Administration at Heber Springs Campus
882-8847   Creative Arts Enterprise
882-8847   Entrepreneurship Department

882-8921   Division of Education and Social Sciences
882-8873   Education and Social Science Division Chair
882-4473   Criminal Justice
882-4503   Early Childhood Education
882-8853   History
882-8998   Physical Education
882-8873   Political Science and Geography
882-8878   Psychology

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

882-8921 **Division of English and Fine Arts**
882-4406  English and Fine Arts Division Chair
882-8921  English
882-8921  Fine Arts
882-6535  Music
882-8925  Speech and Theatre

882-8815 **Division of Math and Science**
882-8871  Math and Science Division Chair
882-8815  Biological Science
882-8815  Mathematics
882-8815  Physical Science

207-4006 **Division of Occupational Technology**
207-4006  Occupational Technology Director
207-4021  Air Conditioning
207-4022  Auto Body Repair
207-4024  Automotive Technology
207-4032  Computerized Machining Technology
207-4028  Diesel Technology
207-4039  Industrial Electronics
988-4151  Upholstery (LRAFB)
724-3614  Welding Technology

882-8894 **Division of Distance Learning**
882-4442  Distance Learning Director
882-4460  Distance Learning Faculty Technical Support
882-4409  Distance Learning WebCT Student Help Desk

**Other Offices**
882-8929  ASU-Jonesboro Programs (University Center)
882-8849  Bookstore
882-8876  Business Manager
882-8825  Business Office
882-8851  Campus Police (Emergency 278-9629)
882-8856  Chancellor
882-4407  Assistant to the Chancellor
882-8830  Vice Chancellor for Academic Affairs
882-8809  Vice Chancellor for External and Advanced Programs
882-8941  Vice Chancellor for Finance and Administration
882-8986  Vice Chancellor for Student Services
362-1125  Vice Chancellor for ASU-Heber Springs
207-4001  Vice Chancellor for ASU-Searcy and Workforce and Economic Development
882-8832  Continuing Education
882-4449  Disability Services Voice/TTY
207-4050  Economic Development Center
882-4579  Farm
882-8845  Financial Aid

“Transforming Lives Through Quality Learning Experiences”
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ASU-BEEBE
MISSION, VISION, and CORE VALUES

Mission
Transforming lives through quality learning experiences.

To accomplish the University's Mission we will:

Mission Component 1: Offer a core curriculum of courses in which students will acquire the basic foundation of learning.

Mission Component 2: Offer associate degrees which will prepare students for transfer into baccalaureate programs.

Mission Component 3: Offer associate degrees and certificates that enable students to enter the workforce.

Mission Component 4: Provide adult and developmental education programs for underprepared students.

Mission Component 5: Provide economic and workforce development activities to support the needs of business and industry.

Mission Component 6: Provide non-credit opportunities to enhance the cultural and educational well-being of our constituents.

Mission Component 7: Provide meaningful opportunities for students to enhance their learning capabilities outside of the classroom.

Mission Component 8: Partner with programs such as Advanced Studies and Regional Career Centers to provide additional learning opportunities.

Mission Component 9: Provide assistance to students through academic support, student services, and institutional support.

Mission Component 10: Make baccalaureate degrees available through traditional methods and innovative technology.

Vision
With 10,000 credit and 5,000 non-credit students, Arkansas State University-Beebe will become a comprehensive university of choice that enriches lives and equips students to become life-long learners capable of achieving excellence within an ever-changing global society.

“Transforming Lives Through Quality Learning Experiences”
Core Values

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of access, diversity and global awareness, integrity, and excellence.

**Integrity:** We value integrity by having honesty and truthfulness in the consistency of our actions, methods, and principles.

**Diversity and Global Awareness:** We value diversity and global awareness by assisting our students and employees to increase their exposure to and understanding of our diverse local, state, and global societies and their impact on cultural and economic well-being.

**Excellence:** We value continuous improvement and strive for excellence by accomplishing our tasks with distinction.

**Access:** We value access to educational opportunities by providing multiple locations and diverse programs and delivery methods.

**Student Centered:** We value a student-centered culture by focusing on the needs, abilities, interests, and education of our students as our highest priority.

GENERAL EDUCATION OUTCOMES

The ASU Beebe faculty has developed a set of general education outcomes. These general education outcomes clarify into measurable terms the knowledge, skills, and attitudes that students will achieve through the successful pursuit of an associate degree. Specific learning objectives developed for each course link directly to the general education outcomes. Course level assessment is designed to ensure that, as an educational institution, we are continually improving student success in obtaining the general education outcomes, as well as knowledge, skills and attitudes specific to the chosen vocation. Following is the ASU-Beebe General Education Outcomes:

**Communication**

Students achieve general education competency in communication when they:

1. Read for comprehension so they can restate, paraphrase, deduce, and summarize written information.
2. Write clearly, concisely, and accurately, and revise with logical organization utilizing technological resources.
3. Speak clearly, concisely, accurately, logically, persuasively, and enthusiastically.
4. Listen for comprehension so they can restate, explain, infer, and interpret information.

**Critical Thinking** (all courses)

Students achieve general education competency in critical thinking when they:

1. Identify or define a problem or task.
2. Research a subject by identifying and evaluating information utilizing traditional and technological resources.
3. Select appropriate methodology including technology to gather data appropriate to the problem or task.
4. Appraise, critique, judge, validate, and verify information.
5. Solve problems by recommending, generalizing, modifying, reconstructing, and summarizing.
Mathematical Concepts and Application
Students achieve general education competency in mathematical concepts and applications when they:
1. Read, interpret, quantify, model and graph data using traditional and technological formats.
2. Write, explain, and interpret the underlying mathematics of a given mathematical situation.
3. Solve a variety of mathematical problems using both traditional and technological techniques, formulas, and models.
4. Use fundamental processes in new and varied situations.

Scientific Inquiry and Methodology
Students achieve general education competency in scientific inquiry and methodology when they:
1. Understand and use scientific methodologies to draw appropriate conclusions.
2. Interpret and evaluate scientific data presented in various formats.
3. Analyze and compare alternative hypotheses or viewpoints.
4. Apply scientific reasoning and processes in new and varied contexts, utilizing technology and including real-world situations.
5. Demonstrate knowledge of scientific concepts as related to measurement, systems, organizations, and models.

Society and Self
Students achieve general education competency in society and self when they:
1. Demonstrate an awareness and appreciation for cultural diversity.
2. Analyze and contrast letters, arts, philosophies and politics of historical periods.
3. Demonstrate knowledge of peoples and places throughout the globe.
4. Demonstrate knowledge of self in the context of society.
5. Demonstrate knowledge of personal needs for health, fitness, and safety.
6. Exemplify integrity, ethical behavior, and social responsibility in academic, vocational, and personal pursuits.
ACCREDITATION

Arkansas State University-Beebe is accredited by
The Higher Learning Commission
A commission of the:
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
(800) 621-7440 or (312) 263-0456
http://www.ncahlc.org/

PROGRAM ACCREDITATIONS

Automotive Technology
Certified by the National Automotive Technicians Education Foundation
(NATEF)

Concurrent Enrollment Program
Accredited by National Alliance of Concurrent Enrollment Partnerships
(NACEP)

Emergency Medical Technician/Paramedic
The Arkansas State University – Beebe Paramedic program is accredited by the Commission on
Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the
Committee on Accreditation of Educational Programs for the Emergency Medical Services
Professions(CoAEMSP).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 3375
727-210-2350
www.caahep.org

To contact CoAEMSP:
4101 W. Green Oaks Blvd Suite 305-599
Arlington, TX 76016
(817) 330-0080
FAX (817) 330-0089
www.coaemsp.org

Medical Laboratory Technology
Accredited by the National Accrediting Agency for
Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018
Telephone (773) 714-8880
www.naaccls.org

Practical Nursing
Approved by the Arkansas State Board of Nursing

“Transforming Lives Through Quality Learning Experiences”
Pharmacy Technician
The Pharmacy Technician Technical Certificate program conducted by Arkansas State University-Beebe is accredited by:
American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, MD 20814
301-664-8877
Fax: 301-664-8877
www.ashp.org

Veterinary Technician
The Veterinary Technology Program conducted by Arkansas State University-Beebe is granted Provisional Accreditation effective June 10, 2009, by the American Veterinary Medical Association (AVMA) and Committee on Veterinary Technician Education and Activities (CVTEA).

The university is also approved by the Arkansas State Approving Agency for Veterans Training. Re-evaluations are conducted by the respective accrediting agencies periodically. Documentation pertaining to the accreditation, approval, or licensure may be viewed or copies may be obtained by a written request. The university has two (2) working days to respond to the requestor.

UNIVERSITY CALENDAR

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

*Dates are subject to change.* Please see current class schedule for any calendar revisions. The Little Rock Air Force Base Center of ASU-Beebe offers classes on an alternative schedule, including 8-, 10-, and 16-week classes. The calendar may be viewed on the website at www.asub.edu.

Additionally, online courses are offered during the traditional fall and spring semesters as well as in summer terms and in an 8-week format throughout the year. The 8-week courses run on the following schedule: Term I – August to October; Term II - October to December; Term III - January to March; Term IV - March to May; Term V - May to July.

**FALL 2011**

March 16.............................................................................................................. Returning student registration begins
August 21 ............................................................................................................. Fall tuition and fee payment due
August 22............................................................................................................. Day and Night classes begin
August 22-26 ...................................................................................................... Change of schedule permitted
August 26 ............................................................................................................... Last day to register or add courses
August 27............................................................................................................. Saturday classes begin
September 2 ....................................................................................................... Census Date
September 5 ......................................................................................................... Labor Day Holiday
October 11-17 .................................................................................................... Mid-semester grade report period
October 17 ......................................................................................................... Graduation application deadline
October 17 ......................................................................................................... Last day to audit a course
November 16 .................................................................................................... Last day to withdraw from a class or the semester
November 21-26 ............................................................................................... Thanksgiving Break
December 2 ........................................................................................................... Fall Commencement
December 8-13 ................................................................................................... Final Exams
December 15 ..................................................................................................... Grade reports due

“Transforming Lives Through Quality Learning Experiences”
**S P R I N G  2 0 1 2**

October 24  .............................................................. Returning student registration begins
January 16 ................................................................. Spring tuition and fee payment due
January 21 .............................................................. Saturday classes begin
January 17 ................................................................. Day and Night classes begin
January 17-23 ................................................................. Change of schedule permitted
January 23 ............................................................... Last day to register or add courses
January 16 .............................................................. Dr. Martin Luther King, Jr. birthday observed
January 28 .............................................................. Census Date
March 7-13 ................................................................. Mid-semester grade report period
March 13 .............................................................. Last day to audit a course
March 15 ................................................................. Graduation application deadline
March 19-24 ................................................................. Spring Break
April 18 ................................................................. Last day to withdraw from a class or the semester
May 3-8 ................................................................. Final Exams
April 26 ................................................................. Spring Certificate Commencement
April 27 ................................................................. Spring Degree Commencement
April 28 .............................................................. Heber Springs Spring Commencement
May 11 ................................................................. Grade reports due

**S U M M E R  2 0 1 2**

March 16 .............................................................. Returning student registration begins

**I N T E R S E S S I O N**

May 8 ............................................................... Intersession tuition and fee payment due
May 9 .............................................................. Classes Begin
May 10 .............................................................. Last day to register or add courses
May 16 .............................................................. Last day to audit a course
May 18 .............................................................. Last day to withdraw from a class or the semester
May 24 .............................................................. Final Exams
May 29 .............................................................. Grade Reports Due

**F I R S T  S U M M E R  T E R M**

May 29 .............................................................. First Summer tuition and fee payment due
May 30 .............................................................. Classes begin
May 31 .............................................................. Last day to register or add courses
June 14 .............................................................. Last day to audit a course
June 26 .............................................................. Last day to withdraw from a class or the semester
July 2 .............................................................. Final Exams
July 5 .............................................................. Grade Reports Due

**T E N  W E E K  T E R M**

May 29 .............................................................. Ten week tuition and fee payment due
May 30 .............................................................. Classes begin
May 31 .............................................................. Last day to register or add courses
July 3 .............................................................. Last day to audit a course
July 4 .............................................................. Independence Day Holiday
July 27 .............................................................. Last day to withdraw from a course or the semester
August 8 .............................................................. Final Exams
August 10 .............................................................. Grade Reports Due

“Transforming Lives Through Quality Learning Experiences”
SECOND SUMMER TERM
July 5 .......................................................... Second Summer tuition and fee payment due
July 6 .................................................................................................................................. Classes begin
July 9 .................................................................................................................................. Last day to register or add courses
July 23 .................................................................................................................................. Last day to audit a course
August 2 ................................................................................................................................. Last day to withdraw from a class or the semester
August 8 .................................................................................................................................. Final Exams
August 10 ................................................................................................................................. Grade Reports Due

EIGHT WEEK TERMS 2011-2012

Term I
March 16 .................................................................................................................................. Returning student registration begins
August 22 .................................................................................................................................. Classes begin
August 23 .................................................................................................................................. Last day to register or add courses
September 16 .................................................................................................................................. Last day to audit a course
September 30 ................................................................................................................................. Last day to withdraw from a class or the semester
October 17 .................................................................................................................................. Final Exams
October 20 ................................................................................................................................. Grade Reports Due

Term II
March 16 .................................................................................................................................. Returning student registration begins
October 19 .................................................................................................................................. Classes begin
October 20 .................................................................................................................................. Last day to register or add courses
November 15 .................................................................................................................................. Last day to audit a course
November 30 ................................................................................................................................. Last day to withdraw from a class or the semester
December 12-13 .................................................................................................................................. Final Exams
December 15 .................................................................................................................................. Grade Reports Due

Term III
October 24 .................................................................................................................................. Returning student registration begins
January 17 .................................................................................................................................. Classes begin
January 18 .................................................................................................................................. Last day to register or add courses
February 13 .................................................................................................................................. Last day to audit a course
February 27 ................................................................................................................................. Last day to withdraw from a class or the semester
March 13 .................................................................................................................................. Final Exams
March 15 .................................................................................................................................. Grade Reports Due

Term IV
October 24 .................................................................................................................................. Returning student registration begins
March 14 .................................................................................................................................. Classes begin
March 15 .................................................................................................................................. Last day to register or add courses
April 10 .................................................................................................................................. Last day to audit a course
April 24 ................................................................................................................................. Last day to withdraw from a class or the semester
May 8 .................................................................................................................................. Final Exams
May 11 .................................................................................................................................. Grade Reports Due

Term V
March 16 .................................................................................................................................. Returning student registration begins
May 30 .................................................................................................................................. Classes begin
May 31 .................................................................................................................................. Last day to register or add courses
June 27 .................................................................................................................................. Last day to audit a course
July 17 ................................................................................................................................. Last day to withdraw from a class or the semester
July 25 .................................................................................................................................. Final Exams
July 27 .................................................................................................................................. Grade Reports Due

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University System Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy of all students who are or who have been in attendance. Information contained in the student’s education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes FERPA challenges.

Disclosure of Education Records

Disclosure with student consent
- A student may consent in writing to disclosure of education records. The student’s written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the Office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar’s Office before consent is retracted.

Disclosure without student consent
- ASU may disclose education records without the student’s written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.
- Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.
- Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the education function of ASU.
- The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.
- Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of the Registrar. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Registrar’s Office before the directory information non-disclosure is retracted.

“Transforming Lives Through Quality Learning Experiences”
Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an educational record. The Registrar may charge a fee for copies of any education records.

Education records are the property of ASU. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

ADMISSIONS AND TRANSFER POLICIES

General Information

Arkansas State University-Beebe has an "open door" admission policy. This policy is designed to enhance access to educational opportunities. However, the prospective student is reminded that standards of quality are maintained and students may be required to remove deficiencies before entering certain programs or courses.

Communications concerning admission should be addressed to the Director of Admissions, Arkansas State University-Beebe, P.O. Box 1000, Beebe, AR 72012. Persons wishing to telephone the Admissions Office may call (501) 882-8860 or 1-800-632-9985 (within Arkansas). The Admissions Office may also be reached by e-mailing admissions@asub.edu. Information is also available on the ASU-Beebe web page at http://www.asub.edu.

Applying for Admission

Prospective students should submit the following required information prior to the date of desired registration:

1. A formal application for admission. (Applications may be accessed online or a copy requested from the Office of Admissions.)
2. Scores from a university approved entrance exam taken within the last five years. (State law requires standardized exam scores for placement in math, English, and reading.)
3. An official high school transcript including date of graduation or results of the General Education Development test (GED) or official transcripts from previous colleges or universities. (A tentative admission decision can be made on the basis of a seven-semester high school transcript.)
4. Proof of immunization for rubella and measles (including a booster, second dose, for measles).
Students who misrepresent facts on applications for admission will be dropped from the University and their admission cancelled immediately.

Admission Categories

Arkansas State University-Beebe grants admission in the following categories. Individual academic degree programs may have additional admissions requirements.

1. Unconditional Admission
   Applicants who will be considered for unconditional admission are:
   A. Graduates from accredited high schools who meet the college preparatory core curriculum, or
   B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation plus a 19 or above on the ACT composite, or
   C. Home-schooled applicants who score 19 or above on the ACT composite, or
   D. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.00 or better and have not been suspended for academic reasons from the last institution attended. Official transcripts must be sent from each college or university attended.

2. Conditional Admission
   Students not meeting the requirements for unconditional admission may be granted conditional admission. Students admitted in this category are:
   A. Applicants from high schools not accredited by the state.
   B. Applicants from accredited high schools who did not meet the college preparatory core curriculum.
   C. GED and home-schooled applicants scoring 18 or less on the ACT composite.
   D. Applicants without a high school diploma or GED who have acceptable ACT scores (cut-off scores to be established by the Admissions and Credits Committee) may petition the committee for conditional admission. The University believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the University. Assistance in obtaining a GED is readily available through Arkansas Adult Education Programs at all Arkansas State University-Beebe campuses.

   All students enrolled under conditional admission must complete any required developmental courses during their first 15 hours at the University. During subsequent enrollment terms, students who were granted conditional admission will be subject to University policy as outlined in the Academic Probation and Suspension section of this catalog.

3. Non-degree Seeking Students
   A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a non-degree seeking student. He/she may be admitted upon submission of an application for admission without a transcript(s) of previous work and shall be classified as a non-degree seeking student. If a non-degree seeking student should later desire credit validated toward a degree or certificate program, or for transfer to another institution, he/she must meet unconditional admission requirements or petition the Admissions and Credits Committee for validation of credit and official admission.
4. Accelerated High School Student Admission
High School and ASU-Beebe Concurrent Enrollment Program (CEP):

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of Arkansas State University-Beebe to concurrently enroll for academic courses.

The following requirements apply to all concurrently enrolled students:

1. The student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
2. The student must complete a one-time only application for admission and submit all required admissions documents.
3. The student must complete the ASU-Beebe High School Concurrent Enrollment and Policy form for each semester/term of enrollment.
4. The student must submit a high school cumulative grade point average of at least 2.5 on a 4.0 scale.
5. The concurrent enrollment student must provide standardized test scores (ACT, COMPASS, EXPLORE, or PLAN) indicating that he/she meets minimum placement test scores required. All concurrent students must have scored 19 or better on the ACT or respective scores on the COMPASS, EXPLORE, or PLAN in the Reading subject to enroll in any general education concurrent enrollment course except College Algebra and Freshman English I. Students must score a 19 on the ACT or respective scores on the COMPASS, EXPLORE, or PLAN in English and Reading to enroll in Freshman English I. Students must have scored a 19 on the ACT or respective scores on the COMPASS, EXPLORE, or PLAN in Math to enroll in College Algebra. ASU-Beebe administers the COMPASS exam; information regarding COMPASS testing is available in the ASU-Beebe Office of Admissions, 1-800-632-9985.
6. High school concurrent students may not enroll in remedial courses.
7. A concurrently enrolled student will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.
8. A concurrently enrolled student may not enroll for more than nine semester hours during any one semester without special permission from the Vice Chancellor for External and Advanced Programs.
9. The student’s high school counselor, principal, or superintendent must approve the specific courses and the number of hours in which the student desires to enroll each semester.
10. Special forms for concurrent students may be found by going to the Concurrent Enrollment Program page on the ASU-Beebe website.
5. **Readmission of Former Students**
Re-entering students who have been in a "non-enrolled" status with Arkansas State University-Beebe for the past five years must submit to the Admissions Office an application for readmission. Additionally, reentering students must submit official transcripts for all college work completed at other institutions. Students born after January 1, 1957, must provide proof of immunization for measles, and rubella. Males age 18-25 must provide proof of registration with the Selective Service. Re-entering students who have not been enrolled at any college for three years may apply for academic clemency if they would like to do so. (See section on Academic Clemency.)

6. **Visiting Students**
A student enrolled and seeking a degree at another college or university may enroll as a "visiting student" and have a record of his/her credits forwarded to their "home" institution. No transcript is required for admission purposes; however, transcripts are required for courses with prerequisites to verify student eligibility for enrollment. An Application for Admission should be filed.

7. **Admission and Enrollment of International Students**
This school is authorized under Federal law to enroll non-immigrant students. In addition to regular procedures, special conditions apply to the admission and enrollment of international students, including a minimum TOEFL (Test of English as a Foreign Language) score of 500, proof of medical insurance, a signed authorization for medical services, and proof of financial resources. There are no university funds available for financial aid to foreign students. Complete details of special admissions and enrollment procedures are available from the Admissions Office.

8. **Admission of Students with Felony Charges and/or Convictions**
Arkansas State University-Beebe strives to provide a safe campus and learning environment. In keeping with the principles and expectations outlined in the ASU-Beebe Student Judicial System and Code of Conduct, it becomes necessary for the university to inquire into an applicant’s prior or pending criminal history. When a student or applicant has been arrested and charged with a felony the university reserves the right to place that student’s application on hold, pending further review. To address these situations and to fulfill the university’s obligation to provide a safe campus, the Felony Conviction Review Committee has been established. Unless the Committee clears the applicant, the university shall not act on the application. The Committee only determines whether the student’s past behavior should render him/her ineligible for admission consideration. The Admission’s Office is responsible for the evaluation of the applicant’s academic and other qualifications. Likewise, the Registrar’s Office is responsible for applicant’s eligibility for readmission.
Acceptance of Transfer Credit

Transfer credit may be accepted from students who present official transcripts of college level credit from institutions recognized by the Council for Higher Education Accreditation. These grades must be equivalent to a C (2.0) average and the credit must be applicable toward requirements for a degree at our institution. (Note: Grades of "D" or better will be accepted from other ASU-system schools.) The University Registrar reserves the right to accept or deny transfer credits to ASU-Beebe based on the transfer institutions academic policies. Transfer of English courses will not be accepted from international institutions. This policy is normally waived for citizens of the British Isles, Australia, the English speaking portions of Canada, and New Zealand. Official transcripts should be submitted to the Office of Admissions at the time of application to the University. Official transcripts will be evaluated by the University Registrar. Final approval of transfer credits rests with the Vice Chancellor for Academic Affairs. Courses accepted for transfer credit will be posted to the student’s ASU-Beebe transcript with the grade earned and the transfer institutions course identifier and title. Transfer credit is not calculated as part of the student’s ASU-Beebe cumulative GPA. Credits earned will only be reflected in hours earned and may be used for degree requirements. Determination of technical credit will be made by the University Registrar. **Students must complete a minimum of 15 credit hours at ASU-Beebe to be eligible for an ASU-Beebe degree.**

International Transcripts

The requirements for submitting international transcripts and academic records for transfer credit evaluation are as follows:

- A course by course credential evaluation by a credential evaluation agency
- The official evaluation must be mailed directly from the agency to the Office of Admissions at ASU-Beebe
- Credential evaluation agencies include:
  - NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)
  - AACRAO: [www.aacrao.org/international/foreignEdCred.cfm](http://www.aacrao.org/international/foreignEdCred.cfm)
  - WES: [www.wes.org](http://www.wes.org)

**NOTE:** Although your credential evaluation may indicate that you have completed a significant number of credit hours, ASU-Beebe will only accept those credits which satisfy its degree requirements.

**ARKANSAS COURSE TRANSFER SYSTEM**

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. ACTS may be accessed on the Internet by going to the ADHE website ([http://acts.adhe.edu](http://acts.adhe.edu)).
Non-Traditional Credits

Credits earned through non-traditional methods may be awarded upon evaluation by the University Registrar. Students may petition the University Registrar in writing as to the specific courses for which they wish to receive credit with a rationale as to why credit should be given for each course. The courses must be direct equivalents to current ASU-Beebe courses. The National Program on Non-Collegiate Sponsored Instruction and the American Council on Education evaluate and make credit recommendations for educational programs, seminars, and courses from such entities as business and nonprofit organizations. 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. A maximum of 30 hours can be earned through non-traditional methods, credit by examination, or a combination of both.

Credit by Examination

Credit by examination allows students, who already possess a college level understanding of general education subjects, to more quickly earn a degree or certificate. Therefore, ASU-Beebe will award credit by examination to students who meet the following criteria:
1. Examinee is a current ASU-Beebe student.
2. Student provides an Advanced Placement (AP), CLEP, or Dantes/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 ASU-Beebe website.
3. Student has not completed - regardless of grade (I, W, F, AU) – an equivalent, or more advanced course at ASU-Beebe or another accredited institution.
4. AP, CLEP, Dantes/DSST scores are not more than 3 years old.
5. Student secured the AP, CLEP, or Dantes/DSST score prior to earning 60 traditional credit hours or 30 non-traditional credit hours.

Credit will be posted to the student’s transcript without grades or grade points after the student completes one semester at ASU-Beebe. If a student is enrolled in the corresponding course for which he or she will receive credit, the student is responsible for either officially dropping the course to receive credit by examination or continuing in the course until it is completed and receive no credit by examination.

NOTE: Credit hours earned through credit by examination are included in the total maximum hours of Non-Traditional credit (30 for Associate degrees). Technical Certificates can earn/use up to one half the required credits for the certificate. Certificates of Proficiency can earn/use up to one half of the required credits and must complete two courses at ASU-Beebe.

Advanced Placement (AP)

<table>
<thead>
<tr>
<th>AP Exam Title</th>
<th>Score/Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3 ART 2503</td>
</tr>
<tr>
<td>Studio Art (General Portfolio)</td>
<td>3 ART 1013</td>
</tr>
<tr>
<td>Biology</td>
<td>3 BIOL 1004</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3 MATH 2205</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3 MATH 2215</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 CHEM 1014</td>
</tr>
<tr>
<td></td>
<td>5 CHEM 1014 &amp; CHEM 1024</td>
</tr>
</tbody>
</table>
### AP Exam Title

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Score/Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics/Macroeconomics</td>
<td>3 ECON 2313</td>
</tr>
<tr>
<td>Economics/Microeconomics</td>
<td>3 ECON 2323</td>
</tr>
<tr>
<td>English/Language &amp; Composition</td>
<td>3 ENG 1003</td>
</tr>
<tr>
<td>English/Literature &amp; Composition</td>
<td>3 ENG 1003</td>
</tr>
<tr>
<td>Government &amp; Politics/United States</td>
<td>3 POSC 2103</td>
</tr>
<tr>
<td>History/United States</td>
<td>3 HIST 2763</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3 GEOG 2613</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 MUS 1413 &amp; MUS 1411</td>
</tr>
<tr>
<td>Physics B</td>
<td>4 PHYS 2054 &amp; PHYS 2064</td>
</tr>
<tr>
<td>Physics C/Mechanics</td>
<td>4 PHYS 2074</td>
</tr>
<tr>
<td>Physics C/Electricity &amp; Magnetism</td>
<td>4 PHYS 2084</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 PSY 2013</td>
</tr>
<tr>
<td>World History</td>
<td>3 HIST 1013 &amp; HIST 1023</td>
</tr>
<tr>
<td>French Language</td>
<td>3 FREN 1013</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3 SPAN 1013</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 MATH 2233</td>
</tr>
</tbody>
</table>

### College Level Examination Program (CLEP)

<table>
<thead>
<tr>
<th>CLEP EXAM TITLE</th>
<th>Score/Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>50 ENG 1003</td>
</tr>
<tr>
<td>Humanities (3 hours maximum)</td>
<td>50 ART 2503 OR ENG 2003 OR ENG 2013</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50 BIOL 1004 &amp; PHSC 1204</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50 HIST 1013</td>
</tr>
<tr>
<td>American Government</td>
<td>50 POSC 2103</td>
</tr>
<tr>
<td>American Literature</td>
<td>50 ENG 2303 &amp; ENG 2313</td>
</tr>
<tr>
<td>Biology</td>
<td>50 BIOL 1004</td>
</tr>
<tr>
<td>Calculus</td>
<td>50 MATHS 2205</td>
</tr>
<tr>
<td>CLEP EXAM TITLE</td>
<td>Score/Course Credit</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50 CHEM 1014 &amp; CHEM 1024</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50 MATHS 1023</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50 ACCT 2003 &amp; ACCT 2013</td>
</tr>
<tr>
<td>French</td>
<td>50 FREN 1013</td>
</tr>
<tr>
<td></td>
<td>55 FREN 1013 &amp; FREN 1023</td>
</tr>
<tr>
<td></td>
<td>60 FREN 1013 &amp; FREN 1023 &amp; FREN 2013</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>50 HIST 2763</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>50 HIST 2773</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>50 PSY 2533</td>
</tr>
<tr>
<td>Info Systems &amp; Computer Applications</td>
<td>50 CIS 1503</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50 LAW 2023</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50 PSY 2013</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50 SOC 2213</td>
</tr>
<tr>
<td>Pre-calculus</td>
<td>50 MATHS 1054</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50 ECON 2313</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50 MGMT 2003</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50 MKTG 1013</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50 ECON 2323</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50 SPANS 1013</td>
</tr>
<tr>
<td></td>
<td>55 SPAN 1013 &amp; SPAN 1023</td>
</tr>
<tr>
<td></td>
<td>60 SPAN 1013 &amp; SPAN 1023 &amp; SPAN 2013</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50 HIST 1013</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50 HIST 1023</td>
</tr>
</tbody>
</table>

**Dantes Subject Standardized Test (DSST)**

<table>
<thead>
<tr>
<th>DSST Exam Title</th>
<th>Score/Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art of the Western World</td>
<td>50 ART 2503</td>
</tr>
<tr>
<td>Business Law II</td>
<td>52 LAW 2023</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>48 BSYS 1303</td>
</tr>
<tr>
<td>Fundamentals of College Algebra</td>
<td>47/400 MATH 1023</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>47 SOC 2233</td>
</tr>
<tr>
<td>Here's to Your Health</td>
<td>48/400 HLTH 2513</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>46 MGMT 2003</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>48 GEOG 2613</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>46 MKTG 1013</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48/400 SOC 2263</td>
</tr>
<tr>
<td>Lifespan Development Psychology</td>
<td>46 PSY 2533</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46/400 FIN 1013</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>DSST Exam Title</th>
<th>Score/Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Public Speaking</td>
<td>47 SPCH 1203</td>
</tr>
<tr>
<td>Principles of Statistics</td>
<td>48/400 MATH 2233</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>46 MGMT 2043</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>50 ENG 1033</td>
</tr>
</tbody>
</table>

FEES AND EXPENSES

General Fees and Expenses

Student registration is not considered complete until fees are paid. Students must pay all fees before attending classes. Payment of tuition may be made with cash, check, or bankcard (VISA, MasterCard, and Discover). Students may also pay through an on-line installment plan available through Campus Connect.

Fees listed are from the 2010-2011 academic year. Please check the university website for the current fee structure. The University reserves the right to change the amount of fees or to add new ones at any time such action is deemed necessary.

FEES (PER SEMESTER, Subject to change without notice)

Beebe:
- Tuition Fee per Credit Hour ................................................................. $81
- Tuition Fee per Credit Hour (Out-of-State) ............................................ $139
- Off-Campus Tuition Fee per Credit Hour ................................................ $86
- Computer/Science Lab Fee (per course) ............................................... $30
- Internet Course Fee (per hour) ............................................................ $25
- Student Center Fee (per hour) ............................................................. $3
- Quality Improvement Fee (per hour) ..................................................... $5
- Infrastructure Fee (per hour) ............................................................. $4

Searcy:
- Tuition Fee per Credit Hour ................................................................. $81
- Tuition Fee per Credit Hour (Out-of-State) ............................................ $139
- Off-Campus Tuition Fee per Credit Hour ................................................ $86
- Computer Lab/Shop Fee (per course) ..................................................... $30
- Welding Fee (per course) ................................................................. $100
- Quality Improvement Fee (per hour) ..................................................... $5
- Infrastructure Fee (per hour) ............................................................. $4

“Transforming Lives Through Quality Learning Experiences”
Heber Springs:
Tuition Fee per Credit Hour (Cleburne County Resident) ........................................... $71
Tuition Fee per Credit Hour (Outside Cleburne County) ........................................... $81
Tuition Fee per Credit Hour (Out-of-State) ................................................................. $139
Off-Campus Tuition Fee per Credit Hour (Cleburne County Resident) ......................... $76
Off-Campus Tuition Fee per Credit Hour (Outside Cleburne County) .......................... $86
Computer/Science Lab Fee (per course) ....................................................................... $30
Internet Course Fee (per hour) ..................................................................................... $25
Quality Improvement Fee (per hour) .............................................................................. $5
Infrastructure Fee (per hour) .......................................................................................... $4
Welding Fee (per course) ............................................................................................ $100

Little Rock Air Force Base:
Tuition Fee per Credit Hour .......................................................................................... $81
Computer/Science Lab Fee (per course) ....................................................................... $30
Quality Improvement Fee (per hour) .............................................................................. $5

On-line Courses
Tuition Fee per Credit Hour .......................................................................................... $81
Tuition Fee per Credit Hour (Cleburne County Resident) ........................................... $71
Tuition Fee per Credit Hour (Out-of-State) ................................................................. $139
Internet Course Fee (per hour) ..................................................................................... $25
Student Center Fee (per hour) ........................................................................................ $3
Quality Improvement Fee (per hour) .............................................................................. $5
Infrastructure Fee (per hour) .......................................................................................... $4

Concurrent Enrollment:
Tuition Fee per Credit Hour for courses on high school Campuses ................................ $42

Students without ACT scores will be charged an additional fee for the exam. See current class schedule or call the Office of Admissions for current fees.

Refund of Fees Schedule

Refunds must be claimed at the time of withdrawal through the Registrar's Office and the Business Office. This applies to both special and regular students. The refund schedule is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall and Spring Semesters</th>
<th>Five-Week, Eight-Week, &amp; Twelve-Week Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>100%</td>
<td>100%-2 Days, 50%-3 Days</td>
</tr>
<tr>
<td>Second or third weeks</td>
<td>60%</td>
<td>None</td>
</tr>
<tr>
<td>Over three weeks</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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

“Transforming Lives Through Quality Learning Experiences”
Tuition Waiver for Senior Citizens

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

Accounts Receivable Policy

As students register for classes, an accounts receivable record is created. The student can pay at that time or anytime up through the required payment date for each term to avoid withdrawal from classes. The methods of payment are:

1) Payment in full through Campus Connect
2) Payment in full by phoning in a credit or debit card payment to the Business Office
3) Payment in full by mail
4) Payment in full at the cashier window
5) Partial payments by setting up a FACTS Payment Plan, OR
6) Approved financial aid, including Pell Grants, loans, scholarships, etc. Payments are due the last day before classes begin each term. Please refer to the ASU-Beebe website for actual final payment dates as these dates are subject to change.

Registered students will be withdrawn from classes and their accounts receivable balances will be cleared after the last day to pay if their tuition and fees have not been covered by one of the six options detailed above.

No subsequent enrollment is allowed if a student owes an accounts receivable balance from a prior semester. The student billing account is flagged to prevent registration.

Other accounts receivable balances could occur from residence hall charges, hall damages, lost keys, parking fines, etc. Those amounts are added to the student accounts receivable account when the Business Office is notified by the Director of Student Life or Campus Police. The student receives notification from the Director of Student Life about residence hall damages and/or key charges and Campus Police places a parking ticket on the vehicle.

Returned checks are returned to the Business Office by the banks for insufficient funds, stop payments or closed accounts. Collection activities for these items will be implemented until payment is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney’s Office for collection and or prosecution if not paid.

Past due balances from prior semesters are turned over to the Department of Finance Administration for collection by the Debt Set Off program. Accounts remain in the program until fully paid or have been inactive for two years. Student transcripts will not be released until collection has been received in full.

Financial Aid

Although the cost of attending Arkansas State University-Beebe is comparatively low, some students cannot afford to pay all of their expenses. Therefore, Arkansas State University-Beebe has developed a comprehensive program of financial aid.

Financial Aid at Arkansas State University-Beebe consists of funds made available from federal, state, and local sources. Scholarships, grants, loans, and veteran’s aid are all available to students. For up-to-date information, see the Financial Aid Handbook available in the Financial Aid Office and on the University website. Early contact and application are recommended.
Arkansas State University - Beebe

Veteran's Educational Benefits

Arkansas State University-Beebe is an approved institution for assistance to veterans and veterans' beneficiaries. Veterans, their dependents, and others entitled to educational assistance payments from the Veteran's Administration (VA) may contact the Veteran's representative at Arkansas State University-Beebe for detailed information and application forms.

Scholarships

Arkansas State University-Beebe awards scholarships for each of its campuses (Beebe, Heber Springs, Searcy, and LRAFB) through the Scholarship Committee. A complete list of institutional scholarships and information on each scholarship's eligibility requirements, award amount, and renewal conditions may be found below. All scholarships are awarded based upon the availability of funds. All students must be an Arkansas resident to qualify. The priority application deadline for scholarships is June 1. Applications for most university scholarships may be found on the ASU-Beebe website. Other applications are available where indicated on the following pages.

**Academic Excellence Scholarship:** **Requirements:** Composite ACT of 27. **Award Amount:** Full tuition (up to 18 hrs.) plus $250. **Renewal conditions:** 12 credit hours completed each semester, 3.00 GPA after each semester. The maximum award is four semesters.

**Freshman Academic Scholarship:** **Requirements:** Composite ACT of 21 or equivalent COMPASS Scores. **Award Amount:** Full tuition (up to 18 hrs.). **Renewal conditions:** 12 credit hours completed each semester, 3.00 GPA after each semester. The maximum award is four semesters.

**Valedictorian or Salutatorian Scholarship:** **Requirements:** Valedictorian or Salutatorian (from a high school accredited by the Arkansas Department of Education). **Award Amount:** Full tuition (up to 18 hrs.). **Renewal conditions:** 12 credit hours completed each semester, 3.00 GPA after each semester. The maximum award is four semesters.

**GED Scholarship:** **Requirements:** A GED score of 600 or more. Must enroll in at least 6 credit hours each semester. **Award Amount:** In-state tuition (up to 15 hrs.). **Renewal conditions:** 12 credit hours completed each semester for full time students, at least 6 credit hours completed for students enrolled less than full-time, and a 3.00 GPA for each semester. The maximum award is four semesters.

**Technical Certificate Academic Scholarship:** **Requirements:** Composite ACT of 19 or COMPASS scores of 82 in reading, 75 in writing, and 60 in Pre-Algebra. All technical scholarships require enrollment in a certificate program. Must be enrolled full-time. **Award Amount:** Full tuition for the duration of the certificate program. **Renewal conditions:** 3.00 GPA after each semester and completion of all certificate courses.

**Technical Scholarship for High School Seniors:** **Requirements:** One senior may be identified by each high school. **Award Amount:** In-state tuition for the duration of the certificate program. **Renewal conditions:** 3.00 GPA after each semester.

**Technical Achievement Scholarship:** **Requirements:** Have completed one year at a high school Area Career Center. Selection is made by the Area Career Center. **Award Amount:** In-state tuition for completion of the certificate program. **Renewal conditions:** 3.00 GPA after each semester where appropriate.

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**Vocational Student Organization Scholarship:** Requirements: Place first in VSO Skills Olympics or State Officer in high school. Award Amount: In-state tuition for up to four semesters. Renewal conditions: 3.00 GPA after each semester. The maximum award is four semesters or completion of the certificate program.

**Departmental Scholarships:** Scholarships of varying amounts are available through some academic departments. The R.V. Powell Scholarship and the Denver E. & Ruby Nettles Scholarship are available through the agriculture department; the Linda Jo Welch and the Wayne Hartsfield Regions Bank Scholarships are available through the agriculture and business departments. Guidelines and selection of recipients are determined departmentally.

**Sophomore Scholarships:** Several private scholarships are available to students for their sophomore year including the Walter England Scholarship, the W.H. Owen Scholarship, and the E.H. "Doc" and Ruth Abington Scholarship. Applicants for these scholarships are accepted during the Spring semester for that student's sophomore year and are offered based on availability of funds.

**Music Performance Scholarships:** A number of scholarships for participation in performing music groups are available on recommendation of the performing group's director.

**Theatre Performance Scholarships:** A number of scholarships are available for participation in curricular theatre productions. Theatre Performance Scholarships are based upon participation, financial need, and the recommendation of the Director of Theatre.

**Honors Scholarships:** Students admitted to the Honors Program may apply for a $250 per semester Honors Scholarship.

**Arkansas Scholars Program Scholarships:** A one-time $300 award to students who graduate as Arkansas Scholars.

**John Deere Ag-Tech Program Scholarships:** Students admitted to the John Deere Ag-Tech program are eligible to apply for various scholarships for both in-state and out-of-state students, all of which require students to live in the residence hall.

**Development Council Endowment Scholarship:** Requirements: Freshman at ASU-Beebe at time of application and enrolled for at least 12 credit hours during spring semester, completion of less than 24 credit hours at time of application and completion of at least 12 credit hours during fall semester, 3.5 cumulative GPA, preregistered for at least 12 credit hours for next fall semester, and must not be a recipient of a Freshman Academic Scholarship. Award Amount: Amount not greater than full-tuition for 15 credit hours, excluding fees, and based on availability of funds provided by the ASU-Beebe Development Council. Renewal conditions: Completion of at least 12 semester hours with a cumulative GPA of 3.5 during the first semester of the award (Fall).

**Brenda Shurley Scholarship:** Requirements: Freshman at ASU-Beebe at time of application and enrolled for at least 12 credit hours during spring semester, completion of less than 24 credit hours at time of application and completion of at least 12 credit hours during fall semester, 3.5 cumulative GPA, preregistered for at least 12 credit hours for next fall semester, and must not be a recipient of a Freshman Academic Scholarship. Award Amount: Amount not greater than full-tuition for 15 credit hours, excluding fees. Renewal conditions: Completion of at least 12 semester hours with a cumulative GPA of 3.5 during the first semester of the award (Fall).
ACADEMIC POLICIES

Student Classification

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; students with 30+ hours are classified as sophomores; students that have previously completed an Associate’s degree and continue to enroll at ASU-Beebe will be classified as "unclassified".

Registration

Courses are offered in fall, spring, 8-week, intersession, 10-week and summer sessions. Registration dates and times are published at http://www.asub.edu. Registration will be permitted only at scheduled times. Most registration is done through Campus Connect on the website.

Student Academic Load

The maximum academic load shall not exceed eighteen hours per semester in fall or spring, six hours for a summer term, or nine hours for an eight-week term, without recommendation of their advisor, division chair, and special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load. Please see your advisor to begin the approval process.

Changes in Schedule

During the open registration period, students wishing to add or drop courses may do so on Campus Connect by accessing the Register for classes link. Students wishing to drop a class after the open registration period will do so through Campus Connect by clicking on the Drop Class(es) request link. Students must be cleared by their academic advisor before they will be allowed to access this option. Once the student has completed this step, the request to drop the class will be sent to the Office of the Registrar where the drop will be processed. Students wishing to drop another course later in the semester/term must be cleared again by their academic advisor. Refunds will be made according to the Refund of Fees schedule that appears in this catalog. Dropping a class may be done up to the published deadline on the academic calendar.

Note: Prior to the census date of each semester or term, students dropping a course will be removed entirely from the course and the course will not appear on the student’s transcript. After the census date, students dropping a course before the published deadline will be given a grade of "W" and the grade will appear on the student's transcript. (See university calendar for appropriate deadline dates.) Students who stop attending a course without following the appropriate procedure to drop will receive a failing grade.

Withdrawals from the Semester

Students wishing to completely withdraw (drop all courses) from the current semester/term after the open registration period must first contact their academic advisor for clearance to do so. Once cleared, students may withdraw through Campus Connect by clicking on the Withdrawal Form link. Once the on-line request form is completed, the form will be sent to the Office of the Registrar where the withdrawal will be processed. After processing the withdrawal, the Office of the Registrar will notify personnel in appropriate offices on campus. Refunds will be made according to the Refund of Fees schedule that appears in this catalog. Withdrawals from the semester may be made up to the published deadline on the academic calendar.
Note: Prior to the census date of each semester or term, students withdrawing will be removed entirely from the course(s) and the course(s) will not appear on the student’s transcript. After the census date, students withdrawing before the published deadline will be given a grade of "W" and the grade(s) will appear on the student’s transcript. (See university calendar for appropriate deadline dates.)

Students who stop attending a course or all courses without following the appropriate drop or withdrawal procedure will receive failing grades.

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:

1. 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.
2. At the time of the incomplete request, the student must have successfully completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.
3. At the time of the incomplete request, the student must have a grade of "C" or better in the course.
4. 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.
5. The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request to Complete Course" form outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the appropriate division chair and the Vice Chancellor for Academic Affairs approve.

Students must complete all required work by the end of the following fall or spring term. Should this work not be completed within this time frame, the incomplete grade will be changed to an "F" on the student’s transcript. The one term completion requirement is a maximum time period; instructors may require a shorter time period for satisfactory completion of the course.

Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

Auditing Courses

Students are permitted to audit courses at Arkansas State University-Beebe. Audit students will pay the regular fee as indicated under the section on 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. Students have until the published deadline each term to declare audit for a course. For the exact audit declaration date, please refer to the current university calendar.
Auditing students are expected to meet all requirements for a course (including attendance) other than taking examinations and completing formal written papers. Students not completing these requirements may be dropped from the course with a "W" at the discretion of the instructor. The names of those persons registered to audit a course will appear on the class roster, and at the end of the grading period the instructor will determine whether the audit designation should be entered on the student's permanent record or whether a "W" should be entered instead.

The Request to Audit Course form is located on the ASU-Beebe Registrar’s website or in the Registrar's Office. Some restrictions may apply.

**Attendance Policy**

Arkansas State University-Beebe has a class attendance policy which requires each student to meet a prescribed number of classes during each course. Failure to do so may affect grades and may result in the student being dropped from the class with a failing grade recorded immediately. This policy should be explained in each course syllabus.

Once a student has registered for courses at ASU-Beebe, failure to attend class does not constitute withdrawal. Students must follow the proper procedures for withdrawing from the semester.

**Grading System**

Letter grades are used to indicate the following qualities:

- A = Excellent
- B = Good
- C = Average
- D = Below Average
- F = Failure
- I = Incomplete
- W = Withdrawn
- AU = Audit
- S = Satisfactory
- U = Unsatisfactory
- NR = Not Reported by Instructor

Midterm and final grades are made available to students through Campus Connect each semester.

**Grade Points and Grade Point Averages**

For the purpose of computing current and cumulative grade point 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. 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. Intermediate algebra is the only developmental education class that is counted in grade point average calculations because it is a requirement for some AAS degrees. Grades in all other developmental classes are not counted in computing the grade point average. To check your grade point average, check your unofficial transcript on Campus Connect.
Repetition of Courses

A student may repeat a course to change the original grade. The **LAST** grade earned will become the official grade and will be used to calculate the cumulative grade point average - even if the last grade earned is lower than the original attempt.

- Students must repeat the exact course to have the latest attempt replace the first attempt.
- All courses attempted will remain on the transcript. Previous attempts are indicated on the transcript by a # beside the letter grade with credit hours appearing in the parentheses. An asterisk appears beside the last attempt.
- Courses will only count toward graduation requirements once, even if both attempts are successful.
- Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits.
- Grades of "W", "I", or "AU" will not replace the original grade.
- Developmental courses are not included in this policy.

Academic Distinction

Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

1. A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 15 credit hours each semester. (Students on the Chancellor's List are eligible to participate in the Honors program the following semester.)
2. An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 15 credit hours each semester with a GPA of 3.5 to 3.99.
3. Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from the University.
4. At Spring Commencement, two sophomores from each division are honored for academic leadership and achievement. Also, the Outstanding Citizenship Award is presented to a sophomore male and to a sophomore female student on the basis of outstanding citizenship.
5. Students in the Honors Program who complete all requirements will have "Graduate of the Arkansas State University-Beebe Honors Program" on their transcripts.
6. Graduates with a 3.75 or better GPA will be recognized at commencement.

Academic Clemency

Academic clemency is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a prolonged separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions. Students must apply for clemency before the first day of classes of the semester they are re-entering.

In addition to the loss of grades and credits, students also forfeit the use of previous placement scores and prerequisites already completed.

Requirements to be satisfied by a student prior to requesting academic clemency are as follows:

1. **Separation from all academic institutions for at least three years and then,**
2. **Formal application filed with the University Registrar.**
Upon approval by the University Registrar, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Beebe) of any college or university credit earned prior to the three years separation indicated above. The date of the clemency will coincide with the date of re-entry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted - (date of fresh start)."

**Academic Probation and Suspension**

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. The student will be removed from academic probation at the close of any enrollment period for which the student's cumulative grade point average is 2.00 or above. Developmental courses, except Intermediate Algebra, are not counted in the calculation of academic probation or suspension.

A student will be suspended for poor scholarship when:

1. The student has attempted 30 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.25.
2. The student has attempted 45 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.45.
3. The student has attempted 60 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.65.

A student who has been suspended for poor scholarship may be readmitted after an absence of one academic semester. The student may petition for immediate readmission by:

1. Obtaining a petition form and a current transcript from the Registrar's Office.
2. Submitting the completed petition and the transcript to the Admissions and Credits Committee. Students may be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students that are in suspension status from their previous institution are subject to ASU-Beebe's academic suspension policy.

**Academic Integrity**

Cheating in any form—may result in the student being dropped from the class with an "F" and/or being suspended from the University. This includes, but is not limited to plagiarism, turning in assignments prepared by others, or unauthorized possession of exams. Students who feel they have been unfairly accused of cheating may appeal to the Division Chair and the Vice Chancellor for Academic Affairs. At the discretion of the Vice Chancellor, a description of the incident may be placed in the student's file in the Registrar's Office. Violators may be reported to the Vice Chancellor for Student Services for possible disciplinary action.
Application for Graduation

Students requesting consideration for graduation must complete an Application for Graduation prior to the published deadline for each semester or term. Applications are available on the ASU-Beebe website under the Graduation Information section.

In certain situations the advisor or Division Chair may allow a substitution for a program requirement. The University Registrar must be informed of this request prior to conferring the student’s degree or certificate. Final approval of substitutions rests with the Vice Chancellor for Academic Affairs.

The appropriate degree or certificate will be conferred once all academic requirements have been met and all obligations to the University have been completed. There is no charge for applying for graduation.

Graduation Requirements

Graduation requirements for students seeking a degree or certificate include:

1. Successful completion of all program requirements with a minimum cumulative grade point average of 2.00.
2. A student must complete a minimum of 15 semester credit hours at ASU-Beebe.
3. Satisfaction of all financial obligations to the University.

If continuously enrolled, students may graduate under the ASU-Beebe catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students who have been out of school no more than five years and can finish their program with no more than twelve hours may continue under the catalog under which they originally entered.

Requesting an Official Transcript

Official transcript requests must be made by the student in person, in writing, or electronically via Campus Connect. Transcripts are provided free of charge unless ten or more are ordered at one time. A charge of $1.00 each is required when ten or more transcripts are requested. Transcripts will not be issued if the student has past due financial obligations to the University. For more information about obtaining an official transcript, visit the Registrar’s Office web site. Unofficial transcripts may be viewed and printed on Campus Connect.
DEGREES AND CERTIFICATES

Courses of Study

This catalog contains descriptions of courses which are offered under the auspices of each division/department. Additionally, information is provided about each department as well as major requirements associated with related degree programs.

Many of Arkansas State University-Beebe’s students plan to pursue a baccalaureate or professional degree. Most of these students will complete an associate degree as a part of the program; a significant number of students will find that an associate degree or a certification program will suffice in meeting career needs.

A degree plan will include a block of “core” or general education courses. With few exceptions, a student at Arkansas State University-Beebe may complete the first courses leading to any baccalaureate or professional degree. Pre-professional programs include all areas of medicine as well as law and engineering.

The advisor, by consulting the catalog of the transfer institution involved, may help to select Arkansas State University-Beebe coursework which will apply directly to the four-year or professional degree program.

Course Numbers and Descriptions

The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of 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.

Philosophy of General Education

The general education core at ASU-Beebe provides learning experiences in a variety of academic disciplines designed to give students an opportunity to acquire the body of knowledge and skills common to educated people regardless of their career paths. Recognizing the importance of life-long learning, the faculty has identified the desired characteristics for students completing the general education component:

I. The successful student will have mastered the basic skills, including reading, writing, speaking, listening, mathematics, computer interaction, and library and informational technologies.
II. The successful student will have developed higher order thinking skills, such as summary, synthesis, analysis, interpretation, organization, problem solving, and evaluation.
III. The successful student will have developed a personal system of values, including dependability, work ethic, self-reliance, sense of self-value, honesty and integrity, and good interpersonal skills.

By obtaining these essential values, the students will have prepared themselves for their future path.

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State policy requires all state universities to accept Arkansas State University-Beebe's minimum core courses in transfer. Students who have completed Arkansas State University-Beebe's State Minimum Core should be recognized as having completed the State Minimum Core curriculum at the transfer university.

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<thead>
<tr>
<th>HOURS</th>
<th>COURSE</th>
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<tbody>
<tr>
<td>9</td>
<td>English/Communication</td>
</tr>
<tr>
<td></td>
<td>ENG 1003  Freshman English I</td>
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<td>ENG 1013  Freshman English II</td>
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<td>SPCH 1203  Oral Communications</td>
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<td>3</td>
<td>Math*</td>
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<td></td>
<td>MATH 1023  College Algebra</td>
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<td>8</td>
<td>Science**</td>
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<td></td>
<td>BIOL 1004  Biological Science</td>
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<td>PHSC 1204  Physical Science</td>
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<td>BOT 1104  General Botany</td>
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<td>BIOL 2024  Ecology</td>
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<td>BIOL 2104  Microbiology</td>
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<td>ESCI 1004  Intro to Environmental Science</td>
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<td>PHSC 1304  Earth Science</td>
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<td>ZOOL 1304  General Zoology I</td>
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<td>ZOOL 1314  General Zoology II</td>
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<td></td>
<td>ZOOL 2004  Human Anatomy and Physiology I</td>
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<td></td>
<td>ZOOL 2014  Human Anatomy and Physiology II</td>
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<td></td>
<td>CHEM 1014  General Chemistry I</td>
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<td>CHEM 1024  General Chemistry II</td>
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<td></td>
<td>PHYS 1014  Applied Physics for Health Science</td>
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<td>PHYS 2054  General Physics I</td>
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<td>PHYS 2064  General Physics II</td>
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<td>PHYS 2074  University Physics I</td>
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<td>PHYS 2084  University Physics II</td>
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<td>3</td>
<td>Fine Arts/Humanities</td>
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<td></td>
<td>ART 2503  Fine Arts-Visual</td>
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<td></td>
<td>MUS 2503  Fine Arts-Musical</td>
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<td></td>
<td>THEA 2503  Fine Arts-Theatre</td>
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<td></td>
<td>HUM 2003  Introduction to Humanities I</td>
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<td></td>
<td>HUM 2013  Introduction to Humanities II</td>
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<td>3</td>
<td>World Literature</td>
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<td>ENG 2003  World Literature I</td>
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<td>ENG 2013  World Literature II</td>
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Arkansas State University - Beebe

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<th>HOURS</th>
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<tr>
<td>3</td>
<td>Social Sciences***</td>
</tr>
<tr>
<td></td>
<td>HIST 2763  The United States to 1876</td>
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<td></td>
<td>HIST 2773  The United States Since 1876</td>
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<td>POSC 2103  Introduction to U.S. Government</td>
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<td>3</td>
<td>World Civilization</td>
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<td>HIST 1013  World Civilization to 1660</td>
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<td>HIST 1023  World Civilization since 1660</td>
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<td>HIST 1013  World Civilization to 1660</td>
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<td>HIST 1023  World Civilization since 1660</td>
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<td>HIST 2773  The United States Since 1876</td>
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<td>POSC 2103  Introduction to U.S. Government</td>
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<td></td>
<td>GEOG 2613  Introduction to Geography</td>
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<td>GEOG 2603  World Regional Geography</td>
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<td></td>
<td>SOC 2213  Principles of Sociology</td>
</tr>
<tr>
<td></td>
<td>PSY 2013  Introduction to Psychology</td>
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* Institutions may require students majoring in math, engineering, science, and business to take higher math as part of the State Minimum Core.

** Institutions may require students majoring in math, engineering, science, education, and health related professions to take higher or specific science courses as part of the State Minimum Core.

*** Institutions may require students majoring in engineering either to take six hours of humanities and social sciences at the junior/senior level or to substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.

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

** Associate of Arts Degree **

ASU-Beebe offers two Associate of Arts degrees: Associate of Arts in Liberal Arts, and Associate of Arts in Teaching. A significant number of classes for the Associate of Arts degrees can be taken via the Internet. (See www.asub.edu for more information.)

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

1. Unconditional admission to Arkansas State University-Beebe
2. Completion of a minimum of 62 semester hours, at least 15 of which must be earned at Arkansas State University-Beebe
3. Fulfillment of all basic and elective requirements
4. Cumulative GPA of at least 2.00 in area of emphasis
5. Overall minimum GPA of 2.00
6. Formal degree application as prescribed

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These requirements also apply to the Associate of Science and Associate of Applied Science degrees.

The Associate of Arts degree is designed for students who wish to take the first two years of a baccalaureate program before transferring to a senior university. Students who know where they will transfer and what their major will be should be able to plan their degree, with the help of an Arkansas State University-Beebe advisor, to maximize transfer.

All Associate of Arts in Liberal Arts degrees require the following 43-hour University core curriculum.

**English** (6 hrs.)
- ENG 1003  Freshman English I
- ENG 1013  Freshman English II

**Lab Sciences** (8 hrs.)

**Math** (3 hrs.)
- MATH 1023  College Algebra (or a more advanced course)

**Social Sciences** (12 hrs.)
- 3 HRS. FROM THE FOLLOWING:
  - HIST 2763  The United States to 1876
  - HIST 2773  The United States since 1876
  - POSC 2103  Introduction to United States Government
- 3 HRS. FROM THE FOLLOWING:
  - HIST 1013  World Civilization to 1660
  - HIST 1023  World Civilization since 1660

6 HRS. ELECTIVES (from HIST, SOC, ECON, PSY, POSC, GEOG, CIS)

**Arts and Humanities** (12 hrs.)
- ENG 2003  World Literature I
- ENG 2013  World Literature II
- SPCH 1203  Oral Communications
- 3 HRS. FROM THE FOLLOWING:
  - ART 2503  Fine Arts-Visual
  - MUS 2503  Fine Arts-Musical
  - THEA 2503  Fine Arts-Theatre
  - HUM 2003  Introduction to Humanities I
  - HUM 2013  Introduction to Humanities II

**Physical Education** (2 hrs.)

**Total Hours: 43**
Electives:

A minimum of **62 hours** (with a minimum 2.00 grade point average) must be taken to receive the Associate of Arts Degree from ASU-Beebe. For the Associate of Arts in Liberal Arts, nineteen (19) hours of electives must be selected with the approval of an advisor. Courses should be transferable to a 4-year institution as degree requirements or as electives. Only eight hours of technical credit may be used for elective requirements in the AA degree. Determination of technical credit will be made by the University Registrar. Students who **change** majors or choice of transfer institutions after selecting electives may encounter difficulty in transferability and/or financial aid. For the Associate of Science in Computer Information Systems, specific degree requirements are shown on page 76. For the Associate of Arts in Teaching, specific degree requirements are shown on pages 95-99.

Students who complete the Associate of Arts degree with the core listed above will have certain advantages when transferring to Arkansas State University at Jonesboro, such as transferring "D" grades (see an advisor or the Registrar for details). Students who plan to transfer to another university may be able to substitute certain courses with the approval of their advisor and the Vice Chancellor for Academic Affairs. Students should work out a degree plan in cooperation with their advisor.

The Associate of Arts degree has 62 hours, including the 43-hour core and 19 hours approved by an advisor. The goal is to have all credit courses in the Associate of Arts degree transfer into the students' bachelor degree plan. By obtaining appropriate substitutions, by completing an appropriate core, and by selecting transferable electives, students should be able to transfer all or at least most of their degree credit courses into a baccalaureate program in an Arkansas senior university.

Students can complete the first two years of most bachelor's degrees at Arkansas State University-Beebe. Therefore, they can get an Associate of Arts degree from Arkansas State University-Beebe as a foundation for a major in almost any academic discipline, including those in the following broad areas:

- English
- Fine Arts
- Speech and Theatre
- Biological Science
- Physical Science
- Mathematics
- Education and Psychology
- Health, Physical Education, and Recreation
- International Studies
- Social Science
- Criminal Justice
- Environmental Biology

All full-time, first-time students and all transfer students with fewer than 15 transfer credits are required to take UNIV 1003 Principles of Academic Success if they are required to take one or more developmental courses.

**ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. This catalog suggests plans of study for the areas listed above. The courses listed as part of the suggested plan may be used to both satisfy the elective requirements of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelor's degree program. For all graduates receiving the Associate of Arts-Liberal Arts degree after the 1994-96 catalog, only the listing of Associate of Arts will appear on the transcript and diploma.**
Associate of Science in Health Sciences

The Associate of Science in Health Sciences degree is a 65-semester hour program designed for students with specific occupational or transfer needs. It has a general education core consisting of the 35-hour state minimum core. Compared to the Associate of Arts, it allows students a wider choice of elective courses to meet requirements for many specialized health science baccalaureate degrees. Students who know where they will transfer and what their major will be should work with their ASU-Beebe advisor to select electives that will maximize transfer. This degree plan can be found in the Division of Mathematics and Science section of the catalog.

Associate of General Studies

The Associate of General Studies (AGS) degree is designed for students who are working and need a degree and specific skills for their current job or a job upgrade. Students should work closely with their advisor to determine the appropriate electives to take for this degree. The AGS is not intended to be a transfer degree, although many of the classes are transferable. Students interested in a transfer degree should use the Associate of Arts-Liberal Arts degree plan.

Students must have a 2.00 cumulative grade point average or better and must complete at least 15 hours at ASU-Beebe to graduate.

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

A. Communications
   3 hours Freshman English I
   3 hours Freshman English II or Technical Writing & Communication
   3 hours Oral Communications or Business Communications

B. 3 hours math (College Algebra or higher)

C. 4 hours lab science

D. 6 hours Computers, Accounting, Economics, or Psychology

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

F. 3 hours Fine Arts-Visual, Fine Arts-Musical, Fine Arts-Theatre, Art, Literature, Introduction to Humanities I, or Introduction to Humanities II

G. 1 hour P. E.

H. 31 hours of electives to complete the 60-hour program
Certificate of General Studies

The Certificate of General Studies is a one-year award (31 hours) designed to provide recognition of the completion of a body of knowledge in general education and to serve as an intermediate step toward an Associate of Arts degree and/or to recognize as a "completer" a student who has successfully completed a significant number of courses in general education but does not intend to complete an Associate of Arts degree. All students getting a Certificate of General Studies will finish the following curriculum:

- ENG 1003  Freshman English I
- ENG 1013  Freshman English II
- SPCH 1203  Oral Communications

3 hours math (College Algebra or higher)

4 hour Lab Science course

3 hour Computer or Technology elective

3 hour Fine Arts or Humanities elective

3 HRS. FROM THE FOLLOWING:

- HIST 2763  The United States to 1876
- HIST 2773  The United States Since 1876
- POSC 2103  Introduction to United States Government
- SOC 2213  Principles of Sociology
- PSY 2013  Introduction to Psychology

3 hour Social Science elective

Total credit hours for Certificate of General Studies = 31 hours
Associate of Applied Science in General Technology

The Associate of Applied Science in General Technology is designed for students that have completed a Technical Certificate and wish to complete an Associate of Applied Science degree. The advisor for this degree is the appropriate Division Chair/Director for their Technical Certificate.

No more than 15 semester hours of previously earned credit from another higher education institution other than the core courses may be applied to this degree (not including the ASU-Searcy and ASU-Heber Springs campuses of ASU-Beebe). 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 Writing & Communication
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

Technical Certificate plus additional technical courses, if necessary (45 hours)

Additional technical courses must be approved by advisor.

Associate of Applied Science Degrees

The Associate of Applied Science degree is designed for students who desire a program of study leading to job preparation for entry into the work force. The Applied Science degree is available in Agriculture Equipment Technology, Business Technology, Veterinary Technology, Computer-Aided Drafting/Design, Computer Systems and Networking Technology, Welding Technology, Electronics Technology, General Technology, Medical Laboratory Technology, Paramedics, Early Childhood Education, Crime Scene Investigation, Law Enforcement Administration, Criminal Justice, Hospitality Administration, Pharmacy Technician Science, and Creative Arts Enterprise. (The Crime Scene Investigation and Law Enforcement Administration degrees are only open to licensed law enforcement.) Degree requirements are listed within the appropriate divisional sections of this catalog.

Certificates of Proficiency and Technical Certificates

Arkansas State University-Beebe offers Certificates of Proficiency and Technical Certificates in several areas. Certificates are awarded after completion of the prescribed courses. A minimum number of hours taken in residence at Arkansas State University-Beebe may be required.

Many of the certificate programs listed in this catalog are only offered at the ASU-Searcy campus site. Check with your advisor to obtain information about the location of certificate programs. For requirements and further information concerning the certificates, see the appropriate section of the catalog.
Requirements for a Second Associate Degree or Second Certificate

Students receiving an AAS degree may then seek an AA degree. Students seeking a second degree or certificate should work out a degree plan with an advisor in the second area.

SPECIAL ACADEMIC PROGRAMS

In addition to regular college programs, Arkansas State University-Beebe provides the Honors program for students with superior backgrounds and developmental programs for students needing preparation for college work.

ASU-Beebe Honors Program

The administration and faculty of Arkansas State University-Beebe realize the importance of responding to the academic demands of superior students. The Honors Program is designed to challenge these talented students and augment their education.

Admission to the Honors Program at Arkansas State University-Beebe is a privilege reserved for only the most academically capable students, and only a limited number of scholarships are available. To be eligible a student must meet one of the following:

(1) Incoming Freshmen:
   A. Have a composite ACT (or comparable SAT) score of 24 or above
      OR
   B. Have a comparable COMPASS/ASSET score and high school GPA of 3.75 or higher.

(2) Currently enrolled:
   A. Have a 3.75 GPA during the previous semester carrying at least 12 credit hours
      OR
   B. Recommendation of faculty or advisor and then gaining approval from the Honors Committee.

(3) Transfer students who did meet the original entrance requirements will be admitted on a case by case basis on a probationary status. Those who did not meet the original entrance requirements for the Honor's Program:
   A. Have a GPA of 3.75 during the previous semester carrying at least 12 credit hours
      OR
   B. Recommendation of faculty or advisor and then gaining approval from the Honor's Committee.

On the class schedule, an H will be listed after the course number for each course offered as an honors course (for example, ENG 1003H).

Students not admitted to the Honors Program may take individual honors courses with the consent of the instructor.
For priority consideration, applications for scholarship must be made by **June 1st prior to the first semester of the award. To receive the award, the student must register in at least one Honors course** (1st fall semester Honors class should be Principles of Academic Success - Honors Section) **to be included in the 12 credit hours of ASU-Beebe coursework.** A student may be eligible for the scholarship for a maximum of four semesters. **Continuation** requires a **3.5** cumulative GPA for at least **12** hours per semester, with enrollment in at least one Honors course every semester.

Students who satisfy these and all other requirements for graduation will receive their diplomas and transcripts with the distinction of "Graduate of Arkansas State University-Beebe Honors Program."

See advisors for more information regarding the Honors Program and scholarship applications.

**DESCRIPTION OF HONORS COURSES FOR THE FALL SEMESTER ROTATION:**

**UNIV1003H   Principles of Academic Success III (Honors Section)   3 Credits**
This course serves as an introduction to the honors program and to concepts that are essential for academic success at the college level. The course is an interactive seminar requiring student participation in the exploration of improving academic skills and providing an orientation to campus services. In addition to basic course content, honors students will consider an individual or small group service project with the local community, a reflective student journal, and field trips to lectures and various enrichment activities. Prerequisite: Application to Honors Program or consent of instructor.

**ENG 2003H   World Literature I (Honors Section)   3 Credits**
A study of literature from antiquity through the Renaissance, reflecting the major philosophical and religious trends of these time periods. In addition to basic course content, the honors section will consider the history, art, and music of each period; possible field trips can enhance such interdisciplinary experience. Critical approaches to literature as well as a variety of research strategies will be explored. Prerequisite: ENG 1013.

**ECON 2333H   Economic Issues and Concepts (Honors Section)   3 Credits**
An examination of the fundamental issues related to economic decision-making in America and how those decisions are impacted by global events. The emphasis of the course is on current economic events and problems.

**HIST 2083   History of Arkansas (Honors Section)   3 Credits**
A survey of Arkansas history from the pre-Columbian period to the present.

**DESCRIPTION OF HONORS COURSES FOR THE SPRING SEMESTER ROTATION:**

**ENG 2013H   World Literature II (Honors Section)   3 Credits**
A survey of literature from the Enlightenment to Contemporary times, reflecting the major philosophical and religious trends of these time periods. In addition to basic course content, the honors section will consider the history, art, and music of each period; possible field trips can enhance such interdisciplinary experience. Critical approaches to literature as well as a variety of research strategies will be explored. Prerequisite: ENG 1013.

“Transforming Lives Through Quality Learning Experiences”
POS C 2103H  Introduction to United State Government  (Honors Section)  3 Credits
A study of the American national governmental process with an emphasis on American constitutional history, the mechanics of how American national government operates and the development of the concept of democracy. In addition to basic course content, honors students will be required to do additional outside reading and research, and the tests will contain a strong essay component.

ASU-Beebe Developmental Program

In accordance with state law, students with an ACT score below 19 (or comparable scores on other approved exams) in English, reading, or mathematics must take developmental courses in these areas. Course numbers beginning with zeros indicate developmental courses; for example, ENG 0003 is Developmental English. These courses provide institutional credit only; they do not count toward a degree. Sometimes, students who have been out of school for several years choose to take these courses as a review of basic skills regardless of their ACT scores. All full-time, first-time students and all transfer students with fewer than 15 transfer credits are required to take UNIV 1003 Principles of Academic Success III if they are required to take one or more developmental courses.

ENG 0003  Developmental English  3 Credits
A course designed to improve writing skills through exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Students with ACT scores below 19 in English must take this course. Students are required to pass an exit exam in order to earn credit for this course. (Credit earned not applicable toward a degree.)

MATH 0503  Pre-Algebra  3 Credits
Arithmetic, including fractions and percentages, will be reviewed. The use of formulas and calculators will be treated. Exercises to prepare for the concept of algebraic variables will be worked. Linear equations will be solved. Applications problems will appear throughout. (Credit earned not applicable toward a degree.)

MATH 0003  Developmental Algebra  3 Credits
An introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, and graphing linear equations. (Credit earned not applicable toward a degree.)

MATH 1003  Intermediate Algebra  3 Credits
Continued development of fundamental concepts with additional topics including functions, rational expressions, absolute value equations and inequalities, rational exponents, radical expressions, quadratic equations, and complex numbers. Students are required to pass an exit exam in order to earn credit for this course. Prerequisite: "C" or better in MATH 0003 or acceptable ACT score and high school Algebra I. (Credit earned not applicable toward an Associate of Arts or an Associate of Science degree.)

READ 0003  Developmental Reading  3 Credits
A course designed to help students improve reading and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. Lecture 3 hours, laboratory 1 hour per week. Students are required to pass an exit exam in order to earn credit for this course. (Credit earned not applicable toward a degree.)
UNIV 1003  Principles of Academic Success III      3 Credits
This course serves as an introduction to concepts and information that are essential for the academic success. The course is an interactive seminar that requires student participation in the exploration of improving academic skills and providing an orientation to campus services.

UNIV 1011  Career/Life Planning      1 Credit
Designed to help students consider the factors that will affect the choices they make, to help them start making some of those choices, and to facilitate some of the skills necessary to put their plans into action.

TRANSFER TO BACCALAUREATE PROGRAMS

ARKANSAS COURSE TRANSFER SYSTEM

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. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (http://acts.adhe.edu).

ASU-Jonesboro Programs

Students may now earn selected baccalaureate and graduate degrees on the Beebe campus through partnership arrangements between ASU-Beebe and ASU-Jonesboro. Degree plans are outlined in 2+2 checklists with the first two years consisting of Beebe courses leading to an associate's degree. The last two years of classes are offered on the Beebe campus by ASU-Jonesboro faculty, adjunct faculty through on-site instruction and via distance learning (interactive television).

The current baccalaureate programs approved are Accounting, Agricultural Business, Business Administration, Clinical Laboratory Sciences, Education P-4 and Mid-Level, Management, Technology, and Criminal Justice. The following Master's degrees are offered: Educational Leadership, Business Administration, and Curriculum & Instruction. For additional information call 501-882-8929 or e-mail: jboroprogs@asub.edu. The Office of External and Advanced Programs coordinates the advanced programs and is located in the University Center.

ASU-Jonesboro also offers a traditional Associate Degree in Registered Nursing, an LPN to RN Associate Degree in Nursing and an RN to BSN Bachelor's Degree in Nursing at the Beebe Degree Center. LPN's and RN's seeking admission to the LPN to RN and RN to BSN programs must be in good standing with the Arkansas State Board of Nursing. For additional information call 501-882-8891 or e-mail: sasmith@asub.edu.
Arkansas State University-Jonesboro Partnership Agreement

You, as a student at Arkansas State University-Beebe, have the opportunity to take part in a partnership agreement formed by Arkansas State University-Beebe with Arkansas State University-Jonesboro, which has as its goal the facilitation of the transfer process to Arkansas State University-Jonesboro. What does this mean for you as a transferring student? This partnership agreement, which became effective fall 1994, guarantees that:

1) if you transfer from Arkansas State University-Beebe with the Associate of Arts degree with the 43-hour core curriculum, you will have satisfied general education core requirements and be admitted with junior classification at Arkansas State University-Jonesboro.

2) in general, any grades of "D" which you earn as part of the Associate of Arts degree at Arkansas State University-Beebe will transfer for credit at Arkansas State University-Jonesboro. However, specific degree requirements may require a grade of "C" or higher in certain courses.

3) in addition to meeting specific major and general education requirements, students must complete 45 junior-senior hours at ASU-Jonesboro. Thirty-two hours, including 18 of the last 24 hours, must be completed in residence on the ASU-Jonesboro campus or at an ASU Degree Center.

If you have any questions concerning the partnership agreement, please contact the Admissions or Registrar’s Office at Arkansas State University-Beebe.

The Roger Phillips Transfer Policy Act of 2009

This act established a system for fully transferable credit hours from degrees in Associate of Arts, Associate of Science, and Associate of Arts in Teaching among public institutions of higher education.

It requires all four-year public institutions of higher education to accept all hours completed and to admit a transfer student with junior status in a baccalaureate degree program. As well as developing transfer guidelines for each two-year public institution within fifty miles of the four-your institution.

University of Arkansas at Little Rock Partnership Agreement

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

Arkansas Tech University Partnership Agreement

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

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

Other Institutions

Arkansas State University-Beebe also works closely with the University of Central Arkansas, Harding University, and other Arkansas higher education institutions to facilitate the transfer process.

ACADEMIC SUPPORT SERVICES

Learning Center

The Learning Center provides academic support to all Arkansas State University-Beebe students through tutoring, workshops, and technology. All services are free and no appointments are necessary. The goal of the Learning Center is to help students become independent, efficient, and effective learners.

The Learning Center offers academic assistance in most coursework, including mathematics, science, English and other courses offered on the ASU-Beebe, ASU-Heber Springs, ASU-Searcy, and Little Rock Air Force Base campuses. Our open computer lab provides the opportunity to utilize course specific tutorials and internet access. The Learning Center is open Monday through Friday, with extended hours during the fall and spring on the Beebe and Heber Springs campuses. Students may contact the Learning Center on the Beebe campus at (501) 882-8867, the Heber Springs campus at (501)362-1216 (see page 242), and the Searcy campus at (501) 207-6252 (see page 247), via email at learningcenter@asub.edu, or access online tutoring through WebCT.

Abington Library

Abington Library is located on the ASU-Beebe campus. The mission of Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the community. The mission is accomplished through the following:

- Acquiring print and electronic scholarly resources which support the curriculum
- Providing access to scholarly resources housed within the library, in addition to using technology to provide access to electronic resources from off campus
- Assisting and instructing library users in the research process
- Providing space and computer access for study, research, and the exchange of information
Abington Library provides access to approximately 60 online research databases, which are accessible from off campus by logging in with the ASU-Beebe ID number and the six-digit birth date. The collection is searchable through the library's online catalog and contains approximately 113,000 titles, included in that total are approximately 38,000 electronic books, 4,000 audio/visual items, and 185 current periodical subscriptions. Services include interlibrary loan, and general and specialized library instruction for classes and/or individuals. Reference service is available on site, by phone at 501-882-8359, or by email at refquest@asub.edu. Group and individual study rooms are available for private study. Computers are available for use with printing at no charge. Special resources housed within the library include materials in the Arkansas and Special Collections Room and the George Fisher Gallery. The library's website address is http://library.asub.edu.

ASU-Searcy Media Center

The Media Center (Library) on the ASU-Searcy campus is located east of the Student Center. The Media Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students, faculty, and staff have access to the library collections of the Searcy and Beebe campuses. The collection of materials for both campuses can be searched using Abington Library’s online catalog at http://abingtonlibrary.asub.edu/. Materials needed from the Beebe campus library can be obtained through a courier service by filling out a request form. The Media Center has several computers available for student use, and online research databases are available through the Abington Library website at http://library.asub.edu.

STUDENT SERVICES

Student Handbook

A student handbook which describes Arkansas State University-Beebe programs and policies is available from the office of the Vice Chancellor for Student Services and on the ASU-Beebe website. All students are encouraged to obtain a copy of the handbook and to become familiar with it.

Student Success Center

- Academic Advising
  Academic Advising in the Student Success Center is a shared responsibility between the student and the advisor. The purpose of advising is to assist undecided students with exploring career options, declaring a major and developing an educational plan that is consistent with their personal goals.

- Career and Transfer Services
  Career and Transfer services provide assistance, access, and resources to ASU-Beebe students who are transitioning to four year institutions or other professional programs. It also provides services to students, alumni, and community members as it relates to resumes, professional dress and conduct, interviewing skills, and completing employment applications.
- **Disability Services**
  Disability Services focuses on the diverse needs for persons with disabilities to recognize and achieve their educational goals. The university is committed to the Americans with Disabilities Act of 1990 and as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 to provide access and equal opportunity for all qualified individuals with disabilities.

- **Early Alert**
  Early Alert is a retention initiative of the Student Success Center that is designed to assist with retaining students who may be at risk for failure in the classroom. It is a referral system that allows instructors to identify students who are experiencing academic difficulties in their classes and it provides early intervention services to them.

- **Personal Counseling**
  The Student Success Center provides short term personal counseling to students who are experiencing problems that interfere with their academic and social performance. Personal counseling is a process of self-discovery and growth. It can help increase self-confidence, improve relationships, solve problems, achieve educational goals, and make good decisions for emotional, intellectual, physical, and spiritual well-being. The services are free, confidential, and available during office hours.

- **Student Transition and Retention Services**
  Student Transition and Retention Services (S.T.A.R.S.) are comprehensive services designed to enhance the success of ASU-Beebe students who transition to college without a declared major. The services provided will help to improve student success, course completion, and increase retention and graduation rates.

- **Testing Services**
  Testing Services provides comprehensive services to meet current and prospective student's educational goals and partners with faculty, staff, and community members by providing student centered workshops, trainings, and outreach services.

  **Services of the Testing Center include administering various assessments:**
  - CLEP (College Level Examination Program)
  - Compass
  - Correspondence Test
  - DANTES
  - John Deere Mechanical Reasoning
  - Residual ACT (American College Testing)
  - WORK-KEYS

**University Police**

The University Police act under authority delegated by Act 328 of 1967 and University officials. A major duty of the University Police is to protect the person and property of students and the University community. Students needing the assistance of a University Police Office may contact the Campus Police Office in State Hall at 501-882-8851. Students living on campus must contact the Residence Hall Director, who will contact the University Police Officer.
University Dining Services

The University Cafe is located on the first floor of the Student Center on the Beebe campus. A full menu of breakfast, lunch, and dinner options is served each day at the traditional meal times, as well as a variety of snacks and fast food options throughout the day. Residential students' meal costs are covered along with housing in a single fee. Board charges do not include holidays.

Room and Board Fees

Double and single occupancy rooms are available. Requests for single occupancy will be considered based upon available space. A Housing Application and a $75 deposit are required for room reservations. Rooms in university residence facilities should be reserved in advance. Room assignments will be mailed to students approximately 30 days prior to the beginning of the semester. All students with fewer than 45 hours except those living at home or with relatives are encouraged to live in campus housing. Current room and board rates may be found on the University's web pages or by contacting the Office of Student Life. Payments may be made in four installments, the first being due at residence hall registration. Room and board charges are not separated except for medical or religious reasons validated by the Vice Chancellor for Student Services and the Vice Chancellor for Finance and Administration. All charges are payable in the Business Office and charges do not include holiday periods. Campus housing is closed during holidays.

Health

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

Grievance Procedures

Any action toward students by faculty, supervisors, administrators, or any other person acting for the University is subject to review through established grievance procedures. These procedures, as stated in the Student Handbook, must be followed. The Director of Human Resources will provide information and assistance in preparation of grievance complaints.

Student Complaints Policy

Recorded complaints will be limited to those made formally in writing, signed by a student, and addressed and submitted to one of the designated Institutional Compliance Officers. The University currently has numerous grievance procedures in place. Referrals to these procedures will be noted by the Institutional Compliance Officers and will not be considered as a complaint for purposes of this policy. The underlying component of this policy assumes that when an Institutional Compliance Officer has become involved, the complaint has not been satisfactorily resolved through established procedures. The Institutional Compliance Officers are the Chancellor, the Vice Chancellor for Student Services, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Administration, the Vice Chancellor for ASU-Heber Springs, and the Vice Chancellor for ASU-Searcy and Workforce and Economic Development. Questions concerning these policies should be directed to the Vice Chancellor for Student Services, who serves as the Institutional Compliance Coordinator.
Sexual Harassment Policy

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

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law that provides for the tracking of convicted, registered sex offenders who are working, volunteering, or are enrolled as students at institutions of higher education.

The Act requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where its members may obtain information concerning registered sex offenders.

To inquire about registered sex offenders at your campus, contact the following departments: ASU-Beebe, Campus Police; ASU-Heber Springs, Cleburne County Sheriff’s Office; ASU-Little Rock Air Force Base, Pulaski County Sheriff’s Dept.; ASU-Searcy, White County Sheriff’s Office.

ASU-Beebe TRIO Programs

- Student Support Services

  Student Support Services is one of the Federal TRIO Programs funded through the United States Department of Education. Students selected to participate in SSS must be eligible for financial assistance and/or a first-generation college student and/or have a disability. Services are free to eligible participants.

  Student Support Services provides participants with academic and support services in a caring environment that seeks to ensure their successful completion of an associate degree at ASU-Beebe and/or transfer to a four-year baccalaureate program. Tutoring and supplemental instruction, a computer lab, academic and career counseling, academic advising, and workshops on topics such as study skills, transfer assistance, and career awareness are provided.

- Upward Bound Program

  Upward Bound serves qualified area high school students in the surrounding counties. High school students from first generation or low income backgrounds who exhibit exceptional potential receive academic instruction, tutoring, and counseling on Saturdays during the fall and spring semesters. During the summer, Upward Bound students live on campus and are involved in an intensive academic program with emphasis on English, reading, mathematics and science. Individual or group counseling is also an important program component. Numerous cultural activities are included as part of the summer component and during the academic year.
Student Conduct

Students at Arkansas State University-Beebe are expected to conduct themselves in an appropriate manner and conform to standards considered to be in good taste at all times. This implies a consideration of the welfare and reputation of the university and of other students enrolled at the university.

The Vice Chancellor for Student Services is charged with the responsibility of recommending and implementing policies affecting student behavior. Students exhibiting behavior problems not compatible with good citizenship can expect to be reprimanded, have certain restrictions imposed, or, in extreme cases, be denied the privilege of continuing as students. The Student Code of Conduct is listed in the Student Handbook.

Organizations

Several academic, service, and pre-professional organizations are active on the Arkansas State University-Beebe campuses, including Beebe, Heber Springs, and Searcy. These organizations offer students opportunities for leadership experiences, as well as recognizing scholarship and providing social activities. A complete list of all currently recognized student organizations is included in the Arkansas State University-Beebe Student Handbook.

ACADEMIC DIVISIONS AND DEPARTMENTS

The academic organization of Arkansas State University-Beebe includes the following: Advanced Technology and Allied Health, Business and Agriculture, Education and Social Sciences, English and Fine Arts, Mathematics and Science, Occupational Technology, and Distance Learning. Each division has a departmental substructure and is supervised by a division chair or director. The organization is outlined as follows.

Division of Advanced Technology and Allied Health

Keith McClanahan, Director

   Department of Agriculture Equipment Technology
   Department of Computer Systems and Networking Technology
   Department of EMT/Paramedics
   Department of Engineering Graphics Technology (Computer-Aided Drafting and Design)
   Department of Medical Laboratory Technology
   Department of Pharmacy Technician
   Department of Practical Nursing

Division of Business and Agriculture

Robert Mitchum, Chair

   Department of Agriculture
   Department of Business
   Department of Creative Arts Enterprise
   Department of Entrepreneurship
   Department of Health Information Assistant
   Department of Hospitality Administration
   Department of Military Science
   Department of Veterinary Technology

“Transforming Lives Through Quality Learning Experiences”
Division of Education and Social Science
Teddy Davis, Chair
- Department of Criminal Justice
- Department of Early Childhood Education
- Department of Education and Psychology
- Department of Health, Physical Education, and Recreation
- Department of Social Sciences

Division of English and Fine Arts
Dennis Humphrey, Chair
- Department of English
- Department of Fine Arts

Division of Mathematics and Science
Richard Counts, Chair
- Department of Biological Science
- Department of Mathematics
- Department of Physical Science

Division of Occupational Technology
Carroll Moody, Director
- Department of Air Conditioning
- Department of Auto Body Repair
- Department of Automotive Technology
- Department of Computerized Machining Technology
- Department of Diesel Technology
- Department of Electronics
- Department of Petroleum Technology
- Department of Upholstery
- Department of Welding Technology

Division of Distance Learning
Rhonda Durham, Director
DIVISION OF ADVANCED TECHNOLOGY AND ALLIED HEALTH

This division includes the Departments of Agriculture Equipment Technology (John Deere AgTech), Computer Systems and Networking Technology, Engineering Graphics Technology (CADD), Medical Laboratory Technology, EMT/Paramedic, Practical Nursing, and Pharmacy Technician Science.

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.

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, John Deere-DTAC, and the entire service system.

FIRST YEAR

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<th>Lecture</th>
<th>Lab</th>
<th>Hours</th>
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**Total Semester Hours = 62**

**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**

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**Summer (Optional)**

| EGR 2203        |         |     |       |
|                 |         |     | (3)   |

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of Advanced Technology & Allied Health

**SECOND YEAR**

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Total Semester Hours = 71

**ASSOCIATE OF APPLIED SCIENCE**

**COMPUTER SYSTEMS AND NETWORKING TECHNOLOGY**

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

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"Transforming Lives Through Quality Learning Experiences"
SECOND YEAR

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Total Semester Hours = 63

ASSOCIATE OF APPLIED SCIENCE
MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology program prepares the graduate to function in a variety of settings, including hospital, clinical reference, crime, environmental health, and research laboratories. Other settings may include physicians' clinics and state and regional blood donation centers. The MLT program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Program accredited by the NAACLS, 5600 N. River Road, Suite 720; Rosemont, IL 60018; 773-714-8800; www.NAACLS.ORG.

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

FIRST YEAR

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"Transforming Lives Through Quality Learning Experiences"
## Second Semester

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Total Semester Hours = \( 17 \)

### SECOND YEAR

#### Summer Session I (6 Weeks)

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Total Semester Hours = \( 6 \)

#### First Semester

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#### Second Semester

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Total Semester Hours = \( 16 \)

Total Semester Hours = 72
TECHNICAL CERTIFICATE
COMPUTER SYSTEMS & NETWORKING TECHNOLOGY

This 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 exam such as the CompTIA A+, CompTIA Network+, and the first portion of the Cisco Certified Network Associate (CCNA). Skills will be developed by a combination of lectures and hands-on instructional approach with emphasis placed on lab experiences. This technical certificate leads into the Computer Systems and Networking Technology Associate of Applied Science degree.

First Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>Networking Essentials-Cisco I</td>
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<td>Computer Forensics Essentials</td>
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Second Semester

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*Required for the AAS Degree

TOTAL FOR COMPUTER SYSTEMS AND NETWORKING TECHNICAL CERTIFICATE = 30 HOURS
**CERTIFICATE OF PROFICIENCY**
**COMPUTER FUNDAMENTALS**

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**TOTAL FOR CERTIFICATE OF PROFICIENCY IN COMPUTER FUNDAMENTALS = 12 HOURS**

**CERTIFICATE OF PROFICIENCY**
**COMPUTER & NETWORKING FUNDAMENTALS**

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<tr>
<td>CST 1104</td>
<td>Introduction to Hardware/Software</td>
</tr>
<tr>
<td>CST 2134</td>
<td>LAN I</td>
</tr>
<tr>
<td>CST 1114</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>CST 1134</td>
<td>Router Technologies</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE OF PROFICIENCY IN COMPUTER & NETWORKING FUNDAMENTALS = 16 HOURS**

**CERTIFICATE OF PROFICIENCY**
**CATIA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 2124</td>
<td>Introduction to CATIA</td>
</tr>
<tr>
<td>EGT 2224</td>
<td>CATIA II</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE OF PROFICIENCY IN CATIA = 8 HOURS**

**CERTIFICATE OF PROFICIENCY**
**2-D MECHANICAL CAD DRAFTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 1104</td>
<td>Basic Drafting</td>
</tr>
<tr>
<td>EGT 1124</td>
<td>Introduction to CAD</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE OF PROFICIENCY IN 2-D CAD DRAFTING = 8 HOURS**
CERTIFICATE OF PROFICIENCY
EMERGENCY MEDICAL TECHNICIAN

Additional Admission Requirements for EMT/Paramedics Program
1. Proof of two MMR inoculations
2. Proof of Arkansas EMT license/certification in EMT-A or EMT-I (Paramedics program only)
3. Proof of Healthcare Provider CPR

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. This program is offered at the Searcy campus. It is also offered on demand at the Heber campus.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1005</td>
<td>EMT I</td>
</tr>
<tr>
<td>EMS 2205</td>
<td>EMT II</td>
</tr>
<tr>
<td>EMS 2304</td>
<td>EMT III</td>
</tr>
<tr>
<td>EMS 1001</td>
<td>Clinical</td>
</tr>
</tbody>
</table>

TOTAL FOR EMT CERTIFICATE = 15 HOURS

TECHNICAL CERTIFICATE
PARAMEDICS

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1102</td>
<td>Preparatory</td>
</tr>
<tr>
<td>EMS 1103</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>EMS 1104</td>
<td>Pre-Hospital Environment</td>
</tr>
<tr>
<td>EMS 1204</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>EMS 1301</td>
<td>Field Internship I</td>
</tr>
<tr>
<td>EMS 1303</td>
<td>Clinical Rotation I</td>
</tr>
</tbody>
</table>

TOTAL FOR FALL SEMESTER = 17 HOURS

SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2103</td>
<td>Trauma</td>
</tr>
<tr>
<td>EMS 2104</td>
<td>Medical Emergencies I</td>
</tr>
<tr>
<td>EMS 2203</td>
<td>Medical Emergencies II</td>
</tr>
<tr>
<td>EMS 2204</td>
<td>Cardiac Emergencies</td>
</tr>
<tr>
<td>EMS 2303</td>
<td>Clinical Rotation II</td>
</tr>
</tbody>
</table>

TOTAL FOR SPRING SEMESTER = 17 HOURS
SUMMER TERM
Course #    Course Title
EMS  2402  OB/GYN/Neonatal
EMS  2404  Field Internship II
TOTAL FOR SUMMER TERM = 6 HOURS

TOTAL FOR PARAMEDIC CERTIFICATE = 40 HOURS

ASSOCIATE OF APPLIED SCIENCE IN EMERGENCY MEDICAL SERVICES - PARAMEDICS

General Education Core:
ENG  1003  Freshman English I
ENG  1013  Freshman English II
BIOL 1004  Biological Science
ZOOL 1014  Basic Human Anatomy and Physiology
PHSC 1204  Physical Science
OR
CHEM 1014  General Chemistry I
MATH 1003  Intermediate Algebra (or higher)
PSY  2013  Introduction to Psychology
OR
SOC  2213  Principles of Sociology
CIS   1503  Microcomputer Applications I

Total General Education Core: 27 hours

Major Requirements:
(These courses must be taken at ASU-Searcy)
EMS  1102  Preparatory
EMS  1103  Anatomy and Physiology
EMS  1104  Pre-Hospital Environment
EMS  1204  Pharmacology
EMS  1301  Field Internship I
EMS  1303  Clinical Rotation I
EMS  2103  Trauma
EMS  2104  Medical Emergencies I
EMS  2203  Medical Emergencies II
EMS  2204  Cardiac Emergencies
EMS  2303  Clinical Rotation II
EMS  2402  OB/GYN/Neonatal
EMS  2404  Field Internship II

Total Major Requirements: 40 hours

A.A.S. DEGREE TOTAL = 67 HOURS

“Transforming Lives Through Quality Learning Experiences”
CERTIFICATE OF PROFICIENCY
NURSING ASSISTANT

This program is offered through a partnership between White County Medical Center and ASU-Beebe. Students completing the following course will be ready to take the certification exam and earn their Certified Nursing Assistant designation.

LPN  1107  Certified Nursing Assistant

TECHNICAL CERTIFICATE
PRACTICAL NURSING

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing program. The Practical Nursing Program has day and night/weekend classes. The day classes are conducted on the ASU-Searcy campus while the night/weekend classes are conducted on the ASU-Heber Springs campus. The Practical Nursing Program prepares individuals for the practice of Licensed Practical Nursing. To become an LPN, an individual must successfully complete all of the 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.

Applicants seeking admission to the Practical Nursing program must meet the general admissions requirements to ASU-Beebe and must be accepted into the Practical Nursing program. Applicants will be required to participate in specific pre-enrollment assessments to fulfill university or external agency requirements. In addition, certain prerequisites, such as immunizations, may have to be satisfied prior to enrollment in programs.

Any person wishing entry into the Practical Nursing program should contact the secretary of the Advanced Technology and Allied Health division at (501) 882-8811 regarding the current application procedures.

Practical Nursing students must show proof of two MMR inoculations, and up-to-date tetanus, and a negative TB skin test.

Accepted students will be required to follow the Hepatitis B policy. Hepatitis B policy forms will be given to the student on orientation day. A drug screening will be conducted during each semester. If at any time during the school year there is suspicion of drug use, a drug screen will be required at the school’s expense. If a student tests positive for drug use at any time during the school year, the student will immediately be terminated from school and receive failing grades in all currently enrolled courses. A student terminated from school because of a positive drug test will have specific requirements to fulfill before they can re-enter the nursing program.

Additional information specific to the Practical Nursing program, such as conditions for re-entry, is available in the Nursing Handbook.
## ASU-Beebe Technical Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN 1003</td>
<td>Clinical Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>LPN 1103</td>
<td>Basic Nursing Principles &amp; Skills I</td>
<td>3</td>
</tr>
<tr>
<td>LPN 1104</td>
<td>Body Structure &amp; Function</td>
<td>4</td>
</tr>
<tr>
<td>LPN 1113</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>LPN 1201</td>
<td>Nursing of the Geriatric Patient</td>
<td>1</td>
</tr>
<tr>
<td>LPN 1202</td>
<td>Nutrition in Health &amp; Illness</td>
<td>2</td>
</tr>
<tr>
<td>LPN 1203</td>
<td>Basic Nursing Principles &amp; Skills II</td>
<td>3</td>
</tr>
<tr>
<td>LPN 2003</td>
<td>Clinical Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>LPN 2104</td>
<td>Medical Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>LPN 2301</td>
<td>Mental Health</td>
<td>1</td>
</tr>
<tr>
<td>LPN 2305</td>
<td>Medical Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>LPN 2315</td>
<td>Clinical Nursing III</td>
<td>5</td>
</tr>
<tr>
<td>LPN 2402</td>
<td>Nursing of Mother &amp; Infant</td>
<td>2</td>
</tr>
<tr>
<td>LPN 2312</td>
<td>Medical Surgical Nursing III</td>
<td>2</td>
</tr>
<tr>
<td>LPN 2415</td>
<td>Clinical Nursing IV</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL FOR PRACTICAL NURSING CERTIFICATE = 46 HOURS**

This program has a building block approach. Successful completion of each course with a "C" or better is required to advance into the next course.

## CLASSROOM AND HOSPITAL SCHEDULE

Practical Nursing students spend the first several weeks of the program in classroom sessions. Times for the day class are: 8:00 a.m. to 3:00 p.m., five days a week; and times for the part-time evening class are 5:00 p.m. to 10:00 p.m. three nights a week and 8:00 a.m. to 5:00 p.m. on Saturday. During the remaining weeks, the students are in clinical practice at various local nursing homes, White County Medical Center and other healthcare facilities. Calendars for the program will be given to students upon entry into the program. Times for day clinical are: 6:00 a.m. to 3:00 p.m. and times for evening clinical are 3:00 p.m. to 11:00 p.m.

## WITHDRAWALS AND RE-ENTRIES

Day students withdrawing from training must report to the Practical Nursing department head 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 Services, if there is room in the class. A student may re-enter a program in some instances. The Director of Student Services and the instructor(s) in the training area must approve the re-entering of students. Night/weekend students should contact the Practical Nursing Department Head via telephone and/or email prior to dropping the nursing classes. These students should also contact the Admissions Office on the Heber Springs campus prior to dropping classes. A student may apply for re-entry into the Practical Nursing program a maximum of three times.
PHARMACY TECHNICIAN SCIENCE

The pharmacy technician science program enables graduates to gain basic and intermediate level competencies in obtaining employment in multiple pharmacy settings such as hospital, retail, mail order, institutional operations, compounding pharmacies and home infusion IV centers. Pharmacy technicians work under the direction of licensed pharmacists in preparing and dispensing medications and other healthcare products to patients.

The Technical Certificate program is ASHP (American Society of Health System Pharmacists) accredited. Students are academically prepared to succeed on a national Pharmacy Technician certification exam and have the option to earn certifications in IV Admixture and Compounding.

People interested in the Pharmacy Technician Program must complete all ASU-Beebe entrance requirements, have the appropriate ACT, Compass, or SAT score(s), and complete the application into the program. Program applications may be requested from the program director or at www.asub.edu.

CERTIFICATE OF PROFICIENCY
PHARMACY TECHNICIAN

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 1003</td>
<td>Pharmacy Medical &amp; Drug Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1013</td>
<td>Pharmacy Math</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1002</td>
<td>Pharmacy Law-State and Federal</td>
<td>2</td>
</tr>
<tr>
<td>PHT 1103</td>
<td>Pharmacy Technician Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1004</td>
<td>Pharmacy Pharmacology I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1503</td>
<td>Microcomputer Apps</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN PHARMACY TECHNICIAN SCIENCE - 18 HOURS

TECHNICAL CERTIFICATE
PHARMACY TECHNICIAN SCIENCE

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 1003</td>
<td>Pharmacy Medical &amp; Drug Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1013</td>
<td>Pharmacy Math</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1002</td>
<td>Pharmacy Law-State and Federal</td>
<td>2</td>
</tr>
<tr>
<td>PHT 1103</td>
<td>Pharmacy Technician Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1104</td>
<td>Pharmacy Pharmacology I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1503</td>
<td>Microcomputer Apps</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 18
SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 2004</td>
<td>Pharmacy Pharmacology II</td>
<td>4</td>
</tr>
<tr>
<td>PHT 2013</td>
<td>Aseptic Technique and Compounding</td>
<td>3</td>
</tr>
<tr>
<td>PHT 2113</td>
<td>OTC Drugs and Devices/Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1113</td>
<td>Pharmacy Clinical Rotation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**TOTAL FOR TECHNICAL CERTIFICATE IN PHARMACY TECHNICIAN SCIENCE - 34 hours**

**ASSOCIATE OF APPLIED SCIENCE**

**PHARMACY TECHNICIAN SCIENCE**

**General Education Core**

**English (9 Hours)**
- ENG 1003  Freshman English I
- ENG 1013  Freshman English II
- SPCH 1203  Oral Communications

**Math (3 Hours)**
- MATH 1003  Intermediate Algebra (or higher)

**Lab Science (8 Hours)**
- BIOL 1004  Biological Science (or higher)
- ZOOL 1014  Basic Human Anatomy & Physiology
  - OR
- ZOOL 2004  Anatomy & Physiology I
  - AND
- ZOOL 2014  Anatomy & Physiology II

**General Science (3 Hours)**
- CHEM 1003  Introduction to Chemistry
  - OR
- CHEM 1014  General Chemistry I
  - OR
- CHEM 1024  General Chemistry II

**Computer Information Systems (3 Hours)**
- CIS 1503  Microcomputer Applications I

**Social Sciences (6 Hours)**
- PSY 2013  Introduction to Psychology
  - OR
- SOC 2213  Principles of Sociology
Arkansas State University - Beebe

Division of Advanced Technology & Allied Health

HIST  XXXX  History Elective

**Fine Arts (3 Hours)**
- ART  2503  Fine Arts Visual
- MUS  2503  Fine Arts-Musical
- THEA 2503  Fine Arts-Theatre

**Technical Education (These courses are taught at ASU-Searcy)**
- PHT  1003  Pharmacy Medical & Drug Terminology
- PHT  1013  Pharmacy Math
- PHT  1002  Pharmacy Law-State and Federal
- PHT  1103  Pharmacy Tech Fundamentals
- PHT  1004  Pharmacy Pharmacology I
- PHT  2004  Pharmacy Pharmacology II
- PHT  2013  Aseptic Technique & Compounding
- PHT  2113  OTC Drugs and Devices/Communications
- PHT  1113  Pharmacy Clinical Rotation

**TOTAL FOR ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN SCIENCE - 63 hours**
DIVISION OF BUSINESS AND AGRICULTURE

This division includes the Departments of Agriculture, Business, Creative Arts Enterprise, Entrepreneurship, Health Information Assistant, Hospitality Administration, Military Science, Veterinary Technology, and operation of the university farm.

The Associate of Science degrees are designed 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 the Beebe campus through ASU-Jonesboro. Interested students should contact the agriculture department or the ASU-Jonesboro program office.

ASU-Beebe offers a two-year program of study leading to an Associate of Science degree. The Agriculture Department also offers students the flexibility of selecting a course of study that will lead to majors such as Agriculture Education, Agriculture Business, General Agriculture, Horticulture, Agronomy, and Animal Science.

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.

A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.
ASSOCIATE OF SCIENCE
AGRICULTURE

General Education Requirement:
ENG 1003  Freshman English I
ENG 1013  Freshman English II
BIOL 1004  Biological Science
CHEM 1014  General Chemistry I
MATH 1023  College Algebra
HIST 1013  World Civilization to 1660
OR
HIST 1023  World Civilization since 1660
ECON 2313  Principles of Macroeconomics
ENG 2003  World Literature I
OR
ENG 2013  World Literature II
SPCH 1203  Oral Communications

Select one course of the following:
ART 2503  Fine Arts-Visual
MUS 2503  Fine Arts-Musical
THEA 2503  Fine Arts-Theatre

Select one course from the following:
HIST 2763  The United States to 1876
HIST 2773  The United State since 1876
POSC 2103  Introduction to United State Government

Agriculture Core
AGEC 1003  Intro to Agricultural Economics
AGRI 1213  Seminars in Agriculture: Making Connections
ANSC 1204  Intro to Animal Science
PSSC 1303  Intro to Plant Science
PSSC 2813  Soils

Agricultural Business Emphasis
ACCT 2003  Principles of Accounting I
ACCT 2013  Principles of Accounting II
ECON 2323  Principles of Microeconomics
CIS 1503  Microcomputer Applications I

Agricultural Education Emphasis
QM 2113  Business Statistics
PSSC 2811  Soils Laboratory
HORT 2203  General Horticulture
AGED 1411  Intro to Agricultural and Extension Education
ANSC 2213  Feeds and Feeding

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Arkansas State University - Beebe

Division of Business & Agriculture

**Plant Science Emphasis**
- CIS 1503  Microcomputer Applications I
- PSSC 2811  Soils Laboratory
- BOT 1104  General Botany
- HORT 2203  General Horticulture

**Agriculture Science Emphasis**
- ANSC 2213  Feeds and Feeding
- ANSC 2623  Equine Health and Management
- PSSC 2803  Field Crops
- PSSC 2111  Soils Laboratory

**Animal Science Emphasis**
- ANSC 2213  Feeds and Feeding
- CHEM 1024  General Chemistry II
- OR
- CHEM 1034  Intro to Organic and Biochemistry
- BIOL 2104  Microbiology

**Total for Associate of Science in Agriculture = 61-63 Credit Hours**

**TECHNICAL CERTIFICATE**

**LANDSCAPE AND TURFGRASS MANAGEMENT**

**Requirements:** (28 hours)
- ENG 1003  Freshman English I
- MATH 1003  Intermediate Algebra OR higher
- PSSC 1303  Introduction to Plant Science
- CHEM 1003  Introduction to Chemistry
- HORT 2203  General Horticulture
- HORT 2303  Introduction to Turfgrass Management
- HORT 2403  Introduction to Landscape Management
- PSSC 2813  Soils
- PSSC 2811  Soils Laboratory
- CIS 1503  Microcomputer Applications I
The Department of Business offers the Associate of Science degree in Business for students interested in pursuing a bachelor’s degree. Baccalaureate programs in Accounting, Business Administration, and Management and a Master's in Business Administration are available on the Beebe campus through ASU-Jonesboro. Interested students should contact the Business and Agriculture division chair or the ASU-Jonesboro program office.

The Department of Business offers the Associate of Science degree in Computer Information Systems 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 bachelor's 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 - marketing/management, computer applications, administrative coordinator, legal assistant, medical records and health information, and management operations. 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 SCIENCE
COMPUTER INFORMATION SYSTEMS

The Associate of Science 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 Applications

Select one course from the following:
CIS 2203  Principles of COBOL Programming
CIS 2033  Visual Basic Programming
CIS 2873  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 2873  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
GEOG 1233  Introduction to Geographic Information Systems (GIS/GPS)
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 SCIENCE
BUSINESS

General Education Requirement:
ENG 1003  Freshman English I
ENG 1013  Freshman English II
BIOL 1004  Biological Science
PHSC 1204  Physical Science
MATH 1023  College Algebra
HIST 1013  World Civilization to 1660
OR
HIST 1023  World Civilization since 1660
ECON 2313  Principles of Macroeconomics
ECON 2323  Principles of Microeconomics
ENG 2003  World Literature I
OR
ENG 2013  World Literature II
SPCH 1203  Oral Communications
SOC 2213  Principles of Sociology
CIS 1503  Microcomputer Applications I
OR
CIS 2453  Microcomputer Applications II
Select one course from the following:
ART 2503  Fine Arts-Visual
MUS 2503  Fine Arts-Musical
THEA 2503  Fine Arts-Theatre

Select one course from the following:
HIST 2763  The United States to 1876
HIST 2773  The United State since 1876
POSC 2103  Introduction to United State Government

Business Requirements:
ACCT 2003  Principles of Accounting I
ACCT 2013  Principles of Accounting II
LAW 2023  The Legal Environment of Business
QM 2113  Business Statistics
MATH 2143  Calculus with Business Applications
MKTG 1013  Introduction to Business *
OR
BSYS 2563  Business Communications

** TOTAL = 62 Hours

* This course is accepted at Arkansas Technical University, Southern Arkansas University, University of Arkansas at Little Rock, University of Arkansas at Monticello, and University of Arkansas at Pine Bluff.
** This course is accepted at Arkansas State University, Henderson State University, University of Central Arkansas, and University of Arkansas at Fort Smith.
ASSOCIATE OF APPLIED SCIENCE
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-management/ marketing, computer applications, administrative coordinator, legal assistant, medical records and health information, and management operations. Portions of the medical records and health information option are offered on the Beebe and Searcy campuses. Students interested in this area of study should see their advisor for current class schedule. The following degree plans list the requirements for each option.

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 Applications
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
XXXXX XXXX Advanced Technology Elective (approval of advisor & Advanced Technology 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 2873 Structured Programming in the C Language
CIS 2403 Database Applications
OR
BSYS 2583 Spreadsheet Applications for Business
CST 1124 Microcomputer Operating Systems
Select 4 courses from the following:
CIS 2203 Principles of COBOL Programming
CIS 2813 Desktop Publishing Applications
CIS 2403 Database Applications
OR
BSYS 2583 Spreadsheet Applications for Business
CIS 2453 Microcomputer Applications II
ACCT 2013 Principles of Accounting II
OR
ACCT 2033 Computerized Accounting
CIS 25-1,2,3 Special Topics in Computer Applications
CIS 2023 Computer Animation
GEOG 1233 GIS/GPS
CST XXXX Computer Systems Technology courses (Upon approval of advisor and CST faculty)

A.A.S. DEGREE TOTAL = 65-66 HOURS

BUSINESS TECHNOLOGY – ADMINISTRATIVE COORDINATOR

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 1303 Introduction to Economics
OR
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:
ACCT 2033  Computerized Accounting  
BSYS 1303  Business Mathematics  
BSYS 2503  Business Office Skills  
BSYS 2513  Machine Transcription  
BSYS 2533  Internet, Intranet, and E-mail Applications for Business  
BSYS 2543  Keyboarding II

Electives: (9 hours - Choose from below)
ACCT 2013  Principles of Accounting II  
BSYS 2583  Spreadsheet Applications for Business  
CIS 2013  Web Page Design  
CIS 2023  Computer Animation  
CIS 2403  Database Applications  
CIS 2453  Microcomputer Applications II (if not used above)  
CIS 2813  Desktop Publishing Applications  
FIN 1013  Personal Finance  
MGMT 2043  Supervisory Management

A.A.S. DEGREE TOTAL = 63 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 1303  Introduction to Economics  
OR  
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  

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Arkansas State University - Beebe

Division of Business & Agriculture

Major Requirements:
LAW  2023  The Legal Environment of Business
BSYS  2593  Legal Transcription
BSYS  2503  Business Office Skills
BSYS  2543  Keyboarding II
ACCT  2033  Computerized Accounting
BSYS  1303  Business Mathematics
POSC  2103  Introduction to United States Government
OR
CRIM  1023  Introduction to Criminal Justice

Electives:  (6 hours - choose from below)
BSYS  2533  Internet, Intranet, and E-mail Applications for Business
CIS    2013  Web Page Design
CIS    2453  Microcomputer Applications II (if not used above)
CIS    2813  Desktop Publishing Applications
FIN    1013  Personal Finance

A.A.S. DEGREE TOTAL = 63 HOURS

BUSINESS TECHNOLOGY - MEDICAL RECORDS AND HEALTH INFORMATION

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  1303  Introduction to Economics
OR
ECON  2313  Principles of Macroeconomics
OR
ECON  2333  Economic Issues and Concepts
BSYS  1523  Keyboarding I
BSYS  2563  Business Communications
*HIA  2503  Internship/OJT

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Major Requirements:
*HIA 1103 Medical Terminology I
*HIA 1203 Body Structure & Function
*HIA 1303 Medical Office Procedures
*HIA 1603 CPT Coding
*HIA 2103 Medical Terminology II
*HIA 2203 Medical Office Applications
*HIA 2303 Coding
BSYS 2543 Keyboarding II
HIA 2313 Disease Processes of the Human Body
OR
BSYS 2573 Medical Transcription

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

A.A.S. DEGREE TOTAL = 63 HOURS

BUSINESS TECHNOLOGY - MANAGEMENT OPERATIONS

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

Business Core:
MKTG 1013 Introduction to Business
ACCT 1003 Introduction to Accounting
OR
ACCT 2003 Principles of Accounting I
ECON 1303 Introduction to Economics
OR
ECON 2313 Principles of Macroeconomics
OR
ECON 2323 Principles of Microeconomics
OR
ECON 2333 Economic Issues and Concepts
BSYS 2563 Business Communications
BUAD 2903 Internship
FIN 1013 Personal Finance
Major Requirements:
BSYS 2583 Spreadsheet Applications for Business
CIS 2453 Microcomputer Applications II
LAW 2023 Legal Environment of Business
MGMT 2003 Introduction to Management
MGMT 2043 Supervisory Management

Major Electives:
CIS 2013 Web Page Design
BSYS 2533 Internet, Intranet, and Email Applications for Business
CIS 2813 Desktop Publishing Applications

Business-Related Electives
MGMT 2083 Introduction to Retail Store Management
MGMT 2153 Small Business Management

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 several areas—computer information systems, computerized accounting, office occupations, and health information assistant. 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 higher

“Transforming Lives Through Quality Learning Experiences”
Select four courses from the following:

- ACCT 2033 Computerized Accounting
- BSYS 2583 Spreadsheet Applications for Business
- GEOG 1233 GIS/GPS
- CIS 2813 Desktop Publishing Applications
- CIS 2403 Database Applications
- CIS 2013 Web Page Design
- CIS 2023 Computer Animation

**TECHNICAL CERTIFICATE TOTAL = 30 HOURS**

**TECHNICAL CERTIFICATE**

**OFFICE OCCUPATIONS**

**Requirements (30 hours)**

- BUS 1103 Business English
- OR
- ENG 1003 Freshman English I
- BSYS 1303 Business Mathematics
- OR
- MATH 1003 Intermediate Algebra
- ACCT 1003 Introduction to Accounting
- OR
- ACCT 2003 Principles of Accounting I
- BSYS 1523 Keyboarding I
- BSYS 2543 Keyboarding II
- CIS 1503 Microcomputer Applications I
- OR
- CIS 2453 Microcomputer Applications II
- BSYS 2503 Business Office Skills
- BSYS 2583 Spreadsheet Applications for Business
- OR
- BSYS 2533 Internet, Intranet, and E-mail Applications for Business
- BUS 2603 Quick Books Applications
- OR
- ACCT 2033 Computerized Accounting
- BUS 2703 Internship/OJT
- OR
- Approved Substitute

**TECHNICAL CERTIFICATE TOTAL = 30 HOURS**
Arkansas State University - Beebe

Division of Business & Agriculture

TECHNICAL CERTIFICATE
COMPUTERIZED ACCOUNTING

Requirements (30 hours)

BSYS 1303 Business Mathematics
BSYS 1523 Keyboarding I or higher
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:
ACCT 2013 Principles of Accounting II
BSYS 1523 Keyboarding I or higher
BSYS 2533 Internet, Intranet, and Email Applications for Business
CIS 2453 Microcomputer Applications II (if not used above)
FIN 1013 Personal Finance

TECHNICAL CERTIFICATE TOTAL = 30 HOURS

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 with specific courses taken at either the Beebe or Searcy campus locations. 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.
Arkansas State University - Beebe
Division of Business & Agriculture

**Transcription**

**Requirements:**
**First Semester:**
- HIA 1103 Medical Terminology I
- HIA 1203 Body Structure and Function
- HIA 1303 Medical Office Procedure
- HIA 1603 CPT Coding
- BSYS 1523 Keyboarding I
- COM 1003 Career Communications
  OR
- ENG 1003 Freshman English I

**Second Semester:**
- HIA 2103 Medical Terminology II
- HIA 2203 Medical Office Applications
- HIA 2303 Coding
- HIA 2403 Medical Transcription
  OR
- BSYS 2573 Medical Transcription
  OR
- HIA 2313 Disease Processes of the Human Body
- MTH 1403 Medical Office Mathematics
  OR
- MATH 1003 Intermediate Algebra
- HIA 2503 Internship/OJT

**TECHNICAL CERTIFICATE TOTAL = 36 HOURS**

**Coding**

**Requirements:**
**First Semester:**
- HIA 1103 Medical Terminology I
- HIA 1203 Body Structure and Function
- HIA 1303 Medical Office Procedure
- HIA 1603 CPT Coding
- BSYS 1523 Keyboarding I
- COM 1003 Career Communications
  OR
- ENG 1003 Freshman English I
Arkansas State University - Beebe

Division of Business & Agriculture

Second Semester:
HIA  2103  Medical Terminology II
HIA  2203  Medical Office Applications
HIA  2303  Coding
HIA  2313  Disease Processes of the Human Body
MTH  1403  Medical Office Mathematics
OR
MATH  1003  Intermediate Algebra
HIA  2503  Internship/OJT

TECHNICAL CERTIFICATE TOTAL = 36 HOURS

DEPARTMENT OF VETERINARY TECHNOLOGY

The Veterinary Technology Program conducted by Arkansas State University-Beebe is granted Provisional Accreditation effective June 10, 2009, by the American Veterinary Medical Association (AVMA) and Committee on Veterinary Technician Education and Activities (CVTEA).

The Veterinary Technology program provides hands-on education in veterinary technology operations. Students will develop basic and intermediate level competencies necessary to obtain employment in veterinary hospitals and industry. Students will be assigned kennel duties and be responsible for the care and welfare of live animals.

A veterinary technician graduate will have entry level skills to assist licensed veterinarians in providing any healthcare to patients with the exception of diagnosing, prescribing drugs or performing surgery. Technicians generally perform routine tasks such as blood collection, CBCs, differentials, serology, clinical chemistries, urinalysis, radiograph exposure and development, dental prophylaxis, treatments as prescribed, client education, anesthetic induction, and monitoring during surgery and many other tasks.

Students may take the Veterinary Technician National Exam (VTNE) six months prior to graduation. Successfully completing the degree and passing the VTNE, students can then be certified in the State of Arkansas.

Interested applicants will submit an application for admission to the Veterinary Technology program by March 30 each year. Forty new applicants will be admitted each year. First year students will start in the fall of each academic year. Applicants must have met admission requirements for the University and scored a 19 or higher on the ACT or have achieved the equivalent scores on other Placement Exam in all tested subject areas. Students will be required to complete CHEM 1003, Introduction to Chemistry. Chemistry in high school does not satisfy this requirement.

Twenty students will be accepted into the second year of the Veterinary Technology program. Up to 24 students may be admitted under special circumstances and considered on a case-by-case basis. Acceptance into the second year of the program is limited to those students who have met the selection criteria. Students are given the selection criteria sheet at the beginning of their first year.

All General Education Core classes and Veterinary Technology courses must be passed with a “C” grade to remain in the Veterinary Technology program. Students who do not pass any course with a “C” or better will not be allowed to continue the program. Students will be dropped from the program. Readmission to the program will be considered if space is available.
ASSOCIATE OF APPLIED SCIENCE
VETERINARY TECHNOLOGY

Semester I: (Fall Semester - 16 hours)
BIOL 1004 Biological Science
ENG 1003 Freshman English I
MATH 1023 College Algebra
VET 1103 Veterinary Medical Terminology
VET 1113 Breeds, Restraint, and First Aid

Semester II: (Spring Semester - 16 hours)
PSY 2013 Introduction to Psychology
OR
SOC 2213 Principles of Sociology
CIS 1503 Microcomputer Applications I
VET 1023 Laboratory Techniques I
VET 1044 Veterinary Technology Anatomy and Physiology I
VET 2403 Clinic Management

At the start of this semester, students should be fully accepted in the program.

Semester III: (Fall Semester - 17 hours)
CHEM 1003 Introduction to Chemistry
VET 1144 Veterinary Technology Anatomy and Physiology II
VET 2103 Animal Reproduction, Nutrition, and Production
VET 2114 Clinics and Nursing
VET 2123 Laboratory Techniques II

Semester IV: (Spring Semester - 16 hours)
VET 2213 Wild, Zoo and Lab Animal Care
VET 2223 Veterinary Technology Radiology
VET 2233 Veterinary Technology Pharmacology
VET 2414 Animal Pathology
VET 2443 Capstone

Semester V: (Summer Semester - 6 hours)
VET 2316 Preceptorship

A.A.S DEGREE TOTAL = 72 HOURS
DEPARTMENT OF HOSPITALITY ADMINISTRATION

Hospitality is one of the fastest growing sectors of the Arkansas economy. According to Arkansas Workforce Center, jobs in the leisure and hospitality industry are projected to grow at around 22.1% for the period 2002-2012. Options in the program include a technical certificate and an associate of applied science degree. Students will be prepared for management positions within the hospitality industry such as lodging, resorts, conference and convention centers, restaurants, contract services, theme parks and travel/tourism-related operations.

ASSOCIATE OF APPLIED SCIENCE
HOSPITALITY ADMINISTRATION

General Education Core (25 credit hours):
ENG 1003  Freshman English I
ENG 1013  Freshman English II
SPCH 1203  Oral Communications
MATH 1023  College Algebra
BIOL 1004  Biological Science
OR
CHEM 1014  General Chemistry I
ECON 2313  Principles of Macroeconomics
HIST 2763  The United States to 1876
OR
HIST 2773  The United States since 1876
OR
POSC 2103  Introduction to United States Government
PSY 2013  Introduction to Psychology

Business Core (15 credit hours):
CIS 1503  Microcomputer Applications I
ACCT 2003  Principles of Accounting I
MGMT 2043  Supervisory Management
BSYS 2563  Business Communications
LAW 2023  The Legal Environment of Business

Hospitality Administration Core (21 credit hours):
BIOL 2013  Nutrition
*HA 1003  Introduction to Hospitality Administration
*HA 1013  Sanitation Safety
*HA 1023  Principles of Food Preparation
*HA 2003  Dining Service Management
*HA 2013  Lodging Operations
*HA 2023  Hospitality Administration Internship

* Some courses may only be offered at the ASU-Heber Springs Campus

AAS DEGREE TOTAL = 61 HOURS

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TECHNICAL CERTIFICATE
HOSPITALITY ADMINISTRATION

General Education Core (6 credit hours):
COM 1033 Career Communications (or higher)
MTH 1033 Introduction to Technical Mathematics (or higher)

Business Core (9 credit hours):
CIS 1503 Microcomputer Applications I
ACCT 2003 Principles of Accounting I
MGMT 2043 Supervisory Management

Hospitality Administration Core (21 credit hours):
BIOL 2013 Nutrition
*HA 1003 Introduction to Hospitality Administration
*HA 1013 Sanitation Safety
*HA 1023 Principles of Food Preparation
*HA 2003 Dining Service Management
*HA 2013 Lodging Operations
*HA 2023 Hospitality Administration Internship
* Some courses may only be offered at the ASU-Heber Springs Campus

TECHNICAL CERTIFICATE TOTAL = 36 HOURS

DEPARTMENT OF CREATIVE ARTS ENTERPRISE

All students in the Creative Arts Enterprise program will complete a curriculum of core courses in general education and business. This coursework will be followed by a Capstone course in which students will showcase not only their works but also their business skills by putting together a gallery show to market their creative work.

Practicing artists, artisans, and crafts persons may present portfolios of existing works to receive credit for some or all of the art courses required.

Students without an existing portfolio of work will take courses to help them produce one in: studio art classes, design, welding, auto body, or any offered course in which the student can practice the elements of their craft.
Arkansas State University - Beebe

Division of Business & Agriculture

TECHNICAL CERTIFICATE
CREATIVE ARTS ENTERPRISE

Requirements:
ENG  1003  Freshman English I
OR
BUS  1103  Business English
MKTG  1013  Introduction to Business
HIST  2083  History of Arkansas
MGMT  2153  Small Business Management
CAE  2003  Capstone Project
OR
Approved Substitute
XXXX  XXXX  Portfolio
OR
Approved Art Electives

TECHNICAL CERTIFICATE TOTAL = 30 HOURS

ASSOCIATE OF APPLIED SCIENCE
CREATIVE ARTS ENTERPRISE

General Education Core (15 hours)
ENG  1003  Freshman English I
ENG  1013  Freshman English II
OR
ENG  1033  Technical Writing and Communications
MATH  1003  Intermediate Algebra or higher
CIS  1503  Microcomputer Applications I
OR
CIS  2453  Microcomputer Applications II
HIST  2083  History of Arkansas

Creative Arts Core (24 hours)
ACCT  1003  Introduction to Accounting
OR
ACCT  2003  Principles of Accounting I
BSYS  2563  Business Communications
ECON  2333  Economic Issues and Concepts
LAW  2023  The Legal Environment of Business
MGMT  2063  Management of Marketing Organizations
MGMT  2083  Introduction to Retail Store Management
MGMT  2153  Small Business Management
MKTG  1013  Introduction to Business

Major Requirements (21 hours)
Portfolio Credit or Studio Art Classes

AAS DEGREE TOTAL = 60 HOURS

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of Business & Agriculture

DEPARTMENT OF ENTREPRENEURSHIP

ASU-Beebe’s entrepreneurship programs can be of significant benefits to prospective new small business owners as well as providing a curriculum for existing entrepreneurs to strengthen their managerial and business skills.

Students in the entrepreneurship program will learn the basics of starting and operating their own business. The program will provide students with the management tools to become self-sustaining and contributing members to their communities. Coursework involves analyzing entrepreneurial, marketing a product or service, and preparing a business plan.

ASU-Beebe offers a Technical Certificate in Entrepreneurship.

TECHNICAL CERTIFICATE

ENTREPRENEURSHIP

Requirements (21 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 2013</td>
<td>Business Organization and Management</td>
</tr>
<tr>
<td>ENTR 1003</td>
<td>Introduction to Entrepreneurship</td>
</tr>
<tr>
<td>ENTR 2003</td>
<td>Professional Selling and Advertising</td>
</tr>
<tr>
<td>ENTR 2013</td>
<td>Opportunity and Feasibility Analysis</td>
</tr>
<tr>
<td>ENTR 2023</td>
<td>Funding Acquisition for Entrepreneurs</td>
</tr>
<tr>
<td>LAW 2023</td>
<td>The Legal Environment of Business</td>
</tr>
<tr>
<td>MGMT 2153</td>
<td>Small Business Management</td>
</tr>
</tbody>
</table>

TECHNICAL CERTIFICATE TOTAL = 21 HOURS

MILITARY SCIENCE AND LEADERSHIP

(Army Reserve Officer Training Corps)

In partnership with the Department of Military Science and Leadership at ASU-Jonesboro, the Military Science and Leadership (MSL) Basic Courses are offered at ASU-Beebe. Students will register for the courses as with other ASU-Beebe courses. Instructors from the Department of Military Science and Leadership at ASU-Jonesboro will teach the courses. Consult the ASU-Beebe class schedule through the website for course availability.

The Army Reserve Officer Training Corps (ROTC) is a series of elective college courses, taken in conjunction with a full load of academic courses, which can lead to a commission as a second lieutenant in either the United States Army, United States Army Reserve or Army National Guard. Participation in ROTC provides instruction in leadership, management and helps students develop self-discipline, physical stamina, and confidence. The ROTC program augments the University’s objectives by emphasizing academic excellence and the development of personal integrity, honor, and responsibility. Upon commissioning, graduates will serve in the active Army, the United States Army Reserve, or the Army National Guard. Selection for active duty is based on the needs of the service, the individual’s preference, and the individual’s performance record. Almost any branch is available for those commissioned in the reserve forces (barring physical limitations).

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Physically able students, male or female, may enroll in the Basic Courses without incurring a military obligation. The ROTC Basic Courses consist of four courses designed to be taken one each semester during the freshman and sophomore years. Multiple military science courses may be taken during the same semester without the approval of the Professor of Military Science (PMS). All textbooks are provided at no charge. Completion of two military science courses with a grade of C or better will substitute for the two credit hour PE requirement in the Associate of Arts.
DIVISION OF EDUCATION AND SOCIAL SCIENCES

The Division of Education and Social Sciences consists of the following departments: early childhood education; education and psychology; social science; health, physical education and recreation; and criminal justice. The main divisional goal is to provide a curriculum that will meet general education requirements and also meet requirements for majors in early childhood education, teacher education, social work, political science, history, geography, physical education, health, sociology, psychology, and criminology.

The Associate of Arts degree and the Associate of Science degree are designed 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 EDUCATION AND PSYCHOLOGY

The education curriculum offers an Associate of Arts in Teaching in P-4 and 4-8. Baccalaureate programs in Education P-4 and Mid-Level and Master's degrees in Educational Leadership and Curriculum and Instruction are available on the Beebe campus through ASU-Jonesboro. Interested students should contact the education department or the ASU-Jonesboro program office.

The psychology curriculum has been designed to (1) provide a general background of the principles of psychology and their application, (2) promote understanding of self and others through knowledge of basic concepts of psychology, and (3) provide courses which satisfy core curriculum requirements, some education requirements, and some nursing requirements.

ASSOCIATE OF ARTS IN TEACHING
MIDDLE CHILDHOOD EDUCATION
Language Arts-Social Studies Specialty

ENGLISH/COMMUNICATIONS - 9 hours
ENG 1003  Freshman English I
ENG 1013  Freshman English II
SPCH 1203  Oral Communications

MATH - 3 hours
MATH 1023  College Algebra

LAB SCIENCES - 8 hours
BIOL 1004  Biological Science
PHSC 1204  Physical Science
FINE ARTS/HUMANITIES - 6 hours
- ART 2503 Fine Arts-Visual
- MUS 2503 Fine Arts-Musical
- THEA 2503 Fine Arts-Theatre
- THEA 2513 Fine Arts-Film

AND

ENG 2003 World Literature I
- OR
- ENG 2013 World Literature II

SOCIAL SCIENCES - 9 hours
- POSC 2103 Introduction to United States Government
- AND
- HIST 1013 World Civilization to 1660
- OR
- HIST 1023 World Civilization Since 1660
- AND
- HIST 2763 The United States to 1876
- OR
- HIST 2773 The United States Since 1876

EDUCATION CORE REQUIREMENTS - 12 hours
- EDU 2023 Introduction to Teaching
- EDU 2013 Educational Technology
- MATH 2113 Math for Teachers I
- MATH 2123 Math for Teachers II

REQUIRED ELECTIVES - 6 hours
- HIST 2083 History of Arkansas
- PSY 2013 Introduction to Psychology

LANGUAGE ARTS/SOCIAL STUDIES SPECIALTY - 9 hours
- ENG 2303 American Literature I
- OR
- ENG 2313 American Literature II
- AND
- GEOG 2603 World Regional Geography
- OR
- GEOG 2613 Introduction to Geography
- Directed Elective (English/History)

A.A.T. DEGREE TOTAL = 62 HOURS

*Must have taken and passed the PRAXIS. Must have a cumulative GPA of 2.65.
Math-Science Specialty

ENGLISH/COMMUNICATIONS - 9 hours
- ENG 1003 Freshman English I
- ENG 1013 Freshman English II
- SPCH 1203 Oral Communications

MATH - 3 hours
- MATH 1023 College Algebra

LAB SCIENCES - 8 hours
- BIOL 1004 Biological Science
- PHSC 1204 Physical Science

FINE ARTS/HUMANITIES - 6 hours
- ART 2503 Fine Arts-Visual
- MUS 2503 Fine Arts-Musical
- THEA 2503 Fine Arts-Theatre
- THEA 2513 Fine Arts-Film
- ENG 2003 World Literature I
- OR
- ENG 2013 World Literature II

SOCIAL SCIENCES - 9 hours
- POSC 2103 Introduction to United States Government
- AND
- HIST 1013 World Civilization to 1660
- OR
- HIST 1023 World Civilization since 1660
- AND
- HIST 2763 The United States to 1876
- OR
- HIST 2773 The United States Since 1876

EDUCATION CORE REQUIREMENTS - 12 hours
- EDU 2023 Introduction to Teaching
- EDU 2013 Educational Technology
- MATH 2113 Math for Teachers I
- MATH 2123 Math for Teachers II
REQUIRED ELECTIVES - 6 hours
HIST 2083 History of Arkansas
PSY 2013 Introduction to Psychology

MATH/SCIENCE SPECIALTY - 10-12 hours
MATH 1033 Plane Trigonometry
  OR
MATH 2194 Survey of Calculus
  OR
MATH 2205 Calculus I
  OR
MATH 2215 Calculus II
PHSC 1304 Earth Science
Directed Elective

A.A.T. DEGREE TOTAL = 63-65 hours
*Must have taken and passed the PRAXIS. Must have a cumulative GPA of 2.65.

ASSOCIATE OF ARTS IN TEACHING
P-4

Early Childhood Specialty

ENGLISH/COMMUNICATIONS - 9 hours
ENG 1003 Freshman English I
ENG 1013 Freshman English II
SPCH 1203 Oral Communications

MATH - 3 hours
MATH 1023 College Algebra

LAB SCIENCES - 8 hours
BIOL 1004 Biological Science
PHSC 1204 Physical Science

FINE ARTS/HUMANITIES - 6 hours
ART 2503 Fine Arts-Visual
  OR
MUS 2503 Fine Arts-Musical
  OR
THEA 2503 Fine Arts-Theatre
  OR
THEA 2513 Fine Arts-Film
AND
ENG 2003 World Literature I
  OR
ENG 2013 World Literature II

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of Education & Social Sciences

SOCIAL SCIENCES - 9 hours
- POSC 2103  Introduction to United States Government
- HIST 1013  World Civilization to 1660
  OR
- HIST 1023  World Civilization since 1660
  AND
- HIST 2763  The United States to 1876
  OR
- HIST 2773  The United States Since 1876

EDUCATION CORE REQUIREMENTS - 12 hours
- EDU 2023  Introduction to Teaching
- EDU 2013  Educational Technology
- MATH 2113  Math for Teachers I
- MATH 2123  Math for Teachers II

REQUIRED ELECTIVES - 6 hours
- HIST 2083  History of Arkansas
- PSY 2013  Introduction to Psychology

P-4 PREPARATION - 10 hours
- GEOG 2603  World Regional Geography
  OR
- GEOG 2613  Introduction to Geography
- PE (activity) - 1 hour
- ECH 2023  Child Development
- ECH 2013  Survey of Early Childhood

A.A.T. DEGREE TOTAL = 63 hours
*Must have taken and passed the PRAXIS. Must have a cumulative GPA of 2.65
DEPARTMENT OF EARLY CHILDHOOD EDUCATION

The Early Childhood Education program prepares individuals to teach, administrate or establish a child care center. The 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 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.

ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION

General Education Core:

**English (6 Hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Freshman English II</td>
</tr>
</tbody>
</table>

**Lab Science (4 Hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1004</td>
<td>Biological Science</td>
</tr>
</tbody>
</table>

**Math (3 Hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MATH 1003</td>
<td>Intermediate Algebra (or higher)</td>
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</table>

**Psychology (3 Hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PSY 2013</td>
<td>Introduction to Psychology</td>
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</tbody>
</table>

**3 Hours from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1203</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>ART 2503</td>
<td>Fine Arts-Visual</td>
</tr>
<tr>
<td>MUS 2503</td>
<td>Fine Arts-Musical</td>
</tr>
<tr>
<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
</tr>
<tr>
<td>THEA 2513</td>
<td>Fine Arts-Film</td>
</tr>
<tr>
<td>HUM 2003</td>
<td>Intro. To Humanities I</td>
</tr>
<tr>
<td>HUM 2013</td>
<td>Intro. To Humanities II</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PE 1623</td>
<td>Concepts of Fitness</td>
</tr>
</tbody>
</table>

**PE (2 Hours)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PE 1623</td>
<td>Concepts of Fitness</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Two 1-hour activity courses or one 2-hour activity course</td>
</tr>
</tbody>
</table>

**CIS (3 Hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1503</td>
<td>Microcomputer Applications I</td>
</tr>
</tbody>
</table>
Elective - 3 hours
Total of General Education Core: 27/28 hours

Day Care Core
Major Requirements:

ECH 1003  Child Guidance
ECH 1103  Child Growth and Development
ECH 1113  Foundations of Early Childhood
ECH 1213  Perspectives of Early Childhood
ECH 1203  Business Administration in Early Childhood Education
ECH 2303  Math & Science for Early Childhood
ECH 2313  Literacy and Language Arts for Early Childhood
ECH 2113  Health, First Aid and Safety
ECH 2123  Curriculum Development in Early Childhood Education
ECH 2203  Exceptional Children
ECH 1301  Practicum I (exempt if student holds CDA)
ECH 1302  Practicum II/Capstone

Total Major Requirements: 33 hours

*Clinical hours will meet or exceed the hours required for a CDA (Child Development Associate) certification.

A.A.S. DEGREE TOTAL = 60/61 HOURS

TECHNICAL CERTIFICATE
EARLY CHILDHOOD EDUCATION

Course #  Course Title
ENG 1003  Freshman English I
MATH 1003  Intermediate Algebra (or higher)
ECH 1003  Child Guidance
ECH 1103  Child Growth and Development
ECH 1113  Foundations of Early Childhood Education
ECH 1213  Perspectives in Early Childhood Education
ECH 1203  Business Administration in Early Childhood Education
ECH 2113  Health, First Aid and Safety
ECH 2123  Curriculum Development in Early Childhood Education
ECH 2203  Exceptional Children
ECH 2303  Math and Science for Early Childhood
ECH 2313  Literacy and Language Arts for Early Childhood
ECH 1301  Practicum I (exempt with CDA credential)
ECH 1302  Practicum II/Capstone

TOTAL FOR TECHNICAL CERTIFICATE IN EARLY CHILDHOOD EDUCATION = 39 HOURS
CERTIFICATE OF PROFICIENCY
EARLY CHILDHOOD EDUCATION
(Child Development Associate Certification)

ECH 1103  Child Growth and Development
ECH 1113  Foundations of Early Childhood
ECH 2203  Exceptional Children
ECH 1301  Practicum I

TOTAL FOR CERTIFICATE OF PROFICIENCY IN EARLY CHILDHOOD EDUCATION 10

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

The courses provided through the physical education department present a holistic approach to health and provide the student with the opportunity to develop skills physically, mentally, emotionally, socially, and recreationally. All physical education majors, veterans included, are to complete four courses of physical education activities. Veterans who are not kinesiology physical education majors will receive physical education credit for their military service. The department promotes an overall wellness environment for all students and employees. The department provides some services to the community.

PHYSICAL EDUCATION

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelor’s degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 hours).

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to an emphasis in physical education are noted in the following listing:

Emphasis Requirements: (9 or 10 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 2513</td>
<td>Principles of Personal Health</td>
</tr>
<tr>
<td>PE 1883</td>
<td>Foundations of Physical Education</td>
</tr>
</tbody>
</table>

Four hours of the above requirement may be selected from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 1022</td>
<td>Physical Conditioning I</td>
</tr>
<tr>
<td>PE 1032</td>
<td>Physical Conditioning II</td>
</tr>
<tr>
<td>PE 1862</td>
<td>Aerobic Exercise I</td>
</tr>
<tr>
<td>PE 1872</td>
<td>Aerobic Exercise II</td>
</tr>
<tr>
<td>PE 1623</td>
<td>Concepts of Fitness</td>
</tr>
</tbody>
</table>
Select three hours from the following: (3 hours)

HLTH 2553  Basic Physiology of Activity
HLTH 2523  First Aid and Safety

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

History
Political Science
Psychology
English
Sociology
Health/PE
Geography
Fine Arts (Music, Art, Theatre)
Foreign Language
Education (EDU 2023 required for BSE degree at freshman or sophomore level - see advisor for additional certification requirements.)
Microcomputer Applications
Economics
Math/Science

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

DEPARTMENT OF SOCIAL SCIENCES

The Social Science Department offers a broad program of studies in history, political science, geography, and sociology. Students with a major or minor emphasis in this area receive a liberal education which can serve as a practical basis for careers in public service, law, social work, theology, and education.

SOCIAL SCIENCE

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 hours).

Courses taken as part of the core cannot fulfill emphasis or elective requirements.
Emphasis Requirements: (6 hours)
  HIST 1013 World Civilization to 1660
  OR
  HIST 1023 World Civilization since 1660
  SOC 2213 Principles of Sociology

Select one from the following: (3 hours)
  GEOG 2613 Introduction to Geography
  GEOG 2603 World Regional Geography

Select two from the following: (6 hours)
  HIST 2763 The United States to 1876
  HIST 2773 The United States Since 1876
  HIST 2083 History of Arkansas
  POSC 2103 Introduction to United States Government

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

  ECON 2333 Economic Issues and Concepts
  ECON 2313 Principles of Macroeconomics
  ECON 2323 Principles of Microeconomics
  HIST 2893 American Minorities
  HIST 2093 Russian History
  HIST 2263 A Survey of Asian History
  HIST 2273 A Survey of African History
  HIST 2283 American Military History
  POSC 2323 Principles of International Relations
  POSC 2203 State and Local Government
  SOC 2223 Social Problems
  GEOG 2613 Introduction to Geography
  OR
  GEOG 2603 World Regional Geography
INTERNATIONAL STUDIES

The person working in today's world cannot be limited in outlook to a town, a state, or even a nation. That person must have an international perspective. An understanding of the history and culture of other nations is becoming more vital each day.

Students who are interested in careers in international relations, diplomacy, law, politics, government service, or secondary education in social science may be well served by an emphasis in international studies. In addition, students who will enter other careers need an understanding of other cultures in order to enhance their effectiveness in the diverse contacts that are a part of today's environment in business, education, and other fields.

The emphasis in international studies is designed to assist students in developing a global perspective. This study could be the foundation for a career, and it could enhance one's effectiveness in other areas of life.

A suggested plan of study in this area is given below. Students should select courses with the approval of a program advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

**ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelor's degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.**

See University Core Requirements (43 hours).

**Electives from among the following: (19 hours)**

- **POSC 2323** Principles of International Relations
- 6 or more hours of Foreign Language
- **HUM 2003** Introduction to Humanities I
- **HUM 2013** Introduction to Humanities II
- **HIST 2093** Russian History
- **HIST 2263** A Survey of Asian History
- **HIST 2273** A Survey of African History
- **HIST 2893** American Minorities
- **HIST 1013** World Civilization to 1660 *(if not taken to fulfill core)*
  - OR
  - **HIST 1023** World Civilization since 1660 *(if not taken to fulfill core)*

- **ART 2503** Fine Arts-Visual *(if not taken to fulfill core)*
  - OR
  - **MUS 2503** Fine Arts-Musical *(if not taken to fulfill core)*
  - OR
  - **THEA 2503** Fine Arts-Theatre *(if not taken to fulfill core)*

- **GEOG 2603** World Regional Geography
- **SOC 2233** Introduction to Cultural Anthropology
- **SOC 2263** Comparative Religions
- **ECON 2313** Principles of Macroeconomics
- 1-3 hours of electives
DEPARTMENT OF CRIMINAL JUSTICE

A baccalaureate program in Criminal Justice is available on the Beebe campus through ASU-Jonesboro. Interested students should contact the criminal justice department or the ASU-Jonesboro program office.

The Department of Criminal Justice offers courses leading to the Associate of Applied Science in Criminal Justice degree and courses leading to a technical certificate in law enforcement, corrections, and science of criminal investigations.

ASSOCIATE OF APPLIED SCIENCE
CRIMINAL JUSTICE

General Education Core (35 hours)

English/Communication (9 Hours)
   ENG 1003  Freshman English I
   ENG 1013  Freshman English II
   OR
   ENG 1033  Technical Writing and Communication
   SPCH 1203  Oral Communications

Lab Sciences (8 Hours)
   BIOL 1004  Biology
   PHSC 1204  Physical Science

Math (3 Hours)
   MATH 1003  Intermediate Algebra (or higher)

Social Sciences (12 Hours)
   PSY 2013  Introduction to Psychology
   POSC 2203  State and Local Government
   POSC 2103  Introduction to United States Government
   SOC 2213  Principles of Sociology

Computer Information Systems (3 Hours)
   CIS 1503  Microcomputer Applications I
   (or other computer course)

Professional Core (Required) (15 Hours)
   CRIM 1023  Introduction to Criminal Justice
   CRIM 1013  Introduction to Law Enforcement
   CRIM 2253  Criminal Investigation
   CRIM 2263  Criminal Evidence and Procedure
   CRIM 1003  Spanish for Law Enforcement Officers
Electives (Choose 4 from below) (12-13 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CRIM 2013</td>
<td>Agency Administration</td>
</tr>
<tr>
<td>CRIM 2043</td>
<td>Community Relations in the Administration of Justice</td>
</tr>
<tr>
<td>CRIM 2223</td>
<td>Criminal Justice Management/Planning</td>
</tr>
<tr>
<td>CRIM 2213</td>
<td>Criminology</td>
</tr>
<tr>
<td>CRIM 1033</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CRIM 2023</td>
<td>Probation, Parole, and Community Corrections</td>
</tr>
<tr>
<td>CRIM 2233</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>CRIM 2243</td>
<td>Criminalistics</td>
</tr>
<tr>
<td>CRIM 2274</td>
<td>Forensic Science</td>
</tr>
<tr>
<td>CST 1354</td>
<td>Computer Forensics Essentials</td>
</tr>
<tr>
<td>CST 2464</td>
<td>Advanced Computer Forensics</td>
</tr>
<tr>
<td>CRIM 1103</td>
<td>Victimology</td>
</tr>
<tr>
<td>CRIM 1113</td>
<td>Ethical Dilemmas</td>
</tr>
<tr>
<td>CRIM 1123</td>
<td>Criminal Profiling</td>
</tr>
<tr>
<td>CRIM 1133</td>
<td>Criminal Behavior: A Psychological Approach</td>
</tr>
<tr>
<td>CRIM 1143</td>
<td>Forensic Psychology</td>
</tr>
<tr>
<td>CRIM 1153</td>
<td>Theories and Practice of Crime</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS FOR AAS IN CRIMINAL JUSTICE = 62-63 hours

ASSOCIATE OF SCIENCE
CRIMINAL JUSTICE

General Education Core (35 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Freshman English II</td>
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<tr>
<td>BIOL 1004</td>
<td>Biology</td>
</tr>
<tr>
<td>PHYS 1204</td>
<td>Physical Science</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PSY 2013</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>POSC 2103</td>
<td>Introduction to US Government</td>
</tr>
<tr>
<td>SOC 2213</td>
<td>Principles of Sociology</td>
</tr>
<tr>
<td>ENG 2003</td>
<td>World Literature I</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG 2013</td>
<td>World Literature II</td>
</tr>
<tr>
<td>SPCH 1203</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>ART 2503</td>
<td>Fine Arts-Visual</td>
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<td>OR</td>
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</tr>
<tr>
<td>MUS 2503</td>
<td>Fine Arts-Music</td>
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<td>OR</td>
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<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
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<tr>
<td>OR</td>
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</tr>
<tr>
<td>THEA 2513</td>
<td>Fine Arts-Film</td>
</tr>
</tbody>
</table>

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Professional Core (18 hours)

- CRIM 1023 Introduction to Criminal Justice
- CRIM 1013 Introduction to Law Enforcement
- CRIM 2253 Criminal Investigation
- CRIM 2263 Criminal Evidence and Procedure
- CRIM 1113 Ethical Dilemmas
- CRIM 2213 Criminology

Electives (12 hours) Choose 4 of the following courses

- CRIM 2043 Community Relations in the Admin of Justice
- CRIM 2243 Criminalistics
- CRIM 1103 Victimology
- CRIM 1123 Criminal Profiling
- CRIM 1133 Criminal Behavior: A Psychological Approach
- CRIM 1143 Forensic Psychology
- CRIM 1003 Spanish for Law Enforcement Officers

OR

- SPAN 1013 Spanish I

Total Hours for Associate of Science in Criminal Justice = 65 hours

TECHNICAL CERTIFICATE
COMMUNITY CORRECTIONS

General Education Core (9 hours)

- ENG 1003 Freshman English I
- MATH 1003 Intermediate Algebra (or higher)
- SPCH 1203 Oral Communications

Professional Core (21 hours)

Social Sciences

- PSY 2013 Introduction to Psychology
- SOC 2213 Principles of Sociology
- POSC 2203 State and Local Government OR
- POSC 2103 Introduction to United States Government

Corrections

- CRIM 1033 Introduction to Corrections
- CRIM 1023 Introduction to Criminal Justice
- CRIM 2233 Criminal Law
- CRIM 2023 Probation, Parole, and Community Corrections

TOTAL FOR TECHNICAL CERTIFICATE IN COMMUNITY CORRECTIONS = 30 HOURS

“Transforming Lives Through Quality Learning Experiences”
CERTIFICATE OF PROFICIENCY
COMMUNITY CORRECTIONS

CRIM  1033  Introduction to Corrections
CRIM  2233  Criminal Law
CRIM  2023  Probation, Parole, and Community Corrections

TOTAL FOR CERTIFICATE OF PROFICIENCY IN CORRECTIONS = 9 HOURS

TECHNICAL CERTIFICATE
SCIENCE OF CRIMINAL INVESTIGATIONS

General Education Core (9 hours)
ENG  1003  Freshman English I
MATH  1003  Intermediate Algebra (or higher)
SPCH  1203  Oral Communications

Professional Core (22 hours)
Social Sciences
PSY  2013  Introduction to Psychology
SOC  2213  Principles of Sociology
POSC  2203  State and Local Government
OR
POSC  2103  Introduction to United States Government
Forensics
CST  1354  Computer Forensics Essentials
CRIM  2243  Criminalistics
CRIM  2263  Criminal Evidence and Procedure
CRIM  2253  Criminal Investigations

TOTAL FOR TECHNICAL CERTIFICATE IN SCIENCE OF CRIMINAL INVESTIGATIONS = 31 HOURS

CERTIFICATE OF PROFICIENCY
SCIENCE OF CRIMINAL INVESTIGATION

CST  1354  Computer Forensics Essentials
CRIM  2243  Criminalistics
CRIM  2263  Criminal Evidence and Procedures

TOTAL FOR CERTIFICATE OF PROFICIENCY IN FORENSICS = 9 HOURS

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of Education & Social Sciences

TECHNICAL CERTIFICATE
LAW ENFORCEMENT

General Education Core (9 hours)
- ENG 1003  Freshman English I
- MATH 1003  Intermediate Algebra (or higher)
- SPCH 1203  Oral Communications

Professional Core (21 hours)
Social Sciences
- PSY 2013  Introduction to Psychology
- SOC 2213  Principles of Sociology
- POSC 2203  State and Local Government OR
- POSC 2103  Introduction to United States Government

Law Enforcement
- CRIM 1023  Introduction to Criminal Justice
- CRIM 1013  Introduction to Law Enforcement
- CRIM 2263  Criminal Evidence and Procedure
- CRIM 2213  Criminal Investigations

TOTAL FOR TECHNICAL CERTIFICATE IN LAW ENFORCEMENT = 30 HOURS

CERTIFICATE OF PROFICIENCY
LAW ENFORCEMENT

- CRIM 1023  Introduction to Criminal Justice
- CRIM 1013  Introduction to Law Enforcement
- CRIM 2263  Criminal Evidence and Procedure

TOTAL FOR CERTIFICATE OF PROFICIENCY IN LAW ENFORCEMENT = 9 HOURS

TECHNICAL CERTIFICATE
WILDLIFE ENFORCEMENT OFFICER

General Education Core (9 hours)
- ENG 1003  Freshman English I
- MATH 1003  Intermediate Algebra (or higher)
- SPCH 1203  Oral Communications

Professional Core (25 hours)
Social Sciences
- PSY 2013  Introduction to Psychology
- SOC 2213  Principles of Sociology
- POSC 2203  State and Local Government OR
- POSC 2103  Introduction to United States Government

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Wildlife Enforcement Officer
CRIM 1023  Introduction to Criminal Justice
CRIM 1013  Introduction to Law Enforcement
CRIM 2263  Criminal Evidence and Procedure
CRIM 2233  Criminal Law
CRIM 2274  Forensic Science

TOTAL FOR TECHNICAL CERTIFICATE IN WILDLIFE ENFORCEMENT OFFICER = 34 HOURS

CERTIFICATE OF PROFICIENCY
WILDLIFE ENFORCEMENT

CRIM 1013  Introduction to Law Enforcement
CRIM 2233  Criminal Law
CRIM 2263  Criminal Evidence and Procedure

TOTAL FOR CERTIFICATE OF PROFICIENCY IN WILDLIFE ENFORCEMENT = 9 HOURS

CERTIFICATE OF PROFICIENCY
K-9 ASSISTED DRUG/EXPLOSIVE DETECTION

ASU-Beebe has partnered with Federal K-9 Security Agency, LLC, to offer a Certificate of Proficiency in K-9 Assisted Drug/Explosive Detection consisting of three courses. Students completing these courses will receive up to 12 hours of Criminal Justice credit. Classes are limited to four to six students per class. Each student is assigned at least one explosive detection K-9 for the duration of training. Classes are highly supervised with extensive one-on-one training. Total program certification includes vehicle and building search techniques, handling explosive detective canines and an internship.

Core (12 hours)
CRIM 1043  Introduction to K-9 Drug/Explosive Detection Technology
CRIM 1053  Intermediate Detection Dog Handling and Deployment
CRIM 1016 Advanced Dog Handling & Testing for Certificate of Proficiency Course
Degrees in Cooperation with the Criminal Justice Institute

CERTIFICATE OF PROFICIENCY
CRIME SCENE INVESTIGATION
(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000
(15 credit hours)

Crime Scene Technical Certificate Program - 9 hours
Criminal Justice Institute (126 contact hours)
Certificate of Completion - 6 hours
Law Enforcement Training Academy (ACLEST Cert - 320 contact hours)
A non-commissioned law enforcement employee currently serving as a Civilian Crime Scene Specialist will be required to complete 6 credit hours of Criminal Justice from the Educational Institution to fulfill this requirement.

ASU-Beebe (3 credit hours)
ENG 1003 Freshman English I

Certificate Total: 15 credit hours

TECHNICAL CERTIFICATE
CRIME SCENE INVESTIGATION
(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000
(27-30 credit hours)

Crime Scene Investigation Certificate of Proficiency - 15 credit hours
Special Topics - 12 credit hours from following
Criminal Justice Institute (contact hours noted in parentheses)
Recovery of Human Remains (35) - 2 credit hours
Bloodstain Pattern Analysis (40) - 3 credit hours
Management of Evidence and Recovered Property (14) - 1 credit hour
Computer Crime (21) - 1 credit hour
Crime Scene Digital Photography and Imaging (28) - 2 credit hours
Fingerprint Comparison and Identification (21) - 1 credit hour
Using Forensic Light Sources (21) - 1 credit hour
Crime Scene Courtroom Testimony (21) - 1 credit hour
Computer Applications - 3 credit hours
Criminal Justice Institute (contact hours noted in parentheses)
Computer Applications (25)
Advanced Computer Electives (20)
Computer Application Electives **

"Transforming Lives Through Quality Learning Experiences"
**Courses approved by CJI's Degree Program Committee. Degree Program will also be reviewed by the CJI Advisory Board Annually.**

ASU-Beebe (6-9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>ENG 1003</td>
<td></td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>MATH 1003</td>
<td></td>
</tr>
</tbody>
</table>
* May be fulfilled with Computer Applications offered by Criminal Justice Institute

Certificate Total: 36 credit hours

ASSOCIATE OF APPLIED SCIENCE

CRIME SCENE INVESTIGATION

(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000

(35-38 credit hours)

- Crime Scene Investigation Certificate of Proficiency - 15 credit hours
- Crime Scene Investigation Technical Certificate - 12 - 15 credit hours
- Advanced Crime Scene Technician Certificate - 4 credit hours
- Criminal Justice Institute (63 contact hours)
- Survival Spanish for Law Enforcement - 1 credit hour
- Criminal Justice Institute (21 contact hours)
- Special topics - 3 credit hours
- Criminal Justice Institute (contact hours noted in parentheses)
- Advanced Management of Evidence and Recovered Property (14) - 1 credit hour
- Bloodstain Pattern Documentation (21) - 1 credit hour
- Crime Scene Interpretation and Reconstruction (28) - 2 credit hours

ASU-Beebe (24-27 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>ENG 1003</td>
<td></td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>MATH 1003</td>
<td></td>
</tr>
</tbody>
</table>
* May be fulfilled with Computer Applications offered by Criminal Justice Institute
Choose 18 credit hours from the following:

- **BIOL 1004**  Biological Science
  - **OR**
- **ZOOL 1014**  Basic Human Anatomy and Physiology
- **ENG 1013**  Freshman English II (one required)
  - **OR**
- **ENG 1033**  Technical Writing & Communication
- **SPCH 1203**  Oral Communications
- **HIST 2083**  History of Arkansas
- **SOC 2213**  Principles of Sociology
  - **OR**
- **SOC 2233**  Introduction to Cultural Anthropology
- **POSC 2203**  State and Local Government
- **MKTG 1013**  Introduction to Business
- **CRIM 1023**  Introduction to Criminal Justice
- **SPAN 1013**  Spanish I
  - **OR**
- **PSY 2013**  Introduction to Psychology

**Degree Total: 62 credit hours**

**CERTIFICATE OF PROFICIENCY**

**LAW ENFORCEMENT ADMINISTRATION**

(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

**Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000**

(15 credit hours)
- Law Enforcement Administration and Management - 6 hours
  - (90 contact hours needed)
  - *Foundations of Supervision (24)*
  - *Principles of Supervision (24)*
  - *Advanced Supervision (24)*
  - *Crime Prevention (6)*
  - *Coping with Law Enforcement Stress (6)*
  - *Law Enforcement Administration/Management Electives (48 maximum)*
- Law Enforcement Communications - 3
  - (45 contact hours needed)
  - *Spanish for Law Enforcement (21)*
  - *Communication Excellence (7)*
  - *Conflict Resolution (14)*
  - *Report Writing (6)*
  - *Law Enforcement Communication Electives (21 maximum)*
- Law Enforcement Certification - 6 hours
These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon the Commission on Law Enforcement Standards and Training.

ASU-Beebe (3 credit hours)
ENG 1003 Freshman English I

Certificate Total: 18 credit hours

TECHNICAL CERTIFICATE
LAW ENFORCEMENT ADMINISTRATION
(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000
(21 credit hours)
Law Enforcement Administration - 15 credit hours from following:
Advanced Law Enforcement Special Topics - 6 credit hours
(90 contact hours needed)
Field Training for the 21st Century (40)
Narcotics Officer Certificate Program or Crime Scene Technician Certificate Program (45)
Instructor Development (40)
Crisis Negotiations (40)
Advanced Narcotics Investigation (40)
Managing Drug Investigations (14)
Standardized Field Sobriety Testing (SFST) (24)
SFST Instructor Development (32)
Patrol Response to Active Shooter Incidents (6)
Managing Interview and Interrogations (14)
Advanced Law Enforcement Electives (21 maximum)
Advanced Computer Electives (6 maximum)

ASU-Beebe (15 credit hours)
ENG 1003 Freshman English I (or higher)
MATH 1003 Intermediate Algebra (or higher)
SPCH 1203 Oral Communications
MKTG 1013 Introduction to Business
CIS 1503 Microcomputer Applications I

Certificate Total: 36 credit hours
ASSOCIATE OF APPLIED SCIENCE
LAW ENFORCEMENT ADMINISTRATION
(Offered in cooperation with the Criminal Justice Institute and only available to currently licensed law enforcement officers)

Criminal Justice Institute - contact Assistant Director Dr. Cheryl May 501-570-8000
(36 credit hours)
- Law Enforcement Administration Certificate of Proficiency - 15 Credit Hours
- Law Enforcement Administration Technical Certificate - 6 Credit Hours
- School of Law Enforcement Supervision - 9 Credit Hours (140 Contact Hours)
- Legal Aspects of Law Enforcement - 3 Hours (45 Contact Hours Needed)
- Warrantless Search/Seizure (6)
- Courtroom Testimony (6)
- Search Warrant Update (6)
- Update Arkansas Legal Decisions (6)
- Use of Force (6)
- Case File Preparation (6)
- Bias Based Policing (6)
- Managing Informants and Cooperative Witnesses (6)
- Identity Theft (7)
- Policing People with Mental Disorders (6)
- Integrity in Law Enforcement - 3 Credit Hours
- Police Internal Affairs (40)
- Background Investigations of Police Applicants (12)

ASU-Beebe (27 credit hours)
- ENG 1003 Freshman English I (required)
- ENG 1033 Technical Writing & Communication (required)
- MATH 1003 Intermediate Algebra (required)
- CIS 1503 Microcomputer Applications I (required)
- SOC 2233 Introduction to Cultural Anthropology
- SPCH 1203 Oral Communications
- MKTG 1013 Introduction to Business
- CRIM 1023 Introduction to Criminal Justice
- SOC 2213 Principles of Sociology
- POSC 2103 Introduction to United States Government

Degree Total: 63 credit hours
DIVISION OF ENGLISH AND FINE ARTS

The Division of English and Fine Arts offers courses designed to strengthen skills in written and oral communication; promote greater understanding and appreciation of literature, philosophy, art, and music; study and participate in theatre work; and develop proficiency in a foreign language.

DEPARTMENT OF ENGLISH

The courses offered in the field of English are designed to promote the effective use of oral and written English; to encourage selective and interpretative reading; to increase the capacity to understand and appreciate the classics, the humanities, and the fine arts; and to foster the development of personal philosophies based on time-tested truths. This department also includes offerings in modern languages.

ENGLISH

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelor's degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

1. 43-hour core, including 12 hours of English.
2. Fine Arts-Visual, Fine Arts-Musical, Fine Arts-Theatre, Introduction to Humanities I, or Introduction to Humanities II. (Must take one of the others not taken in the core.)
3. Six hours of World Civilization. (One is in the core.)
4. Introduction to Philosophy
5. Additional English, speech, theatre, and foreign language as approved by an advisor to complete the 62-hour program.

FRENCH AND SPANISH

The courses offered in modern languages are intended to teach the student to read, speak, and understand the foreign language; to acquaint the student with the literature and culture of the people speaking the language; to provide a language tool necessary in many professions; to afford a source of literary and aesthetic pleasure.
DEPARTMENT OF FINE ARTS

The Department of Fine Arts includes three areas: Art, Music, and Speech and Theatre. Each, though a separate unit, complements the others.

The Department of Fine Arts is primarily a place to learn. It also serves the campus, the community, and the state by providing artistic, cultural, and educational leadership. Basically it is concerned with providing opportunities and encouragement for students to develop inherent talents and capacities. It also enables the students to put into practice techniques learned in the classroom.

Participation in classes and programs in the three areas is open to all students. All students are encouraged to embrace these opportunities in order to give dynamic meaning to their developing aesthetic experiences and to develop the whole person.

ART

The Art Program is devoted to the responsibility of giving students a basic understanding of the fundamentals and principles of art. Students in art are encouraged to develop insight, sensitivity, and perception toward all aspects of nature, leading to individual expressive responses. Aesthetic and functional values are stressed in the study of the many facets of art. Students are given the opportunity to develop creative ideas and skills through a wide range of applied studio and classroom experiences.

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 hours).

Art Emphasis Requirements (15 hours)
Select five courses from:

- ART 1033 Drawing I
- ART 1043 Drawing II - Life Drawing
- ART 1013 Design I
- ART 2063 Painting I
- ART 2073 Painting II
- ART 2093 Ceramics I
- ART 2103 Ceramics II

Related Requirements* (3 hours)
- MUS 2503 Fine Arts - Musical
- THEA 2503 Fine Arts - Theatre

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

Elective (1 hour)
Total Program Hours = 62 hours
ASSOCIATE OF APPLIED SCIENCE
GRAPHIC DESIGN
Pending Approval of Arkansas Department of Higher Education Coordinating Board

1st Semester
- ENG 1003  Freshman English I
- ART 2503  Fine Arts - Visual
- ART 1033  Drawing I
- ART 1013  Design I
- CIS 1113  Introduction to Macintosh Computers

2nd Semester
- ENG 1013  Freshman English II
- ART 1053  History of Graphic Design
- HIST 1013  World Civilization to 1660
  OR
- HIST 1023  World Civilization from 1660
- ART 2063  Painting I
- ART 1073  Color Theory
- ART 1083  Graphic Design I

3rd Semester
- ART 1043  Drawing II-Life Drawing
- ART 1063  Introduction to Digital Photography
- SPCH 1203  Oral Communications
- ART 2413  Graphic Design II
- EGT 1104  Basic Drafting
- ART 2603  Modern Art History

4th Semester
- ART 2423  Advanced Graphic Design
- ART 2433  Graphic Illustration
- CIS 2013  Web Page Design
  OR
- CIS 2023  Computer Animation
- MKTG 1013  Introduction to Business
- MATH 1003  Intermediate Algebra

Total for Associate of Applied Science in Graphic Design: 67 hours

“Transforming Lives Through Quality Learning Experiences”
MUSIC

The Music Department of Arkansas State University-Beebe offers opportunities for the aspiring musician looking to prepare for a career in music education, and is designed to satisfy the core requirements for the first two years of college. ASU-Beebe also offers courses for the student interested in pursuing music as an avocation. Students may study piano, voice, and guitar privately or in a class setting. Music Theory, Ear Training, and Music Fundamentals are designed to aid the student in reading and writing music.

Several ensembles are available to all students. Singers, a non-auditioned chorus, performs in the fall for the annual Madrigal Feast and performs in the spring concert. Chamber Singers, an auditioned chorus, performs for numerous functions on and off campus, and takes a tour in the spring semester. Admittance into this organization will be achieved through audition and a personal interview with the director. An instrumental ensemble is open to all students with high school band experience. Membership in the instrumental ensemble is by audition.

The music department is equipped with state-of-the-art equipment and software and may be used by students enrolled in approved classes or working under the direct supervision of a faculty member. This facility is available to music students for word processing, MIDI projects, practicing, and other such work.

Students who are planning to major in music should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer. Additional fees could be charged for private instruction courses.

ASSOCIATE OF FINE ARTS-MUSIC

Basic Requirements (28 hours)

English (6 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Freshman English II</td>
</tr>
</tbody>
</table>

Lab Science (4 hours)

Arts and Humanities (9 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SPCH 1203</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>ART 2503</td>
<td>Fine Arts-Visual</td>
</tr>
<tr>
<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
</tr>
</tbody>
</table>

Math (3 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

History (3 hours)

Social Science (3 hours)
Major Requirements (35 hours)

MUS 1411 Ear Training I*
MUS 1421 Ear Training II
MUS 2411 Ear Training III
MUS 2421 Ear Training IV
MUS 1413 Music Theory I*
MUS 1423 Music Theory II
MUS 2413 Music Theory III
MUS 2423 Music Theory IV
MUS 1201 Class Piano I**
MUS 1211 Class Piano II**
MUS 2201 Class Piano III**
MUS 2211 Class Piano IV**
MUS 1901 Symphonic Band I
MUS 1911 Symphonic Band II
MUS 2901 Symphonic Band III
MUS 2911 Symphonic Band IV
MUS 1000 Recital Attendance (4 semesters)
MUS 2553 Music History I
MUS XXXX Applied Instruction I
MUS XXXX Applied Instruction II
MUS XXXX Applied Instruction III
MUS XXXX Applied Instruction IV

* Students who are not sufficiently prepared for Music Theory and Ear Training I will be required to take Music Fundamentals and Sightsinging. These classes will not count towards the credit requirements for graduation and may transfer as electives.

** Students with keyboard skills may test out of any or all of the Class Piano Requirements. If a student is able to test out of these classes, credit hours will not be given, and the student may replace these credits with approved electives.

Total Program Hours= 63
SPEECH AND THEATRE

The Speech and Theatre program provides opportunities for students to develop a wide range of communication and theatrical skills. These in turn enrich the student's academic, professional, and cultural life. Whether or not you seek a career in the performing arts, theatre study provides opportunities for students to develop presentation skills and cultural awareness applicable to a variety of career paths. Attention is given to the development of an intellectual and aesthetic appreciation for the human experience. Students may take advantage of these opportunities through enrollment in program courses and through participation in the curricular and extra-curricular theatre productions.

The Theatre Department offers the Associate of Fine Arts degree and expects that students majoring in theatre have a more serious and/or career focus on the theatrical arts.

The ASUB AFA in Theatre is partitioned into two discipline-specific emphases. Students pursuing the ASU-Beebe AFA in Theatre will receive in-depth coursework in performance or technical and design aspects. The curriculum is deep (and articulation has been/is being negotiated with many four-year programs). At present, admission to either AFA track is open; however, a mid-track review will determine retention in the major. AFA majors must pass a second semester jury (an audition for performers; a portfolio presentation for designer/technicians) to continue the AFA candidacy. Students who do not pass AFA juries are reassigned to the AA Theatre Emphasis track. The ASU-Beebe Theatre and Speech department now offers 24 courses (more than many 4-year programs) and 4 full-time faculty members.

Each year the ASU-Beebe Theatre presents a series of curricular productions in order to enrich the educational and cultural environment of the students. Program productions are selected from a variety of historical periods, theatrical styles, and ideological viewpoints in order to provide our students with the maximum educational laboratories. As such they are designed to enhance student academic growth, artistic expression, and intellectual freedom. Students are trained to reach high levels of achievement in their disciplines. The theatre program provides students with training in both performance and production skills. All students are encouraged to develop an appreciation of the role theatre plays in the development of culture. Suggested plans of study in this area are given below. Students should select courses with the approval of a program advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

**Associate of Fine Arts-Theatre**

**General Education Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Freshman English II</td>
</tr>
<tr>
<td>ENG 2003</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENG 2013</td>
<td>World Literature II</td>
</tr>
<tr>
<td>Lab Science (4 hours)</td>
<td></td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SPCH 1203</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>World Civilization to 1660</td>
</tr>
<tr>
<td>HIST 2773</td>
<td>The United States Since 1876</td>
</tr>
<tr>
<td>Social Science Elective (6 hours)</td>
<td></td>
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<tr>
<td>Choose two courses from CIS, ECON, GEOG, HIST, POSC, PSY, or SOC</td>
<td></td>
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</tbody>
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“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of English & Fine Arts

**Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>THEA 1213</td>
<td>Acting I</td>
</tr>
<tr>
<td>THEA 2223</td>
<td>Fundamentals of Stagecraft</td>
</tr>
<tr>
<td>THEA 1253</td>
<td>Stage Management</td>
</tr>
<tr>
<td>THEA 1261</td>
<td>Theatre Practicum I</td>
</tr>
<tr>
<td>THEA 1271</td>
<td>Theatre Practicum II</td>
</tr>
<tr>
<td>THEA 2261</td>
<td>Theatre Practicum III</td>
</tr>
<tr>
<td>THEA 2233</td>
<td>Play Analysis</td>
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</tbody>
</table>

**Major Electives (12 hours required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>THEA 1323</td>
<td>Introduction to Scenic Rendering</td>
</tr>
<tr>
<td>THEA 1233</td>
<td>Costume Construction</td>
</tr>
<tr>
<td>THEA 2143</td>
<td>Introduction to Stage Lighting</td>
</tr>
<tr>
<td>THEA 1223</td>
<td>Stage Makeup</td>
</tr>
<tr>
<td>THEA 2123</td>
<td>Movement and Dance for the Stage</td>
</tr>
<tr>
<td>THEA 1293</td>
<td>Intro to Stage Combat (w/instructor permission)</td>
</tr>
<tr>
<td>THEA 2153</td>
<td>Voice and Diction for the Stage</td>
</tr>
<tr>
<td>THEA 2023</td>
<td>Music Theatre Performance</td>
</tr>
<tr>
<td>THEA 2213</td>
<td>Acting II</td>
</tr>
<tr>
<td>THEA 1303</td>
<td>Ballet I</td>
</tr>
<tr>
<td>THEA 2013</td>
<td>The History of Musical Theatre</td>
</tr>
<tr>
<td>THEA 2033</td>
<td>Creating Children’s Theatre</td>
</tr>
<tr>
<td>THEA 2513</td>
<td>Survey of Theatre</td>
</tr>
</tbody>
</table>

“Transforming Lives Through Quality Learning Experiences”
DIVISION OF MATHEMATICS AND SCIENCE

The Division of Mathematics and Science offers courses in the biological sciences, in the physical sciences, and in mathematics for students preparing to teach, work in industry or science-related occupations, enter professional school or pursue a graduate program. Courses are also offered to give non-majors a broader understanding of the methods, principles and significance of mathematics and science.

Curricula are available to meet the requirements for a major in general science, zoology, botany, chemistry, mathematics, or physics. Pre-professional courses are offered for engineering, medicine, dentistry, pharmacy, nursing, medical technology, and allied health areas.

ASSOCIATE OF ARTS

The 62-hour plans under the related departments lead to the Associate of Arts degree. The 65-hour Associate of Science in Health Sciences is discussed below.

ASSOCIATE OF SCIENCE

HEALTH SCIENCES

The Associate of Science in Health Sciences degree is a 65 semester hour program designed for students with specific occupational or transfer needs. It has a general education core made up of the 35-hour state minimum core requirements. Compared to the associate of arts, it allows students a wider choice of elective courses to meet requirements for many specialized health science baccalaureate degrees. Students who know where they will transfer and what their major will be should work with their ASU-Beebe advisors to select electives that will maximize transferability.

English/Communications (12 hours)

<table>
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<tr>
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<td>Oral Communications</td>
</tr>
<tr>
<td>ENG 2003</td>
<td>World Literature I</td>
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<tr>
<td>OR</td>
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</tr>
<tr>
<td>ENG 2013</td>
<td>World Literature II</td>
</tr>
</tbody>
</table>

Math (3 hours)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1023</td>
<td>College Algebra or higher</td>
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</table>

Lab Sciences (8 hours)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ART 2503</td>
<td>Fine Arts-Visual</td>
</tr>
<tr>
<td>MUS 2503</td>
<td>Fine Arts-Musical</td>
</tr>
<tr>
<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
</tr>
<tr>
<td>HUM 2003</td>
<td>Introduction to Humanities I</td>
</tr>
<tr>
<td>HUM 2013</td>
<td>Introduction to Humanities II</td>
</tr>
</tbody>
</table>

“Transforming Lives Through Quality Learning Experiences”
Social Science (6 hours)

3 hours from the following:
- HIST 2763 The United States to 1876
- HIST 2773 The United States Since 1876
- POSC 2103 Introduction to United States Government

3 hours from the following:
- HIST 1013 World Civilization to 1660
- HIST 1023 World Civilization Since 1660

Social or Behavioral Science Elective (3 hours from the following):
- HIST 1013 World Civilization to 1660
- HIST 1023 World Civilization Since 1660
- HIST 2763 The United States to 1876
- HIST 2773 The United States Since 1876
- POSC 2103 Introduction to United States Government
- GEOG 2613 Introduction to Geography
- GEOG 2603 World Regional Geography
- SOC 2213 Principles of Sociology
- PSY 2013 Introduction to Psychology

Electives (at least 30 hours)

12 hours from the following science classes (these science classes are in addition to the core requirements):
- Chemistry
- Biology
- Zoology
- Physical Science

6 hours from:
- Psychology or Sociology
- Math or Computer Information Systems

12 hours of additional elective hours

Total Hours: 65 hours
DEPARTMENT OF BIOLOGICAL SCIENCE

The courses in biological science are designed to meet the needs of the general student wishing to secure an understanding of the fundamental biological principles for a better understanding of life and for students desiring to prepare for teaching and research, for graduate study and for medicine and related fields.

BIOLOGICAL SCIENCE

Suggested plans of study in this area are given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the institution to which they plan to transfer.

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 Hours)

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

Plan A: Natural Science Emphasis

Emphasis Recommendations (16 hours)

*BIOL 1004 Biological Science
*BOTL 1104 General Botany
*ZOOI 1304 General Zoology I (Invertebrate)
*ZOOI 1314 General Zoology II (Vertebrate)

Related Recommendations (8 hours)

*BIOL 2024 Ecology
*CHEM 1014 General Chemistry I
*CHEM 1024 General Chemistry II

OR

*CHEM 1034 Introduction to Organic and Biochemistry

Electives: 3 hours

Total Hours Required: 62 hours
Plan B: Health Science Emphasis

Emphasis Recommendations (19 hours)

*BIOL 1004  Biological Science
*BIOL 2013  Nutrition
*BIOL 2104  Microbiology
*ZOOL 2004  Human Anatomy and Physiology I
*ZOOL 2014  Human Anatomy and Physiology II

Related Recommendations (8 hours)

*CHEM 1014  General Chemistry I
*CHEM 1024  General Chemistry II
OR
*CHEM 1034  Introduction to Organic and Biochemistry

Total Hours Required: 62 hours

* Also meets University Core Requirement for science.

ENVIRONMENTAL BIOLOGY

A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the institution to which they plan to transfer.

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 Hours)

Recommended electives: Choose a minimum of 19 hours from the following:

*BIOL 2024  Ecology
*CHEM 1014  General Chemistry I
*CHEM 1024  General Chemistry II
*PHYS 2054  General Physics I
*PHYS 2064  General Physics II

Total Hours Required: 62 hours

* Also meets University Core Requirement for science.
DEPARTMENT OF MATHEMATICS

The courses in mathematics are designed to give students a strong foundation for more advanced study, to prepare students for employment, and to provide the proper background and requirements for teaching careers. Courses are also designed to provide the necessary mathematics foundation for pre-engineers and students of science.

MATHEMATICS

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 hours).

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to an emphasis in Mathematics are listed below:

**Emphasis Requirements (13 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1033</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 1054</td>
<td>Pre-calculus</td>
</tr>
<tr>
<td>MATH 2205</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2215</td>
<td>Calculus II</td>
</tr>
</tbody>
</table>

Electives: 6 hours

Total Hours Required: 62 hours
DEPARTMENT OF PHYSICAL SCIENCE

The courses in physical science, chemistry and physics are designed to provide students with the broad background necessary for employment in industry and education or as a basis for continued study.

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

ASU-Beebe is not authorized to award an Associate of Arts-Liberal Arts degree with a specific area of emphasis. The courses below are recommended electives of the AA-Liberal Arts degree and provide a foundation to prepare the student for a Bachelors degree program. Only the listing of Associate of Arts will appear on the transcript and diploma.

See University Core Requirements (43 Hours)

Emphasis Recommendations (16 hours)
*CHEM 1014  General Chemistry I
*CHEM 1024  General Chemistry II

(Take one of the following two course sequences)
*PHYS 2054  General Physics I
*PHYS 2064  General Physics II
OR
*PHYS 2074  University Physics I
*PHYS 2084  University Physics II

Related Recommendations (3 hours)
MATH 1033  Plane Trigonometry

Electives: 8 hours (BIOL 1004 is recommended as an elective.)

Total Hours Required: 62 hours

* Also meets University Core Requirement for Science
DIVISION OF OCCUPATIONAL TECHNOLOGY

This division consists of the Departments of Air Conditioning, Auto Body Repair, Automotive Technology, Diesel Technology, Electronics, Computerized Machining Technology, Upholstery, Welding Technology, and Petroleum Technology. All programs in this division are offered at the Searcy campus except Upholstery and Welding.

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 HOURS

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
Arkansas State University - Beebe

Division of Occupational Technology

TECHNICAL CERTIFICATE
AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

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.

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ACR 1103</td>
<td>Electrical Motors &amp; Components</td>
</tr>
<tr>
<td>ACR 1203</td>
<td>Gas Heating Systems</td>
</tr>
<tr>
<td>ACR 1204</td>
<td>Electric Circuits and Controls</td>
</tr>
<tr>
<td>ACR 2102</td>
<td>Air Distribution</td>
</tr>
<tr>
<td>ACR 2204</td>
<td>Materials</td>
</tr>
<tr>
<td>ACR 2304</td>
<td>Air Conditioning &amp; Refrigeration Systems</td>
</tr>
<tr>
<td>ACR 2404</td>
<td>Air Conditioning &amp; Refrigeration Components</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>IET 1002</td>
<td>Introduction to General Electronics I</td>
</tr>
<tr>
<td>IET 2002</td>
<td>Introduction to General Electronics II</td>
</tr>
<tr>
<td>MTH 1013</td>
<td>Technical Mathematics I</td>
</tr>
</tbody>
</table>

TOTAL FOR TECHNICAL CERTIFICATE IN AIR CONDITIONING = 34 HOURS

CERTIFICATE OF PROFICIENCY
AIR CONDITIONING

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACR 2102</td>
<td>Air Distribution</td>
</tr>
<tr>
<td>ACR 2204</td>
<td>Materials</td>
</tr>
<tr>
<td>ACR 2404</td>
<td>Air Conditioning &amp; Refrigeration Components</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN AIR CONDITIONING = 10
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ABR 1103</td>
<td>Basic Automotive Body and Frame Alignment</td>
</tr>
<tr>
<td>ABR 1113</td>
<td>Introduction to Auto Body</td>
</tr>
<tr>
<td>ABR 1203</td>
<td>Collision Diagnostics and Estimating</td>
</tr>
<tr>
<td>ABR 1303</td>
<td>Basic Automotive Metal Repair</td>
</tr>
<tr>
<td>ABR 2103</td>
<td>Automotive Mechanical Components</td>
</tr>
<tr>
<td>ABR 2113</td>
<td>Automotive Refinishing Techniques</td>
</tr>
<tr>
<td>ABR 2203</td>
<td>Automotive Refinishing Preparation</td>
</tr>
<tr>
<td>ABR 2303</td>
<td>Special Automotive Body Material</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>IET 1002</td>
<td>Introduction to General Electronics I</td>
</tr>
<tr>
<td>IET 2002</td>
<td>Introduction to General Electronics II</td>
</tr>
<tr>
<td>MTH 1013</td>
<td>Technical Mathematics I</td>
</tr>
</tbody>
</table>

TOTAL FOR AUTO BODY REPAIR CERTIFICATE = 34 HOURS

**CERTIFICATE OF PROFICIENCY AUTO BODY REPAIR**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR 1103</td>
<td>Basic Automotive Body and Frame Alignment</td>
</tr>
<tr>
<td>ABR 1113</td>
<td>Introduction to Auto Body</td>
</tr>
<tr>
<td>ABR 1303</td>
<td>Basic Automotive Metal Repair</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN AUTO BODY REPAIR = 9
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1103</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AST 1204</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>AST 2104</td>
<td>Brakes</td>
</tr>
<tr>
<td>AST 2204</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>AST 2304</td>
<td>Automotive Electrical Applications</td>
</tr>
<tr>
<td>AST 2404</td>
<td>Manual Transmissions/Transaxles</td>
</tr>
<tr>
<td>AST 2504</td>
<td>Engine Performance I</td>
</tr>
<tr>
<td>AST 2604</td>
<td>Engine Performance II</td>
</tr>
<tr>
<td>AST 2704</td>
<td>Automotive Climate Control</td>
</tr>
<tr>
<td>AST 2804</td>
<td>Engine Rebuild</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>IET 1002</td>
<td>Introduction to General Electronics I</td>
</tr>
<tr>
<td>IET 2002</td>
<td>Introduction to General Electronics II</td>
</tr>
<tr>
<td>MTH 1013</td>
<td>Technical Mathematics I</td>
</tr>
</tbody>
</table>

TOTAL FOR AUTOMOTIVE TECHNOLOGY CERTIFICATE = 49 HOURS

CERTIFICATE OF PROFICIENCY
AUTOMOTIVE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AST 1103</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AST 1204</td>
<td>Automatic Transmissions</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN AUTOMOTIVE TECHNOLOGY = 7 HOURS

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Division of Occupational Technology

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 mechanics shops.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DST 1104</td>
<td>Diesel Engine Technology</td>
</tr>
<tr>
<td>DST 1204</td>
<td>Transportation Electronics</td>
</tr>
<tr>
<td>DST 1404</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>DST 2104</td>
<td>Climate Control</td>
</tr>
<tr>
<td>DST 2204</td>
<td>Brake Systems</td>
</tr>
<tr>
<td>DST 2304</td>
<td>Truck Preventive Maintenance</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>IET 1002</td>
<td>Introduction to General Electronics I</td>
</tr>
<tr>
<td>IET 2002</td>
<td>Introduction to General Electronics II</td>
</tr>
<tr>
<td>MTH 1013</td>
<td>Technical Mathematics I</td>
</tr>
</tbody>
</table>

TOTAL FOR DIESEL TECHNOLOGY CERTIFICATE = 34 HOURS

CERTIFICATE OF PROFICIENCY
DIESEL TECHNOLOGY

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DST 1104</td>
<td>Diesel Engine Technology</td>
</tr>
<tr>
<td>DST 1204</td>
<td>Transportation Electronics</td>
</tr>
<tr>
<td>DST 1404</td>
<td>Suspension and Steering</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN DIESEL TECHNOLOGY = 12
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).

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IET 1213</td>
<td>Electrical Components</td>
</tr>
<tr>
<td>IET 1104</td>
<td>AC/DC Circuits</td>
</tr>
<tr>
<td>IET 1204</td>
<td>Power Transmission</td>
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<tr>
<td>IET 1304</td>
<td>Electrical Power Systems</td>
</tr>
<tr>
<td>IET 2104</td>
<td>Control Systems</td>
</tr>
<tr>
<td>IET 2204</td>
<td>Solid-State Devices</td>
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<tr>
<td>IET 2304</td>
<td>Digital &amp; Programmable Logic Controllers</td>
</tr>
<tr>
<td>IET 2203</td>
<td>Welding</td>
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<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>IET 2303</td>
<td>System Troubleshooting</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>MTH 2013</td>
<td>Technical Mathematics II</td>
</tr>
</tbody>
</table>

TOTAL FOR INDUSTRIAL ELECTRONICS CERTIFICATE = 36 HOURS

CERTIFICATE OF PROFICIENCY
INDUSTRIAL ELECTRONICS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IET 1104</td>
<td>AC/DC Circuits</td>
</tr>
<tr>
<td>IET 1304</td>
<td>Electrical Power Systems</td>
</tr>
<tr>
<td>IET 1213</td>
<td>Electrical Components</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>IET 2303</td>
<td>System Troubleshooting</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN INDUSTRIAL ELECTRONICS = 11 HOURS
The Computerized Machining Technology program will prepare the student in designing, prototyping, and manufacturing of machined parts. AutoDesk Inventor and MasterCam software will be used in designing parts, and machines such as lathes and mills will be used in their manufacture. The student will be prepared for entry level employment in designing, prototyping, and manufacture with CNC machines of molds and tools in the Computerized Machining occupation.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 1003</td>
<td>Master Cam I</td>
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<tr>
<td>CMT 1103</td>
<td>Prototyping I</td>
</tr>
<tr>
<td>CMT 1203</td>
<td>Basic Machining</td>
</tr>
<tr>
<td>CMT 2003</td>
<td>Master Cam II</td>
</tr>
<tr>
<td>CMT 2103</td>
<td>Prototyping II</td>
</tr>
<tr>
<td>CMT 2603</td>
<td>Plastics</td>
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<tr>
<td>CMT 2703</td>
<td>Advanced Machining</td>
</tr>
<tr>
<td>CMT 2203</td>
<td>Die Making</td>
</tr>
<tr>
<td>CMT 2303</td>
<td>Computer Numeric Control Machining</td>
</tr>
<tr>
<td>CMT 2403</td>
<td>Heat Treatment of Metals</td>
</tr>
<tr>
<td>COM 1003</td>
<td>Career Communications</td>
</tr>
<tr>
<td>MTH 2013</td>
<td>Technical Mathematics II</td>
</tr>
</tbody>
</table>

TOTAL FOR COMPUTERIZED MACHINING TECHNOLOGY CERTIFICATE = 36 HOURS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CMT 1003</td>
<td>Master Cam I</td>
</tr>
<tr>
<td>CMT 1203</td>
<td>Basic Machining</td>
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<tr>
<td>CMT 2303</td>
<td>Computer Numeric Control Machining</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN COMPUTERIZED MACHINING TECHNOLOGY = 9 HOURS
CERTIFICATE OF PROFICIENCY
WELDING TECHNOLOGY

The Certificate of Proficiency in Welding Technology prepares the student for entry-level employment as a structural welder. Courses completed in this program may be applied toward the Technical Certificate and the Associate of Applied Science degree in Welding Technology.

Program Requirements: Choose any two of the following courses:
- WELD 1004 Shielded Metal Arc Welding
- WELD 1104 Gas Metal Arc Welding
- WELD 1204 Gas Tungsten Arc Welding
- WELD 1304 Metal Fabrication

TOTAL FOR WELDING TECHNOLOGY CERTIFICATE OF PROFICIENCY = 16 HOURS

TECHNICAL CERTIFICATE
WELDING TECHNOLOGY

The Technical Certificate in Welding Technology prepares the individual to obtain marketable welding skills and the opportunity to earn various welder certifications as defined by the American Welding Society. Courses completed in this program may be applied toward the Associate of Applied Science degree in Welding Technology.

General Education Core (6 credit hours)
- COM 1003 Career Communications (or higher)
- MTH 1013 Technical Mathematics I

Welding Technology Core (16 credit hours)
- WELD 1004 Shielded Metal Arc Welding
- WELD 1104 Gas Metal Arc Welding
- WELD 1204 Gas Tungsten Arc Welding
- WELD 1304 Metal Fabrication

Advanced Welding Technology Core (8 credit hours)
Choose TWO of the following courses:
- WELD 2004 Advanced Shielded Metal Arc Welding
- WELD 2104 Advanced Gas Metal Arc Welding
- WELD 2114 Pipeline Welding
- WELD 2204 Advanced Gas Tungsten Welding
- WELD 2304 Advanced Metal Fabrication

TOTAL FOR WELDING TECHNOLOGY CERTIFICATE = 30 HOURS

“Transforming Lives Through Quality Learning Experiences”
ASSOCIATE OF APPLIED SCIENCE
WELDING TECHNOLOGY

The Associate of Applied Science degree in Welding Technology is designed to prepare the individual for a career as a welding technician in the fabrication, construction and manufacturing industries. The program includes hands-on application of shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and gas metal arc welding (GMAW) processes, in all positions, using pipe, plate and structural shapes. The requirements for this program enable the individual to earn several welding certifications.

General Education Core (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 1003</td>
<td>Freshman English I</td>
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<tr>
<td>ENG 1013</td>
<td>Freshman English II</td>
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<td>OR</td>
<td></td>
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<tr>
<td>ENG 1033</td>
<td>Technical Communication</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Intermediate Algebra (or higher)</td>
</tr>
<tr>
<td>CIS 1503</td>
<td>Microcomputer Applications I</td>
</tr>
<tr>
<td>PSY 2013</td>
<td>Introduction to Psychology</td>
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<td>OR</td>
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<tr>
<td>SOC 2213</td>
<td>Principles of Sociology</td>
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<tr>
<td>HIST 2763</td>
<td>United States to 1876</td>
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<td>OR</td>
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<tr>
<td>HIST 2773</td>
<td>United States Since 1876</td>
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<td>OR</td>
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<td>POSC 2103</td>
<td>U.S. Government</td>
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<tr>
<td>SPCH 1203</td>
<td>Oral Communications</td>
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Technical Related Core (8 credit hours)

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<tr>
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<tr>
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<td>Technical Mathematics I</td>
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<tr>
<td>WELD 2124</td>
<td>Technical Blueprint Reading</td>
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Welding Technology Core (32 credit hours)

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>WELD 1004</td>
<td>Shielded Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1104</td>
<td>Gas Metal Arc Welding</td>
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<tr>
<td>WELD 1204</td>
<td>Gas Tungsten Arc Welding</td>
</tr>
<tr>
<td>WELD 1304</td>
<td>Metal Fabrication</td>
</tr>
<tr>
<td>WELD 2004</td>
<td>Advanced Shielded Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 2204</td>
<td>Advanced Gas Tungsten Arc Welding</td>
</tr>
</tbody>
</table>

Welding or Technical Related Electives (8 credit hours)

TOTAL FOR AAS IN WELDING TECHNOLOGY = 60 HOURS

“Transforming Lives Through Quality Learning Experiences”
CERTIFICATE OF PROFICIENCY
PETROLEUM TECHNOLOGY

The Certificate of Proficiency in Petroleum Technology prepares the individual with an overview of the petroleum industry and skills for jobs in the gas mining industry. The courses are designed to provide: 1) basic first aid and an awareness of health, safety and environmental concerns related to working in the petroleum industry; 2) purposes and procedures involved in exploration, drilling, production, transportation, marketing and refining; 3) a working knowledge of rig equipment, drilling components and proper procedures of successful drilling; and 4) the skills necessary to handle all categories of load handling.

Required Courses
- PT 1001 Medic First Aid
- PT 1003 Introduction to the Petroleum Industry
- PT 1013 Drilling Operations
- PT 1023 Rigging and Load Handling

TOTAL FOR CERTIFICATE OF PROFICIENCY IN PETROLEUM TECHNOLOGY = 10 HOURS

TECHNICAL CERTIFICATE
PETROLEUM TECHNOLOGY

Required Courses
- PT 1001 Medic First Aid
- PT 1003 Introduction to the Petroleum Industry
- PT 1013 Drilling Operations
- PT 1023 Rigging and Load Handling
- PT 1032 Soft Skills for Technicians
- PT 1042 Floor Hand Training
- PT 1053 Petroleum Regulations and Safety
- COM 1003 Career Communications
- MTH 1003 Basic Technical Mathematics

8 Credit Hours from the Following Courses:
- IET 1002 Introduction to General Electronics I
- IET 2002 Introduction to General Electronics II
- IET 1204 Power Transmission
- IET 2304 Digital & PLC
- IET 2104 Control Systems

TOTAL FOR TECHNICAL CERTIFICATE IN PETROLEUM TECHNOLOGY = 32 HOURS
Arkansas State University - Beebe

Division of Occupational Technology

TECHNICAL CERTIFICATE
AEROSPACE

Required Courses:

- CTT 1014  Cabinetry I
- CTT 1024  Cabinetry II
- CTT 1114  Composites I
- CTT 1124  Composites II
- UPH 1004  Basic Upholstery Techniques
- UPH 1074  Advanced Upholstery Techniques I
- EGT 2124  Introduction to CATIA
- COM 1003  Career Communications
- MTH 1013  Technical Mathematics I

TOTAL FOR TECHNICAL CERTIFICATE IN AEROSPACE = 34 HOURS

CERTIFICATE OF PROFICIENCY
AEROSPACE UPHOLSTERY

Required Courses:

- UPH 1004  Basic Upholstery Techniques
- EGT 2124  Introduction to CATIA
  OR
- MTH 1013  Technical Mathematics I

TOTAL FOR CERTIFICATE OF PROFICIENCY IN AEROSPACE UPHOLSTERY = 7/8 HOURS

CERTIFICATE OF PROFICIENCY
CABINETRY

Required Courses:

- CTT 1014  Cabinetry I
- EGT 2124  Introduction to CATIA
  OR
- MTH 1013  Technical Mathematics I

TOTAL FOR CERTIFICATE OF PROFICIENCY IN CABINETRY = 7/8 HOURS

“Transforming Lives Through Quality Learning Experiences”
CERTIFICATE OF PROFICIENCY
COMPOSITES

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTT</td>
<td>1114</td>
<td>Composites I</td>
</tr>
<tr>
<td>EGT</td>
<td>2124</td>
<td>Introduction to CATIA</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH</td>
<td>1013</td>
<td>Technical Mathematics I</td>
</tr>
</tbody>
</table>

TOTAL FOR CERTIFICATE OF PROFICIENCY IN COMPOSITES = 7/8 HOURS
DIVISION OF DISTANCE LEARNING

The Division of Distance Learning ensures that quality education is available to those students who cannot travel to the ASU-Beebe campuses for traditional classes. This is primarily done by offering all of the general education core classes, as well as many of the discipline specific electives, in an online format. Online classes are offered during the traditional 16-week semester, the 5-week summer sessions, and the accelerated 8-week terms.

**Enrolling in Online Classes**
Students must first be admitted to the University. Once admitted, they will contact their advisor to plan what online courses best meets their area of studies. After the advisor has released the advising hold, students will sign up for online classes through Campus Connect.

**Earning a Degree Online**
Students can take enough courses on-line to complete an Associate of Arts Degree in Liberal Arts. However, some students may not find electives in their chosen field of study offered online. It is also possible to earn enough credits through online courses to satisfy requirements for the Associate of General Studies Degree or a Certificate of General Studies. Consult an academic advisor within your chosen field of study to determine whether enough online course offerings exist for you.

**Hardware & Software Requirements**
Online courses are delivered through a learning management system known as Blackboard/WebCT CE. This system provides instructors and students with access to course content, assignments, discussion boards, mail, chat rooms, whiteboards, quizzes, exams and other features as needed in an online environment. Anyone enrolled in an online course must have access to a computer and a reliable Internet service provider. Additionally, online students need to be comfortable using an Internet browser; navigating through Web sites; using a word-processing program; saving, moving, deleting and attaching files; and communicating through email. Some online classes may require specific software/hardware necessary for that particular course.

**Technical Support**
Online students have access to technical support Monday through Friday throughout the academic year. The WebCT HELP Desk can be reached by calling (501)882-4409 or by emailing webctadmin@asub.edu.

**Test Proctoring**
To ensure the integrity of our online classes, ASU-Beebe requires that at least one major exam in each online course be proctored. Students can use proctoring services offered during specific dates/times on the different ASU-Beebe campuses or arrange to use an outside proctor provided that individual meets the division’s proctor guidelines and is approved by the instructor. Please see the Distance Learning website for the complete policy.

**Website**
For additional information, please visit the Distance Learning website at: http://dlweb.asub.edu.
Auto Body Repair

ABR 1103  Basic Automotive Body and Frame Alignment  3 Credits
The students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be provided. The fundamentals of welding, heating, cutting, and shaping are included. This course will be approximately 1/3 theory and 2/3 lab. Safety is taught and emphasized.

ABR 1113  Introduction to Auto Body  3 Credits
This course will cover the introduction to vehicle body panels and tools used in panel straightening. It will also include the procedures necessary for mixing application of body fillers, proper sanding techniques, and welding. This class will be approximately 1/4 theory in the classroom and 3/4 lab. Safety is an integral part of this course.

ABR 1203  Collision Diagnostics and Estimating  3 Credits
Determining repairs needed to damaged vehicles will be taught in this course as well as estimating cost related to the repair of these damages. Repairs to paint, frames, accessories, and safety equipment will be covered. Students will actually work on damaged parts to become familiar with the time needed for repairs. This course will be 1/3 theory and 2/3 lab. Safety will be taught and emphasized.

ABR 1303  Basic Automotive Metal Repair  3 Credits
The straightening, alignment, and fitting of major panels are taught in this course. Procedures necessary to rough, shrink, bump, and finish will also be taught. Safety is an integral part of this course.

ABR 2103  Automotive Mechanical Components  3 Credits
Students will be taught needed skills related to minor repair of automotive mechanical parts. Included in these will be climate control, steering, cooling systems, lighting, and others. This course will be 1/3 theory and 2/3 lab. Safety will be taught and emphasized.

ABR 2113  Automotive Refinishing Techniques  3 Credits
Priming, painting, buffing, and polishing automotive body surfaces will be taught in this course. This course will be 1/4 theory and 3/4 lab. Related safety will be taught and emphasized.

ABR 2203  Automotive Refinishing Preparation  3 Credits
The skills needed to prepare automotive bodies for refinishing will be taught in this course. Straightening, sanding, and other steps in preparing for refinishing will be taught and practiced. This course will be 1/4 theory and ¾ lab. Related safety will be taught and emphasized.

ABR 2303  Special Automotive Body Material  3 Credits
The identification, preparation, use, and repair of special automotive body materials such as plastics, fiberglass, and automotive glass will be covered in this course. This course will be 1/2 theory and 1/2 lab. Related safety will be taught and emphasized.
Accounting

ACCT 1003  Introduction to Accounting  3 Credits
This course teaches the fundamentals of accounting and is a survey for students with no previous accounting knowledge. The purpose of this course is to provide the necessary background to enter ACCT 2003. Credit will not be given if taken after ACCT 2003 or higher.

ACCT 2003  Principles of Accounting I  3 Credits
The accounting cycle for merchandising and service-oriented business organizations. Primary emphasis is on financial accounting principles applicable to measuring assets, liabilities, and owners' equity.

ACCT 2013  Principles of Accounting II  3 Credits
The first part of this course is an extension of basic financial accounting concepts from Principles of Accounting I, applied to corporate equity structures, long-term debt issues, and cash flows. The second part of the course focuses on managerial and cost accounting concepts, reporting, and decision making. Prerequisite: ACCT 2003 with a grade of C or better.

ACCT 2023  Fundamental Accounting Concepts  3 Credits
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 skill in problem solving. (This course does not fill a degree requirement for business majors.)

ACCT 2033  Computerized Accounting  3 Credits
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: ACCT 2003 with a grade of C or better or consent of instructor.

Air Conditioning

ACR 1103  Electrical Motors and Components  3 Credits
This course covers electric motor applications, motor structure, and types of electric motors, motor components and servicing electric motors. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.

ACR 1203  Gas Heating Systems  3 Credits
This course covers the types of fuels, combustion process, furnace components, efficiency, venting and maintenance of gas heating systems. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.
Course Descriptions

ACR 1204  Electric Circuits and Controls  4 Credits
This course covers the complete wiring diagram, electrical circuits in depth, control systems consisting of relays, contactors, circuit boards, pressure switches and troubleshooting. Practical application is provided in the laboratory as needed. This course will be 1/3 theory and 2/3 lab. Safety is emphasized.

ACR 2102  Air Distribution  2 Credits
This course covers the properties of air, air circulation, indoor air quality, ventilation requirements and air measurement. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.

ACR 2204  Materials  4 Credits
This course covers the process of identifying tubing and pipe and fittings. Soft soldering, silver soldering, identification of tools, and the history of air conditioning are taught. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.

ACR 2304  Air Conditioning and Refrigeration Systems  4 Credits
This course is a comprehensive study of mechanical refrigeration cycles emphasizing proper service techniques. Testing procedures, parts removal, and installation are covered. The use of vacuum pumps and recovery equipment is taught. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.

ACR 2404  Air Conditioning and Refrigeration Components  4 Credits
This course is a study of the major components and control devices for the cooling systems. Identification and use of refrigerants is taught. Practical application is provided in the laboratory as needed. This class will be 1/3 theory and 2/3 lab. Safety is emphasized.

Agricultural Economics

AGEC 1003  Introduction to Agricultural Economics  3 Credits
Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems.

Agricultural Education

AGED 1411  Introduction to Agricultural and Extension Education  1 Credit
Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education.

AGED 2001  Parliamentary Law  1 Credit
Instruction and participation in the abilities and practice of parliamentary procedure necessary for leadership in community and school organizations.
Course Descriptions

Agriculture

AGRI 1211  Introductory Seminar in Agriculture      1 Credit
A series of lectures dealing with agriculture as a profession and with the various possible majors and job opportunities.

AGRI 1213  Seminars in Agriculture: Making Connections    3 Credits
This course is designed to enhance academic, study and research skills, develop connections between fellow students, instructors, and the university community. Students in this course will develop an understanding of ASU-Beebe academic requirements, policies, procedures, expectations, and support services. This course will explore the world of agriculture, including the majors, career opportunities through experiential and service learning.

AGRI 2203  Introductory Food Science       3 Credits
Introduction to modern food technology. Concepts of food quality, nutrition, sanitation, consumption patterns, and food laws. Overview of careers in food science and technology.

AGRI 2213  Genetic Improvement of Plants and Animals    3 Credits
Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations.

Animal Science

ANSC 1204  Introduction to Animal Science       4 Credits
A course dealing with fundamental principles of successful livestock farming in Arkansas and the United States. It includes a study of the types, breeds, and economic importance of beef cattle, swine, dairy cattle, sheep, and horses. Lecture three hours, laboratory two hours per week.

ANSC 2213  Feeds and Feeding       3 Credits
Principles of animal nutrition, composition, and digestibility of feeds, balanced rations and feed of farm animals. Prerequisite: ANSC 1204.

ANSC 2602  Principles of Dairying       2 Credits
General management; a general survey of breeds, selection, feeds, care of dairy cattle, product testing, composition, quality, food value, and consumption of dairy products. Lecture two hours.

ANSC 2623  Equine Health and Management     3 Credits
Course covers aspects of equine health, diseases, soundness, first aid, preventive maintenance, and management of horses in domestic situations.

Art

ART 1013  Design I       3 Credits
The study of the elements and principles of two-dimensional design.

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<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 1033</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A studio course in which the concepts of linear perspective, value studies, contrast, contour, and technique are taught by using a variety of subjects from still life to live models. A variety of media will also be explored. Six hours per week.</td>
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<tr>
<td>ART 1043</td>
<td>Drawing II - Life Drawing</td>
<td>3</td>
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<tr>
<td></td>
<td>Foundation course for majors or minors in art. Studies of the figure with emphasis on anatomy, composition, and orientation to media. Six hours per week. Prerequisite: ART 1033.</td>
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<tr>
<td>ART 1053</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Surveys the field of graphic design from its origins to contemporary practice. Develops visual vocabulary, provides insight into the continuity of design thinking, provides cultural and historical context for design practice.</td>
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<tr>
<td>ART 1063</td>
<td>Digital Photography</td>
<td>3</td>
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<td></td>
<td>This course offers an introduction to photography as it can be used in digital media. Basic camera operation and computer based digital imaging and design applications will be covered. Prerequisite: ART 1013 Design I for art majors.</td>
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<tr>
<td>ART 1073</td>
<td>Color Theory</td>
<td>3</td>
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<tr>
<td></td>
<td>A concentrated study of the theory and application of color, both fundamental and advanced.</td>
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<tr>
<td>ART 1083</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basic principles of typography, printing processes, design and visual communication as they relate to graphic design.</td>
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<tr>
<td>ART 2063</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught. Six hours per week. Prerequisite: ART 1033.</td>
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<tr>
<td>ART 2073</td>
<td>Painting II</td>
<td>3</td>
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<tr>
<td></td>
<td>A continuation of ART 2063. Six hours per week. Prerequisite: ART 2063.</td>
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<tr>
<td>ART 2093</td>
<td>Ceramics I</td>
<td>3</td>
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<tr>
<td></td>
<td>An introductory course in creative clay processes. Emphasis is placed upon the hand building techniques of coil, slab, pinch, and wheel thrown pot methods along with glazing and firing procedures. Surface and glaze treatments are explored for visual as well as tactile purposes. Six hours per week.</td>
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<tr>
<td>ART 2103</td>
<td>Ceramics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Continuation of Introduction to Ceramics work. Emphasis is placed upon sculpture, slab, and wheel thrown pot methods along with glazing and firing procedures. Six hours per week. Prerequisite: ART 2093.</td>
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</tr>
</tbody>
</table>
Course Descriptions

ART 2413  Graphic Design II  3 Credits
Graphic Design II is a continuation of Graphic Design I and more fully explores the interaction of text and image. Students will become more independent in the use of fundamental components of graphic communication. Students will create independent and creative solutions to a series of design problems. Knowledge of and exposure to contemporary design issues and graphic design history will be an important component to this course.

ART 2423  Advanced Graphic Design  3 Credits
Graphic Design demands the visual representation of concepts of ideas. In this advanced, hands-on course, you'll build creative skills for tackling challenging professional projects. The main focus of this class will be on creating 2D digital design projects and developing portfolio pieces.

ART 2433  Graphic Illustration  3 Credits
Application of principles of typography, page layout, color, texture, organization, photography, and illustration imagery and concept using the editorial magazine as the vehicle; further mastery of Adobe Creative Suite; further understanding of both historic and contemporary graphic design and designer's styles; preparation for final portfolio; job hunting skills; venues; resume and cover letters; identity package and self-promotion; improve presentation and critique skills.

ART 2503  Fine Arts-Visual  3 Credits
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. Three lecture hours per week.

ART 2603  Modern Art History  3 Credits
This course will examine the origins and development of modern art, including painting, sculpture, and architecture, from the time of Manet in the late nineteenth century through the twentieth century. Its purpose is to help the student gain an understanding of some of the major ideas behind the development of modernism and of the characteristic forms of various art movements and to acquaint the student with some of the important artistic figures who played a significant role in these developments. This is a history course which is concerned with the evolution and interrelation of ideas about art, history, artists, and visual facts and their application to emerging art forms examined within their cultural-historical context. This course is intended to develop critical thinking and communication skills as well as knowledge of the subject matter.

Automotive Technology

AST 1103  Introduction to Automotive Technology  3 Credits
Basic shop safety will be extensively covered in this course. Students will become familiar with tools used in automotive repair and diagnostic equipment for automobiles. The basic principles and history of the internal combustion engine will be studied extensively. This course will be 1/2 theory and 1/2 lab.
AST 1204  Automatic Transmissions  4 Credits
In this course the student will learn how the clutches, bands, servos, solenoids, pump, valve body and modulator work. Also, the laws governing planetary gears are studied. The operating characteristics of this type of gear set will allow the student to understand how torque is routed through an automatic transmission. Learning about the relationship of hydraulic components and planetary control devices will help the student to properly diagnose problems in the transmission. Practical application is provided in the laboratory. This course will be 1/2 theory and 1/2 lab. Safety is emphasized.

AST 2104  Brakes  4 Credits
During this course of study the student will learn the proper selection, use, and care of hand tools, and of tools specially designed for automotive repair. The student will learn, in depth, the use and care of precision tools, with a focus on micrometers. Proper safety is also taught. Instruction in basic electricity and meter reading is taught. The student will learn the designs and functions of the various types of wheel bearings and how to diagnose problems associated with wheel bearings. Hydraulic and mechanical components and how they operate in the brake systems are taught. Hands-on-training in turning drum and disc brakes is learned. The student will gain a working knowledge of both power assist and anti-lock brake systems. Practical application is provided in the laboratory. This course will be 1/2 theory and 1/2 lab. Safety is emphasized.

AST 2204  Suspension and Steering  4 Credits
During this course, the student will learn about wheels, hubs, tires, their design and construction. The design and construction of automotive frames and front and rear suspensions plus the unique characteristics of each type of suspension system will be highlighted. The various types of manual and power steering systems used in the modern automobile plus the difference between the parallelogram steering systems and the rack and pinion steering system are taught. The student will learn the theory of wheel alignment angles that allow the automobile’s suspension, tires, wheels and steering systems to work together in harmony. In addition, the correct procedures required to set wheel alignment in an automobile will be taught. Practical application is provided in the laboratory. This course will be 1/2 theory and 1/2 lab. Safety is emphasized.

AST 2304  Automotive Electrical Applications  4 Credits
In this course of study, the student will be introduced to the fundamentals of transportation electrical systems. The student will learn what electricity is, how it functions, and its relation to atomic structure. The student is taught the practical application of Ohm’s Law, Watt’s Law, wiring schematics and the use of simple electrical and electronic diagnostic tools. Practical application is provided in the laboratory. This course will be 1/2 theory and 1/2 lab. Safety is emphasized.

AST 2404  Manual Transmissions/Transaxles  4 Credits
During this course of study the student will learn the components and power flow of both the manual transmission and transaxle. The student will gain the ability to inspect, diagnose problems, service, disassemble, repair and test the transmission and transaxles. Also, the student will be able to identify the components of the clutch and understand how they function in relation to each other. Drive lines and U-joints of both front engines, rear wheel drive and transaxles drive trains are taught. The different types of U-joints, CV-joints and differentials are covered. The student will gain the ability to check, service, diagnose problems and repair all this equipment. Practical application is provided in the laboratory. This course will be 1/3 theory and 2/3 lab. Safety is emphasized.
Course Descriptions

AST 2504  Engine Performance I        4 Credits
This course will include the study of fuel systems, electronic engine/emission controls, proper engine performance, tune-up, and automotive safety devices. Diagnostics will be extensively covered. This course will be ½ theory and ½ lab. Safety is emphasized.

AST 2604  Engine Performance II        4 Credits
This course will include the study of fuel systems, electronic engine/emission controls, proper engine performance, tune-up, and automotive safety devices. Engine repair will be extensively covered. This course will be ½ theory and ½ lab. Safety is emphasized.

AST 2704  Automotive Climate Control       4 Credits
During this course of study the student will learn the theory governing refrigeration, the law of Thermodynamics, the refrigeration cycle and the components that make up the basic air conditioning system, plus the proper, safe method of handling refrigerants is taught. The student will learn the functions of the compressor, condenser, receiver-drier, accumulator, evaporator, various metering devices and the lines connecting these components. The student will gain the ability to properly diagnose, repair and service the entire system. Knowledge of vacuum and electrical control devices and how to diagnose problems in these areas is also gained. This course will be ½ theory and ½ lab. Safety is emphasized.

AST 2804  Engine Rebuild        4 Credits
During this course of study the student will learn the theory and operation of the internal combustion gasoline engine. Instruction will be given on the different classifications and measurements involved in gasoline engines. The student will have a clear understanding of cooling and lubrication systems, and will also know how the engine block is constructed and the reasons for multiple cylinders. A thorough understanding is gained of the relationship between the friction bearing, crankshaft, connecting rods, pistons and piston rings for the lower end of the engine. In addition, knowledge of the relationship between valve lifters, cylinder heads and valves of the upper end of the engine is gained. The student will be able to properly inspect, clean, measure, service and repair all the various components of the engine upon completion of this course. In addition, the student will learn the value of a correct complete work order as well as learning the proper procedures involved with engine inspection and diagnosis. Different types of gaskets, seals and sealants used in today’s engine repair are taught. Practical application is provided in the laboratory. This course will be ½ theory and ½ lab. Safety is emphasized.

Biological Science

BIOL 1004  Biological Science        4 Credits
A study of the similarity and diversity of life on earth. Lecture three hours, laboratory two hours per week. This course is a prerequisite for most other BIOL and ZOOL courses.
BIOL 1013  Nutrition for a Healthy Lifestyle  3 Credits
This course is designed for students who desire to apply nutrition knowledge to their own personal lives. Areas of particular emphasis include the role of nutrition in our health, designing a healthful diet, achieving and maintaining a healthful body weight, and physical activity. Providing hands on, in-class food preparation demonstrations, shopping tips, cooking tips, tips for eating out, etc., students are equipped with necessary tools for successfully planning a healthy diet. Demonstrating how nutrition relates to our bodies, our health, our weight, our success in sports and other activities, this course empowers students to reach their personal health and fitness goals. Designed with non-health care majors in mind. (This course is not intended to replace BIOL 2013 Nutrition that is required for certain majors.)

BIOL 2013  Nutrition  3 Credits
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.

BIOL 2024  Ecology  4 Credits
This course will provide an understanding of the natural world and the relationship of the organisms with one another and the environment in which they live. Students will learn the complexities of these interrelationships and the effect of humans on the biosphere.

BIOL 2104  Microbiology  4 Credits
A study of microorganisms, in particular bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Prerequisite: BIOL 1004 with a grade of C or better. Knowledge of basic chemistry strongly recommended. Lecture three hours, laboratory three hours per week.

Botany

BOT 1104  General Botany  4 Credits
A study of selected aspects of the anatomy, morphology, ecology, and physiology of plants. An overview of the life cycles, evolution, and diversity of Achaea, Bacteria, Protista, Fungi, and Plantae. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1004 with a grade of C or better.

Business Systems

BSYS 1303  Business Mathematics  3 Credits
Provides training in solving problems related to business situations and financial management in businesses, including percentages, depreciation, cash and trade discounts, simple and compound interest, mark-on and markdown, distribution of overhead, and payroll.

BSYS 1523  Keyboarding I  3 Credits
Instruction in and application of the basic skills and techniques of keyboarding on microcomputers. Three hours per week plus laboratory time. For beginners only.

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<thead>
<tr>
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<tbody>
<tr>
<td>BSYS 1532</td>
<td>Personal Use Keyboarding</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Individualized keyboarding instruction for those wishing to improve their skills. Instruction is provided using microcomputers. Tests and grades are not emphasized. Three hours per week plus laboratory time. Prerequisite: Previous keyboarding instruction and speed of less than 40 words per minute.</td>
<td></td>
</tr>
<tr>
<td>BSYS 2413</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. Prerequisite: Keyboarding speed of 40 words per minute, CIS 1503.</td>
<td></td>
</tr>
<tr>
<td>BSYS 2503</td>
<td>Business Office Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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 and consent of instructor.</td>
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<tr>
<td>BSYS 2513</td>
<td>Machine Transcription</td>
<td>3</td>
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<tr>
<td></td>
<td>Instruction and practice in operation of transcribing machines. Includes review of basic language skills and preparation of business documents from digital recordings using microcomputers. Three hours per week plus laboratory time. Prerequisite: keyboarding speed of 40 words per minute.</td>
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<tr>
<td>BSYS 2533</td>
<td>Internet, Intranet, and E-mail Applications for Business</td>
<td>3</td>
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<tr>
<td></td>
<td>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. Prerequisite: basic computer competency.</td>
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<tr>
<td>BSYS 2543</td>
<td>Keyboarding II</td>
<td>3</td>
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<td></td>
<td>This course is for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. Three hours per week plus laboratory time. Prerequisite: BSYS 1523 or keyboarding speed of 40 words per minute.</td>
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<tr>
<td>BSYS 2563</td>
<td>Business Communications</td>
<td>3</td>
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<td></td>
<td>Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentations. Prerequisite: ENG 1013 and keyboarding ability.</td>
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<tr>
<td>BSYS 2573</td>
<td>Medical Transcription</td>
<td>3</td>
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<tr>
<td></td>
<td>Instruction and practice in transcribing medical reports from dictation. Areas of concentration include urinary, musculoskeletal, cardiovascular, integumentary, reproductive, nervous, digestive, endocrine, lymphatic, and respiratory systems. Three hours per week plus laboratory time. Prerequisite: keyboarding speed of 40 words per minute and medical terminology or consent of the instructor.</td>
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<tr>
<td>BSYS 2583</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
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<td></td>
<td>The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. Prerequisite: CIS 1503. Students concerned about transferability should check with their transfer institution.</td>
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</tbody>
</table>
Course Descriptions

BSYS 2593  Legal Transcription  3 Credits
Instruction and practice in transcribing legal dictation. Areas of concentration include litigation, civil actions, criminal law, probate, and contracts. Three hours per week plus laboratory time. Prerequisite: keyboarding speed of 40 words per minute or consent of the instructor.

BSYS 2643  Keyboarding III  3 Credits
Skill development is continued at a higher level. Instruction is provided using microcomputers. Emphasis is placed on the production of business letters, statistical tables, manuscripts, business forms, word processing, and related typing projects. Three hours per week plus laboratory time. Prerequisite: BSYS 2543 or keyboarding speed of 55 words per minute.

Business Administration

BUAD 2093  Internship  3 Credits
An employment experience relating to the student's major within the AAS in Business Technology. An instructor will monitor the student's progress with the supervising employer. The student will submit a journal describing the experience and will be evaluated by the employer at the end of the internship. Prerequisite: Consent of instructor, completion of 50 hours toward AAS degree, and a 2.00 GPA.

Business

BUS 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.

BUS 1103  Business English  3 Credits
This course provides an introduction/review of the basics in English grammar, punctuation, spelling and other mechanics of good business writing. The emphasis is on writing.

BUS 2603  Quick Books Applications  3 Credits
Quick Books Applications provides an integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting systems: general ledger, accounts receivable, accounts payable, and payroll. Prerequisite: ACCT 1003 or ACCT 2003.

BUS 2703  Internship/OJT  3 Credits
A student's Internship/OJT assignment will be in an industry/business appropriate to the curriculum. The experience should relate to course work included in the program. An instructor and the coordinator of internship will monitor the student's progress with the supervising employer. The company will periodically turn in evaluation forms. Course is to be taken in the final semester of the two-semester Office Specialist certificate program.
Creative Arts Enterprise

CAE 2003 Capstone Project 3 Credits
In the Capstone Project, Creative Arts Enterprise students will complete the required body of marketable work in their chosen media, and then they will market, display, and sell their work, experiencing both wholesale and retail markets. The emphasis is on the actual experience of implementing what has been learned through the preceding classes, bringing the business and creative aspects of the program together in a culminating project. Prerequisite: Approval of Creative Arts Enterprise advisor.

Chemistry

CHEM 1003 Introduction to Chemistry 3 Credits
Fundamentals of chemistry and a survey of topics for students with no previous training in chemistry. The purpose of this course is to provide the necessary background to enter CHEM 1014. Lecture three hours per week. Prerequisite: MATH 0003 with a grade of C or better.

CHEM 1014 General Chemistry I 4 Credits
Fundamental laws and theories of chemistry. Lecture three hours, laboratory three hours per week. Prerequisite: High school chemistry or CHEM 1003 and MATH 1003 both with a grade of C or better.

CHEM 1024 General Chemistry II 4 Credits
Continuation of CHEM 1014. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 1014 and MATH 1023 or MATH 1054 both with a grade of C or better.

CHEM 1034 Introduction to Organic and Biochemistry 4 Credits
A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 1014 or CHEM 1024 with a grade of C or better.

CHEM 2104 Organic Chemistry I 4 Credits
Structure and bonding in organic compounds, conformational analysis, stereochemistry, introduction to reaction mechanisms and spectroscopic characterization of organic molecules. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 1024 with a grade of C or better.

CHEM 2114 Organic Chemistry II 4 Credits
Organic transformations, carbonyl chemistry, carbon-carbon bond formation, reaction mechanisms, stereochemistry and radiochemistry of synthetic processes. Lecture three hours, laboratory three hours per week. Prerequisite: CHEM 2104 with a grade of C or better.
Course Descriptions

Computer Information Systems

CIS 1113  Introduction to Macintosh Computers  3 Credits
This course provides an overview for the beginning Macintosh user who has little or no prior computer experience. Topics covered include identifying components, working with the menu bar, understanding the concepts of the Macintosh operating system, and file management.

CIS 1503  Microcomputer Applications I  3 Credits
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.

CIS 2013  Web Page Design  3 Credits
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. Prerequisite: CIS 1503. This course may not transfer for credit to some institutions.

CIS 2023  Computer Animation  3 Credits
An introduction to computer animation concepts through application. Course concentrates on composition and manipulation, masking and layering, sound effects, animation rendering, and other animation techniques. Students will learn terminology, principles, and theories behind successful animation. A variety of sophisticated software programs will be used during the course. Prerequisite: CIS 1503. Students concerned about transferability should check with their transfer institution.

CIS 2033  Visual Basic Programming  3 Credits
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. Prerequisite: CIS 1503.

CIS 2203  Principles of COBOL Programming  3 Credits
A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications. Prerequisite: CIS 1503.

CIS 2403  Database Applications  3 Credits
A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems. Prerequisites: CIS 1503.

CIS 2453  Microcomputer Applications II  3 Credits
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 the integration of word processing, spreadsheet applications, databases, and presentation graphics. Prerequisite: CIS 1503.

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Course Descriptions

CIS 25-1  Special Topics in Computer Applications     1 Credit
CIS 25-2  Special Topics in Computer Applications     2 Credits
CIS 25-3  Special Topics in Computer Applications     3 Credits

Course content and length will vary. Subject matter will be determined by demand and recent developments in information systems. (Course may be repeated if topic changes.) Offered on demand.

CIS 2813  Desktop Publishing Applications     3 Credits
An introduction to desktop publishing concepts. 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. Prerequisites: CIS 1503. Typing skills are important. Keyboard familiarity is essential.

CIS 2873  Structured Programming in the C Language     3 Credits
Structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers. Prerequisites: CIS 1503.

Career Communications

COM 1003  Career Communications     3 Credits
This course is designed for the student who needs a review of communication skills and basic computer skills in order to be able to function in situations similar to those encountered in the workplace. The format provides for diagnosis, instruction, and practice with emphasis on competencies involved in the job search as well as job retention. Topics include how to prepare an employment plan and how to communicate effectively through reading, writing, and speaking. This course also provides instruction on using Windows operating system, database, worksheet, and presentation applications. Some sections of this course may require a research paper for certain degree program requirements. This course may be a requirement for all certificate students with less than six (6) hours of college English.

Computerized Machining Technology

CMT 1003  Master Cam I     3 Credits
This course utilizes Master Cam software to design, test and manufacture parts. The student will learn how to draw and manipulate a design on the screen and how to create a tool path, and finally how to send information to a machine tool for manufacturing a part.

CMT 1103  Prototyping I     3 Credits
This course will teach the design and modification of a prototype model. Model projects will be produced by the use of a three-dimensional printer.

CMT 1203  Basic Machining     3 Credits
This course will provide instruction in the basic skills needed in the machining trade. Some of these skills are blueprint reading, precision measurements, use of basic metal working tools and material layout. The basic skills needed for the operation of a metal lathe and milling machine will be covered, also. This course will be 1/3 theory and 2/3 lab. Related safety will be taught and emphasized.
CMT 2003  Master Cam II  3 Credits
This course is designed to teach students the advanced level of the use of Master Cam. This course will employ the use of three-dimensional design and programming.

CMT 2103  Prototyping II  3 Credits
This course teaches the advanced level of design and modification of a prototype model. This course is also designed to produce models and physical testing of the working models at the advanced level.

CMT 2203  Die Making  3 Credits
In this course of study, the student will receive the fundamentals of construction and operation of basic stamping dies. The area of plastic injection molds will also be studied. Safety will be emphasized throughout the course. This course is about 1/3 theory and 2/3 lab.

CMT 2303  Computer Numeric Control Machining  3 Credits
In this course of study, the student will learn about advanced and short-cut methods of programming, such as the repeat function, the subroutine function, the rotate function, and how to scale and mirror a program. The student will spend time writing, entering, and editing programs. This course is 1/3 theory and 2/3 lab. Safety is emphasized.

CMT 2403  Heat Treatment of Metals  3 Credits
In this course of study, the student will cover the proper methods of heat-treating the various types of metals and the proper applications for metal types. Steel, aluminum, brass, and other metals will be discussed. This course will be 1/2 theory and 1/2 lab. Related safety will be taught and emphasized.

CMT 2603  Plastics  3 Credits
In this course of study, the student will receive the fundamentals of plastic injected molds and die cast molds. Experience will be gained in the machining of plastic by using the manual and computerized machinery, as well as the electronic discharge machine to study the many ways a cavity for a mold can be produced. Safety is emphasized throughout the course. This course is about 1/3 theory and 2/3 lab.

CMT 2703  Advanced Machining  3 Credits
The student will continue to improve their basic skills on the milling machine and lathe while learning about more advanced machining techniques. Dividing heads, rotary tables and boring heads will be used on the mill while boring, grinding, tapers and threading will be done on the lathe. Better finishes and tighter tolerances will be expected. This course is about 1/3 theory and 2/3 lab.

Criminology

CRIM 1003  Spanish for Law Enforcement Officers  3 Credits
This course is designed to familiarize law enforcement personnel with basic Spanish to better enhance communications and ensure safety between law enforcement officers and the Spanish speaking community.

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Course Descriptions

CRIM 1013  Introduction to Law Enforcement  3 Credits
This course is an introduction to the law enforcement segment of the criminal justice system, with an examination of the history and development of law enforcement, especially in the United States. The various job and career opportunities will be reviewed.

CRIM 1016  Advanced Dog Handling & Testing  6 Credits
Students will interact with the canines in an intensive series of exercises at public venues, office buildings, public/private schools, hospital, commercial airport and other public facilities. Approximately 90 hours including classroom, search exercises, guard job training in various settings over three weeks. This field experience is essential to obtaining final Certificate of Proficiency.

CRIM 1023  Introduction to Criminal Justice  3 Credits
This course is intended to expose the student to the workings of criminal justice systems, exploring 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 United States, but also other cultures and their systems of justice.

CRIM 1033  Introduction to Corrections  3 Credits
This basic course discusses correctional concepts from their historical background to the present. An emphasis will be placed on the multi-faceted approach to corrections in our society, including the use of alternatives to incarceration.

CRIM 1043  Introduction to K-9 Drug/Explosive Detection Technology  3 Credits
This entry level program will train individuals to work with explosive/drug detection canines conducting searches for explosives or drugs on vehicles and in other basic search scenarios. This component of the program consists of basic security officer training and will qualify the student to hold a security officer license issued by the state of Arkansas. Federal K-9 Security Agency holds security contracts with business and governmental entities to provide handlers and canines treated to detect explosives or drugs. Independent surveys of airports, trucking companies, public utility companies, federal, and state agencies have revealed a significant need for trained personnel in these fields. Approximately 60 hours of classroom and field activity over two weeks.

CRIM 1053  Intermediate Detection Dog Handling and Deployment  3 Credits
This advanced course prepares the student for all aspects of canine explosive or drug detection handling with special emphasis on a wide variety of public transportation security situations. Students will undergo training in proper procedures for conducting searches of airport facilities, a variety of public transportation venues, and other public areas with canines. Other topics include proper procedures for emergency response, explosive or drug recognition and handling, kennel management and canine health care, canine training, and support for the canines. Approximately 60 hours of classroom and field activity over two weeks.

CRIM 1103  Victimology  3 Credits
This course addresses the issue of how the Criminal Justice System deals with the victim of a violent crime. Examining such areas as societal changes over the years towards victims; children as victims versus adult victims; victim reparation and the change of victim rights with the advent of plea bargaining.

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CRIM 1113  Ethical Dilemmas  3 Credits
This course is designed to introduce Criminal Justice students into the world of ethics and its application to professionals in the criminal justice system. Students will become familiar with moral laws, both good and bad; ethical issues in punishment versus rehabilitation; moral and ethical education of police officers and the other criminal justice employees; and ethical decisions when dealing with homeland security issues.

CRIM 1123  Criminal Profiling  3 Credits
This course is designed to provide students with an understanding and appreciation for the darkest part of our society, attempting to understand the incomprehensibility of horrific acts committed by individuals we yet to understand. Criminal Profiling is a multi-disciplinary practice that employs knowledge of Criminalistics, death investigation and psychology. Students will develop an understanding of these disciplines and how they are applied in understanding and organizing investigative leads towards apprehension and/or at least assisting law enforcement organizations with foundation in which to launch investigations.

CRIM 1133  Criminal Behavior: A Psychological Approach  3 Credits
A scientific study of criminal behavior, cognitive behavior, and a psychological perspective regarding psycho-social contributions to criminal behavior.

CRIM 1143  Forensic Psychology  3 Credits
This course explores psychology and the criminal justice system. The course is divided into three sections of study. The first section addresses the basics of behavioral science and the law, as it relates to the various components of the criminal justice system. Section two addresses specific questions the law poses to behavioral sciences regarding such areas as criminal competencies. Finally, section three addresses non-judicial areas in which behavioral sciences and the justice system interact.

CRIM 1153  Theories and Practice of Crime  3 Credits
This course provides an overview in the current psychological and sociological issues concerning crime causation. Specific areas such as Biological and Biochemical, Psychological and Social Theories will be explored. In addition certain societal issues will be addressed such as the general and specific deterrence and feminist theories.

CRIM 2013  Agency Administration  3 Credits
This course examines management models, administrative techniques and patterns of organizational structure characteristics of criminal justice agencies.

CRIM 2023  Probation, Parole, and Community Corrections  3 Credits
This course examines the principles, problems, and trends in the probation, parole and communications of both adults and juveniles. It overviews the methods of achieving organizational change and the evaluation of correctional units and probation systems.

CRIM 2043  Community Relations in the Administration of Justice  3 Credits
Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces that create social change and disturbance.
CRIM 2213  Criminology  3 Credits
This basic course provides an examination of the nature and extent of crime and theories of crime causation, as well as the societal reaction of criminal behavior.

CRIM 2223  Criminal Justice Management/Planning  3 Credits
This course examines budgeting, personnel and planning. This course is designed to develop a working knowledge of management planning in criminal justice.

CRIM 2233  Criminal Law  3 Credits
This course is a survey of the history and nature of criminal law in the United States. Substantive criminal law, defenses and criminal responsibility will be studied within the context of the criminal justice process and rules of evidence.

CRIM 2243  Criminalistics  3 Credits
This course covers topics such as the discovery, recognition, observation, identification and collection and comparison of physical evidence, including a review of various current techniques in the testing of physical evidence.

CRIM 2253  Criminal Investigation  3 Credits
Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service industry.

CRIM 2263  Criminal Evidence and Procedure  3 Credits
Rules of evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, and examination of safeguarding personal constitutional liberties.

CRIM 2274  Forensic Science  4 Credits
This course provides an overview of forensic science focusing on evidence collection, laboratory analysis techniques, report writing, and expert testimony.

Computer Systems and Networking Technology

CST 1104  Introduction to Computer Hardware/Software  4 Credits
An introductory course for the beginning Computer Systems student including such topics as computer hardware, software, firmware, and terminology. It is the first course in preparation toward the A+ certification. Both theory and hands-on application will be emphasized. Lecture three hours. Laboratory three hours.

CST 1114  Networking Essentials - Cisco I  4 Credits
It is the first of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is the study of networking and internetworking. Topics include the OSI model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, LAN technologies, basic electrical and electronic issues in networks, and TCP/IP network-layer protocols. Lecture three hours. Laboratory three hours.
CST 1124  Microcomputer Operating Systems  4 Credits
Instruction of the current microcomputer operating systems. Purpose of the OS, application of essential commands, file and disk management, directory organization, creating and modifying batch files, and system configurations will be studied. Both theory and hands-on application will be emphasized. Lecture three hours. Laboratory three hours.

CST 1134  Router Technologies - Cisco II  4 Credits
The second of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is the study of router hardware and software. Topics include TCP/IP transport-layer protocols, flow control, IOS, router configuration, RIP and IGRP routing protocols, access-lists, and router troubleshooting. Lecture three hours. Laboratory three hours. Prerequisite: CST 1114.

CST 1154  Introduction to Microcomputer Programming  4 Credits
An introduction to the study of structured programming languages with applications. Topics include: designing, coding, and applying learned skills. Heavy emphasis will be placed on planning, writing and debugging programs. Lecture three hours. Laboratory three hours.

CST 1234  Database Operator-Oracle  4 Credits
The focus is on the database as opposed to specific operating system tasks. Students gain practical experience installing and operating an Oracle database to support departmental database applications that have from one to 20 users. Using a variety of Oracle tools, students learn to anticipate and solve common problems associated with operating an Oracle database, perform common administration tasks, and set up the Oracle WebDB tool to monitor Web databases and applications. The class consists of demonstrations and hands-on exercises for performing daily operator tasks. Lecture three hours. Laboratory three hours. Prerequisite: CST 1104 and CST 1124.

CST 1354  Computer Forensics Essentials  4 Credits
This is a beginning course, which is designed to introduce students to the ever-changing world of cyber-crime prevention. In this class, students will learn the basics of computer forensics and will be able to make forensically sound computer examinations. This course will teach students how data is stored, where the data is located, and how to recover all of the data. Students will learn how to conduct thorough examinations and how to explain, interpret, and draw the appropriate conclusions on what has been found and what it may mean. Lecture three hours. Laboratory three hours.

CST 2114  Advanced Router Technologies - Cisco III  4 Credits
The third of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is a continuation of the study of router hardware and software. Topics include LAN switching, VLANs, LAN design, EIGRP, OSPF, classless routing, and trunking. Lecture three hours. Laboratory three hours. Prerequisite: CST 1114.

CST 2124  Wan Technologies - Cisco IV  4 Credits
The final of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is a continuation of the study of router hardware and software. Topics include WAN theory and design, WAN technology, NAT, PAT, DHCP, basics of optical networks, PPP, frame relay, ISDN and network troubleshooting. Lecture three hours. Laboratory three hours. Prerequisite: CST 1134 and CST 2114.

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CST 2134  Local Area Network I  4 Credits
It is the study of the most current version of Microsoft Server/Workstation Operation System. Topics include current LAN topology, hardware requirements, installing and maintaining the network Operating System, and file server setup and maintenance. It prepares the student to sit for the appropriate Microsoft Certified Professional exam. Both theory and hands-on application will be emphasized. Lecture three hours. Laboratory three hours. Prerequisite: CST 1104.

CST 2164  Software Applications  4 Credits
This course provides instruction and exposure to application software used in business and industry. Study will include techniques on installing, customizing, and troubleshooting the software. Emphasis will be placed on word processing, spreadsheet, presentational, and database applications. Students will be required to give instructional presentations of the software. Lecture three hours. Laboratory three hours.

CST 2174  Local Area Network II  4 Credits
This is a required course for the Associate of Applied Science in Computer Systems & Networking Technology degree. This course provides everything students need to build the knowledge and skills necessary to configure, manage, and troubleshoot a Microsoft Windows Server network infrastructure and to prepare for the Microsoft Certified Professional examination. Lecture three hours. Laboratory three hours. Prerequisite: CST 2134.

CST 2194  Microcomputer Systems Installation and Troubleshooting  4 Credits
It is the final course in preparing the student to sit for the A+ certification exam. It is the study of installation and troubleshooting of a microcomputer system. Techniques of installing, maintaining and troubleshooting a microcomputer system will be studied. Laboratory sessions will include hardware, operating system, and software installation, testing and troubleshooting (isolation down to the card level) techniques and preventive maintenance. Lecture three hours. Laboratory three hours. Prerequisite: CST 1124 and CST 2134.

CST 2234  Introduction to Security  4 Credits
This course is the study of the current security concerns facing network administrators. Topics include security threats, enforcing an organized security policy, managing PKI, and monitoring security infrastructure. This course will help prepare the student for the Security+ certification exam. Lecture three hours. Laboratory three hours. Prerequisite: CST 2134.

CST 2314 Building Scalable Cisco Networks - Cisco V  4 Credits
Building Scalable Cisco Networks is an elective course for the Associate of Applied Science in Computer Systems Technology degree. Topics include: overview of scalable internetworks, managing traffic and access, managing IP traffic, extending IP addressing using VLSMs, configuring OSPF in a single area, interconnecting multiple OSPF areas, configuring enhanced IGRP, optimizing routing update operation, and configuring BGP. Prerequisite: Successful completion of CCNA and successfully passing skills test or CCNA Networking Academy.
CST 2324  Remote-Access Networks - Cisco VI  4 Credits
Remote-Access Networks is an elective course for the Associate of Applied Science in Computer Systems Technology degree. Topics include: assembling and cabling the WAN components, configuring asynchronous connections with modems, configuring PPP, using ISDN and DDR, establishing dedicated frame relay connection, optimizing traffic on dedicated WAN connections, scaling IP address with PAT and NAT, and troubleshooting the remote access network. Prerequisite: Successful completion of CCNA and successfully passing skills test or CCNA Networking Academy.

CST 2414  Multi-Layer Switching - Cisco VII  4 Credits
Multi-Layer Switching is an elective course for the Associate of Applied Science in Computer Systems Technology degree. Topics include: switching concepts, VLANs, Catalyst® switch architecture, hardware and software, and configuring, managing and troubleshooting the Catalyst® switch. Prerequisite: Successful completion of CCNA and successfully passing skills test or CCNA Networking Academy.

CST 2424  Networking Troubleshooting - Cisco VIII  4 Credits
Networking Troubleshooting is an elective course for the Associate of Applied Science in Computer Systems Technology degree. Topics include: support resources for troubleshooting, using troubleshooting methods, identifying troubleshooting targets, applying Cisco troubleshooting tools, documenting symptoms, actions and results, tracking log-ins and connections, diagnosing and correcting campus TCP/IP, catalyst, frame relay, and ISDN BRI problems and troubleshooting VLANs on routers and switches. Prerequisite: Successful completion of CCNA and successfully passing skills test or CCNA Networking Academy.

CST 2434  Advanced Computer Security  4 Credits
This course is the design and study of the most current security practices for Microsoft Server products. Topics include: analyzing, designing, monitoring, and implementing security for Microsoft server products. It prepares the student to sit for the appropriate Microsoft Certified Professional exam. Both theory and hands-on application will be emphasized. Lecture three hours. Laboratory three hours. Prerequisites: CST 2124 and CST 2234.

CST 2444  Advanced Operating Systems  4 Credits
This course has been designed to help students gain the knowledge and skills needed to become a Linux administrator. This in-depth, hands-on course covers a variety of topics: installing and configuring Linux Enterprise Server, managing users and groups, securing the system, performance tuning, and backup and recovery services. By completing multiple lab exercises, the students will be able to apply course concepts and strengthen proficiency in Linux administration. Prerequisites: CST 1124.

CST 2454  E-mail Server Systems  4 Credits
This course is the study of the most current version of Microsoft Exchange Server. Topics include: installation, configuration, management, monitoring, and troubleshooting an e-mail system. It prepares the student to sit for the appropriate Microsoft Certified Professional exam. Both theory and hands-on application will be emphasized. Lecture three hours, laboratory three hours. Prerequisites: CST 2174.
CST 2464  Advanced Computer Forensics  4 Credits
Advanced Computer Forensics is designed to provide students with tools to detect, contain, and eliminate intrusions using security-monitoring principles. This course will teach students theory and hands-on practice of network forensics. Students will learn how to conduct thorough examinations and how to explain, interpret, and draw the appropriate conclusions on what has been found and what it may mean. Prerequisite: CST 1354.

CST 2474  Microcomputer Systems Installation & Troubleshooting w/ Internship  4 Credits
This course is a study of the installation and troubleshooting of microcomputer systems and servers/networks. Techniques for installing and maintaining a microcomputer system will be studied. Laboratory sessions will include hardware installation and operation, preventative maintenance, testing and troubleshooting techniques. This course has a required internship component. Prerequisite: CST 1124 and CST 2134. Student must be a CSNT major with second semester sophomore standing and a 3.0 cumulative GPA to take this course.

CST 2484  System Virtualization  4 Credits
System Virtualization is a required course for the Associate of Applied Science in Computer Systems Technology degree. This course concerns a cloud computing operating system that is able to manage large pools of virtualized computing infrastructures, including software and hardware. Emphasis will be placed on the dramatic reduction of capital and operating costs associated with virtualization, which lends itself toward a more "green" environment. Multiple virtualization software packages will be presented in the class. Proper installation and configuration techniques will be emphasized.

Construction Technology

CTT 1014  Cabinetry I  4 Credits
This course provides occupational training for the work demand in Aerospace. This course will be heavily lab oriented.

CTT 1024  Cabinetry II  4 Credits
This course provides occupational training for the work demand in Aerospace. This course will be heavily lab oriented.

CTT 1114  Composites I  4 Credits
This course provides occupational training for the work demand in Aerospace. This course will be heavily lab oriented.

CTT 1124  Composites II  4 Credits
This course provides occupational training for the work demand in Aerospace. This course will be heavily lab orientated.
Diesel Technology

DST 1104  Diesel Engine Technology       4 Credits
This course consists of basic fundamentals of internal combustion engines, with emphasis on diesel powered engines. The course stresses different types of engine cylinder and valve arrangements, ignition, fuel, lubrication, air induction, and cooling systems. Laboratory work will include disassembly and reassembly of diesel engines and component parts with emphasis on diagnosis and repair. The proper use of tools and safe work habits will be emphasized.

DST 1204  Transportation Electronics       4 Credits
This course is the study of the different components that make up the electronic controls on a diesel engine and their functions. This course covers computer principles and the computer control system makeup. A study of electronically activated injectors, electronic transmission controls, electronic cruise control, and a number of sensors that send signals to the computer is included. Other topics covered include basic fundamentals of electricity, Ohm’s law, measuring voltage, amperage, and resistance. Students study three types of electrical circuits, drawing and reading schematics, and distinguishing between AC and DC circuits. Safety and the use of special tools are emphasized.

DST 1304  Tractor and Trailer Hydraulics       4 Credits
This course covers hydraulic principles and the makeup of hydraulic systems and is a study of pumps, motors, controls, valves, cylinders, and symbols. Students will demonstrate the ability to check pressures, troubleshoot the systems and make necessary repairs and/or adjustments. Safety and the use of special tools will be emphasized.

DST 1404  Steering and Suspension Systems      4 Credits
This course deals with the steering component operation and repair as well as the suspension of the over the road truck. The student should be able to identify the steering components and suspension parts of a heavy truck. The student will be able to diagnose and repair failures of steering and suspensions of heavy trucks. The diesel mechanic should be versed in highway truck steering and suspension systems.

DST 2104  Climate Control        4 Credits
This course will cover the operational principles of air conditioning systems and related components as applied to diesel equipment with emphasis on testing, maintenance, and repair. Safety and the use of special tools are emphasized.

DST 2204  Brake Systems          4 Credits
This course is a study of the different types and makeup of mechanical, air, and hydraulic brake systems. This course covers hydraulic principles and the makeup of hydraulic systems. A study of pumps, motors, controls, valves, and cylinders will also be covered. Students will demonstrate the ability to check pressures, troubleshoot the systems, and make necessary repairs and/or adjustments. Emphasis will be on maintenance, repair, safety and special tools.
### DST 2304  Truck Preventive Maintenance  
**4 Credits**

This course deals with the knowledge required of a diesel mechanic with the over-the-road class eight tractor as well as smaller trucks. The student should be able to properly disconnect the trailer and maneuver the tractor safely into the shop. Also, the student should be able to perform a complete maintenance and pre-trip inspection. Safety is emphasized.

### Early Childhood

#### ECH 1003  Child Guidance  
**3 Credits**

This course relates principles of child development to appropriate methods of guiding children's behavior for children birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various childcare settings are practiced.

#### ECH 1103  Child Growth and Development  
**3 Credits**

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 school (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used 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 a minimum of five (5) hours of observation.

#### ECH 1113  Foundations of Early Childhood Education  
**3 Credits**

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children (ages birth to eight). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children.

#### ECH 1203  Business Administration in Early Childhood Education  
**3 Credits**

Students will learn how to develop policies and procedures pertaining to child care facilities based on Arkansas State Licensing Regulations. They will develop a parent handbook, personnel policies, job descriptions and teacher evaluations. Students will design a building blueprint and will create an operating budget and a one-time start up budget. Students will also participate in simulated job interviews and will demonstrate questioning techniques that facilitate answers that provide insight into personalities and attitudes within the statutes of the law. Students will also become familiar with child care software and how to run programs that will monitor student attendance, emergency information and billing. Students will also learn how to use the Arkansas State Voucher Program.

#### ECH 1213  Perspectives in Early Childhood Education  
**3 Credits**

This course introduces students to current research in the field of Early Childhood Education. Students will develop a knowledge base of the NAECY Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAECY Associate Degree Standards.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECH 1301</td>
<td>Practicum I</td>
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<tr>
<td>ECH 1302</td>
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<tr>
<td>ECH 2013</td>
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<tr>
<td>ECH 2023</td>
<td>Child Development</td>
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<tr>
<td>ECH 2113</td>
<td>Health, First Aid, and Safety</td>
<td>3</td>
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**ECH 1301 Practicum I**
This course provides students with the opportunity to gain valuable insight into the field of early childhood education. Students will observe infants, toddlers, and preschool children in a child care facility approved by the instructor. A total of 96 hours of observation is required. The in-class instruction will focus on the development of the following skills: observation, record keeping, and interpretation of data. The instructor will help with placement for those students who are not currently employed at a child care facility.

**ECH 1302 Practicum II**
Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student’s work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social, and emotional development in connection with previous courses.

**ECH 2013 Survey of Early Childhood**
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. This course requires five hours of observation in five separate early childhood settings.

**ECH 2023 Child Development**
This course is a study of the nature and development of children from pre-birth to the middle years of childhood. It includes physical, cognitive, and psychosocial development. This course requires six hours of observations in three separate early childhood settings.

**ECH 2113 Health, First Aid, and Safety**
Students will become proficient and certified in CPR and first aid. Students will also become familiar with signs and symptoms of communicable illnesses that pertain to children. Students will become proficient in dealing with emergency situations. Upon completion of the CPR and first aid portion of the course, students will participate in a simulated trauma where they will be required to prioritize and treat injuries until emergency medical personnel arrive. Students will also become familiar with childhood immunizations and how to track them manually and on the computer. Students will also learn how to monitor children’s normal growth patterns and how to identify and seek treatment for abnormalities. In the safety portion of the course, students will become familiar with basic classroom and playground safety issues and how to avoid problems. They will also learn how to inspect playgrounds and identify hazards on playgrounds. Students will design a developmentally appropriate playground and budget that complies with Arkansas Licensing Regulations. Students will also be able to demonstrate proper fire and emergency procedures and will develop evacuation plans that meet Arkansas State Regulations.
Course Descriptions

ECH 2123  Curriculum Development in Early Childhood Education  3 Credits
This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 0-5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on standards developed by the National Association for the Education of Young Children for quality early childhood settings.

ECH 2203  Exceptional Children  3 Credits
Students will become familiar with the laws pertaining to disabled children in child care facilities and special accommodations that child care facilities are required to make according to the Americans with Disabilities Act. Students will also learn how to tailor classroom curriculum to meet the individual needs of each child. Students will become familiar with signs and symptoms of a variety of physical, mental and learning disabilities, their prognosis, treatment, educational implications and expected outcomes. Students will also compare and contrast the pros and cons of integrating special needs children into the regular classroom.

ECH 2303  Math & Science for Early Childhood  3 Credits
Students will become familiar with a variety of ways to introduce children, birth through pre-kindergarten, including children with special needs to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas.

ECH 2313  Literacy & Language for Early Childhood  3 Credits
This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children, birth through pre-kindergarten, including children with special needs, with language rich environments by incorporating the four areas of language: speaking, listening, reading, and writing.

Economics

ECON 1303  Introduction to Economics  3 Credits
Introduction to fundamental economic concepts including scarcity, choice, opportunity cost, basic demand and supply and their application involving critical reasoning skills in a market-orientated economic system of organization. Essential Macroeconomic and Microeconomic problems, possible solutions and market implications will be examined. Additional topics include: economic goals and tradeoffs, marginal benefit marginal cost, production possibilities and comparative advantage, unemployment, and inflation.

ECON 2313  Principles of Macroeconomics  3 Credits
Analysis of whole economic systems, particularly the U.S. economy. Emphasis is placed on analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system. ECON 2313 and ECON 2323 may not be taken concurrently.
Course Descriptions

ECON 2323  
Principles of Microeconomics  
3 Credits
Analysis of the decision making of individual units of economics: households, business firms, and the government. Topics include price determination, production, income distribution, market structures, and international economics. ECON 2313 and ECON 2323 may not be taken concurrently.

ECON 2333  
Economic Issues and Concepts  
3 Credits
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.

Education

EDU 1013  
Fundamental Teaching Techniques in Technical Education  
3 Credits
This course is designed to help the "Professional" from the workplace, make the transition to the "Education/Training" environment, thus increasing the effectiveness of the classroom and lab instruction. Developing objectives and curriculum on both the course and daily levels will be discussed as well as techniques for evaluating the learning in both the classroom and lab. Singular attention will be given to instructing the lab/shop environment.

EDU 2001  
Introduction to Teaching Lab  
1 Credit
A career in education involves a great deal more than knowledge in a subject matter and provides opportunities other than classroom teaching. Direct experiences with students and a certified teacher in a public school will assist you in deciding whether a career in education is a good choice for you.

EDU 2013  
Educational Technology  
3 Credits
An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as an instructional, administrative, and information-gathering tool.

EDU 2023  
Introduction to Teaching  
3 Credits
An introduction to the teaching profession. Provides a basic understanding of the foundations of the education system in the United States and the role of teachers. Course requires 30 hours of observation and directed experiences in a public school.

EDU 2033  
Child and Adolescent Development  
3 Credits
A study of the nature and development of the child and adolescent, including physical, cognitive and psychosocial development.

Engineering Technology

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. Lecture three hours. (On demand)

“Transforming Lives Through Quality Learning Experiences”
EGR 1143  Industrial Safety        3 Credits
   An introduction to the basic concepts of industrial safety and health. Topics include the role of the safety professional, industrial accident prevention, accident statistics and costs, appraising safety performance, recognizing industrial hazards and recommending safeguards, and a study of the Occupational Safety and Health Act. (On demand)

EGR 1163  Maintenance Management       3 Credits
   An introduction to the basic concepts of industrial maintenance management. Topics are introduced that familiarize the student with the processes that ensure systems and plants continue to function at optimum levels through use of totally supportive maintenance plans. Reliability, life cycle maintenance, computerized maintenance management programs, and the predictive and preventive approach for building reliability into the total production maintenance effort are introduced to the student. The course stresses maintenance planning considering company cost factors, maintenance effectiveness, and how to develop a viable maintenance management plan. (On demand)

EGR 2203  Cooperative Work Experience       3 Credits
   An employment internship in an industry appropriate to the curriculum. The experience should be developmental and relate to course work included in the program. An instructor monitors the student’s progress with the supervising employer. The company turns in an evaluation form at the end of the employment period and the student submits a journal and report for grading. (On demand)

Engineering Graphics Technology
   (Computer-Aided Drafting and Design)

EGT 1104  Basic Drafting        4 Credits
   This is an entry level course in drafting using the most current version of AutoCAD. It provides hands-on training in the areas of Drawing Media, Basic Drafting Skills, Applied Geometry, Orthographic Projection, Auxiliary Views and Revolutions, Basic Dimensioning, and Sectional Views. Lecture three hours. Laboratory three hours.

EGT 1114  Intermediate Drafting        4 Credits
   This is a course in drafting using the most current version of AutoCAD. It provides hands-on training in the areas of Design Concepts, Developments and Intersections, Geometric Dimensioning and Tolerancing, Fasteners, Detail Drawings, Assembly Drawings, Pictorial Drawings, and Welding Drawings. Lecture three hours. Laboratory three hours. Prerequisite: EGT 1104.

EGT 1124  Introduction to Computer-Aided Design        4 Credits
   This is an entry level course in interactive computer-aided drafting using the most current version of AutoCAD. It provides hands-on training in the areas of the AutoCAD User Interface, Drawing Aids and Controls, Drawing and Editing, Preparing and Printing a Drawing, Dimensioning and Tolerancing, Groups and Details, 3D Drawing and Modeling, Surface Modeling and Rendering, Solid Modeling, Menus, Autolisp, and Importing and Exporting Files. Lecture three hours. Laboratory three hours.
Course Descriptions

EGT 1233  Introduction to Geographic Information Systems  3 Credits
This is a course in Geographic Information Systems/Global Positioning Systems using the most current version of Arc View software and state of the art GPS receivers. It provides hands-on training in the operation of the GPS receiver to include data collection and the downloading of data into the ArcView database. It also provides an introduction to databases in general and detailed work with the ArcView database as it relates to data manipulation in the civil drafting field and in other related areas of Geographic Information. Lecture two hours. Laboratory two hours.

EGT 2114  Introduction to Pro/Engineer  4 Credits
This is a course in interactive computer-aided drafting using the most current version of Pro/Engineer. It provides hands-on training in the areas of the Pro/Engineer User Interface, Parametric Modeling Fundamentals, Extrusions, Editing, Holes and Rounds, Datums and Sections, Revolved Protrusions and Cuts, Chamfers and Threads, Groups and Patterns, Drawing Formats and Title Blocks, Detailing, Section and Auxiliary Views. Lecture three hours. Laboratory three hours. Prerequisite: EGT 1124.

EGT 2124  Introduction to CATIA  4 Credits
This is a course in interactive computer-aided drafting using the most current version of CATIA. It provides hands-on training in the areas of the CATIA User Interface, Parametric Modeling Fundamentals, Constructive Solid Geometry Concepts, Model History Tree, Parent/Child Relationships, Parametric Relations, Geometry Constraints, Symmetrical Features in Designs, Three Dimensional Construction Tools, Advanced Modeling Tools, and Assembly Modeling. Lecture three hours. Laboratory three hours. Prerequisite: EGT 1124.

EGT 2134  Introduction to Inventor  4 Credits
This is a course in interactive computer-aided drafting using the most current version of AutoDesk Inventor. It provides hands-on training in the areas of the Inventor User Interface, Parametric Modeling Fundamentals, Constructive Solid Geometry Concepts, Model History Tree, Parametric Constraints, BORN Technique and Work Features, Part Drawings and Associative Functionality, Symmetrical Features in Designs, Geometric Construction Tools, Parent/Child Relationships, and Assembly Modeling. Lecture three hours. Laboratory three hours. Prerequisite: EGT 1124.

EGT 2144  Introduction to Solid Works  4 Credits
This is a course in interactive computer-aided drafting using the most current version of Solid Works. It provides hands-on training in the areas of the SolidWorks User Interface, Parametric Modeling Fundamentals, Constructive Solid Geometry Concepts, Model History Tree, Parametric Constraints, BORN Technique and Work Features, Part Drawings, and Associative Functionality, Symmetrical Features in Designs, Geometric construction Tools, Parent/Child Relationships, and Assembly Modeling. Lecture three hours. Laboratory three hours. Prerequisite: EGT 1124.

EGT 2154  Civil Drafting  4 Credits
This is a course in civil drafting using the most current version of AutoDesk Land Desktop. It provides hands-on training in the areas of Civil Drafting Technology, Mapping Scales, Mapping Symbols, Surveying Fundamentals, Location and Direction, Legal Descriptions, Plot Plans, Contour Lines, Profiles, Highway Layout, Earthwork, and an Introduction to Geographic Information Systems (GIS). Lecture three hours. Laboratory three hours. Prerequisite: EGT 1124.

“Transforming Lives Through Quality Learning Experiences”
EGT 2163  Structural Drafting I  3 Credits
This is a course in structural steel drafting using the most current version of AutoCAD Architecture. It provides hands-on training in the areas of Column Framing Plans, Beam Framing Plans, Sections, Connection Details, Fabrication Details, and Bill of Materials. Lecture two hours. Laboratory two hours. Prerequisite: EGT 1124.

EGT 2173  Structural Drafting II  3 Credits
This is a course in structural pre-cast concrete drafting using the most current version of AutoCAD Architecture. It provides hands-on training in the areas of Column Framing Plans, Beam Framing Plans, Sections, Connection Details, Fabrication Details, and Bill of Materials. Lecture two hours. Laboratory two hours. Prerequisite: EGT 2163.

EGT 2183  Architectural Drafting I  3 Credits
This is a course in architectural drafting using the most current version of AutoCAD Architecture. It provides hands-on training in the areas of Basic House Design, Primary Considerations, Room Planning, Plot Plans, Foundation Plans, Sill and Floor Construction, Wall and Ceiling Construction, Doors and Windows, Stairs, Fireplaces and Chimneys, and Floor Plans, Roof designs, Elevations, Electrical Plans, Plumbing Plans, Climate Control Plans, Perspective Plans, Specifications, and Estimating Building Cost. Lecture two hours. Laboratory two hours. Prerequisite: EGT 1124.

EGT 2193  Architectural Drafting II  3 Credits
This is a course in architectural drafting using the most current version of Architecture Revit. It provides hands-on training in the areas of Plot Plans, Foundation Plans, Doors and Windows, Stairs, Floor Plans, Roof Design, Elevations, Specifications, and Estimating Building Costs. Lecture two hours. Laboratory two hours. Prerequisite: EGT 1124.

EGT 2214  Pro-Engineer II  4 Credits
This is a course in interactive computer-aided drafting using the most current version of Pro/Engineer. It provides hands-on training in the areas of Ribs, Relations, Failures, Family Tables, Drafts, Text Protrusions, Shell, Reorder, Sweeps, Blends and Splines, Helical Sweeps and 3D Model Notes, Assembly Constraints, Exploded Assemblies, and Assembly Drawings. Lecture three hours. Laboratory three hours. Prerequisite: EGT 2114.

EGT 2224  CATIA II  4 Credits
This is a course in interactive computer-aided drafting using the most current version of CATIA. It provides hands-on training in the areas of assembly design, constraining and manipulating parts, constraint options, multiple instances, contextual designs, assembly features, analysis, DMU space analysis, and DMU navigator. Lecture three hours. Laboratory three hours. Prerequisite: EGT 2124.

EGT 2244  Solid Works II  4 Credits
This is a course in interactive computer-aided drafting using the most current version of Solid Works. It provides hands-on training in the use of the following Solid Works features: Fillets, Revolve, Dome, Shell, Pattern, Mold Tools, Sweep, Loft, Draft, Shape, Rib, and Mirror. Lecture three hours. Laboratory three hours. Prerequisite: EGT 2144.
Industrial Automation  
(Taught on Demand)

ELEC 2102  Programmable Logic Controllers (PLC) Introductory Course  2 Credits
This course introduces the student to a specialized computer-based system, along with associated input/output and communication hardware, called a Programmable Logic Controller (PLC). This solid state system, used for controlling process systems, replicates standard electrical Relay Ladder Logic (RLL) operation. Programming and documentation use standard RLL format. The course identifies the basic PLC hardware components, their inter-connection and their functions. It shows the student how to read a conventional RLL schematic comprised of discrete components, then shows how that schematic appears when implemented through a PLC. The focus of this course is on basic RLL functions found in PLCs. Students write and enter RLL circuits using PLC software that emulates CONTROL RELAY, TIMER and COUNTER elements. The elements’ performances are tested and analyzed using laboratory trainers. Simple control circuits using the above elements are designed, built, and tested. The student learns basic RLL troubleshooting techniques. The Allen Bradley SLC500 with Windows-based RSLogix 500 software and/or the Siemens 500 Series PLC with Windows-based Soft Shop software are utilized.

ELEC 2112  Programmable Logic Controllers (PLC) Advanced Course  2 Credits
This course develops the more complex relay ladder logic (RLL) functions found in a Programmable Logic Controller (PLC). The concept of decimal and natural binary number systems is introduced. Integer math special functions of ADD, SUBTRACT, MULTIPLY, DIVIDE, GREATER THAN, EQUAL TO, LESS THAN and LIMIT are implemented along with binary coded decimal (BCD)-a common interface format. Data manipulation functions of SHIFT REGISTER, MOVE, MASKED MOVE and COPY are explained. Analog-to-digital and digital-to-analog INPUT/OUTPUT interfaces are presented and employed. These special functions are tested and analyzed using laboratory trainers. The student designs, builds and tests complex RLL control circuits using the above functions. The Allen Bradley SLC500 PLC with Windows-based RSLogix 500 software and/or the Siemens 500 Series PLC with Windows-based Soft Shop software are utilized in the laboratory. Prerequisite: ELEC 2102.

Emergency Medical Technician/Paramedic

EMS 1001  Clinicals  1 Credit
Hands on applications of skills acquired in EMS 1005 and EMS 2205. This is achieved by working in the hospital emergency room and with an ambulance service.

EMS 1005  EMT I  5 Credits
This course is an introduction to pre-hospital care and the basic legal and ethical aspects involved. Patient Assessment of patients with medical illness, learning signs and symptoms of the different medical problems and their standard of care.
EMS 1102 Preparatory 2 Credits
Medical terminology and the metric system are discussed. An overview of general patient assessment, airway and ventilation, and shock are covered. Understanding and management of the body’s system’s reaction to decreased cellular oxygenation are discussed. Body fluids, osmosis and pathophysiology of inadequate tissue perfusion combined with the evaluation and resuscitation of these patients is emphasized. The use of MAST and intravenous techniques are taught.

EMS 1103 Anatomy & Physiology 3 Credits
This course is an overview of the structure and function of the human body. Emphasis is placed on directing, defining, and describing normal and pathological body conditions. Includes a patient assessment by body region and how to communicate effectively with medical control and other members of the health care team.

EMS 1104 Pre-Hospital Environment 4 Credits
EMS systems are overviewed. Emphasis is placed on professionalism, responsibility, development, improvement, and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent, and contracts will also be discussed. EMS communications, stress management, and emergency rescue techniques are taught.

EMS 1204 Pharmacology 4 Credits
Clinical pharmacology, classification, and uses of medications with emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. The course will include dosage calculations and metric conversions.

EMS 1301 Field Internship I 1 Credit
Supervised experience in the pre-hospital care setting in a paramedic ambulance service is covered in this course. This will aid all the paramedic students in an understanding of the Advanced Life Support system. This will provide the student with the opportunity to utilize skills as a team member and progress to function as a team leader under the direct supervision of a paramedic in a field setting. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of patient care to the emergency care physician.

EMS 1303 Clinical Rotation I 3 Credits
Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the paramedic student to apply airway management, IV therapy, and patient assessment skills.

EMS 2103 Trauma 3 Credits
Management and treatment of traumatic injuries including soft tissue, central nervous system, and musculoskeletal structures, anatomy and pathophysiology, and assessment and management of traumatic injuries involving these human systems. Includes management of all types of burns.

EMS 2104 Medical Emergencies I 4 Credits
Recognition, management, and pathophysiology of patients with medical emergencies are included in this course. Includes respiratory disorders, diabetic emergencies, nervous systems disorders, acute abdominal pain and renal failure and anaphylaxis.
Course Descriptions

EMS 2203  Medical Emergencies II  3 Credits
Recognition, management and pathophysiology of patients with medical emergencies. Includes toxicology, drug abuse, alcoholism, infectious diseases, environmental emergencies, geriatrics, pediatrics, behavioral emergencies and crisis intervention.

EMS 2204  Cardiac Emergencies  4 Credits
Etiology, pathophysiology, clinical features, cardiac disease process and assessment of patient with cardiac disorders. ACLS skills and techniques are taught. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, indications and administration of cardiac therapy along with defibrillation and synchronized cardio-version skills.

EMS 2205  EMT II  5 Credits
This course will introduce the student to the kinetics of trauma as it relates to the injured patient, also, the signs and symptoms of injury to the body with the standard of treatment for those injuries. The art of extrication and patient triage are a part of this course as it relates to the Pre-hospital setting.

EMS 2303  Clinical Rotation II  3 Credits
A continuation of EMS 1303 - Clinical Rotation I.

EMS 2304  EMT III  4 Credits
This course is designed to further the EMT student’s skills in assisting a paramedic on board and ambulance in the care of the cardiac patient. Also, art of documentation of the patient care forms required by the state of Arkansas from the Pre-hospital provider. Learn the proper communication skills for dealing with hospital staff and other Pre-hospital caregivers.

EMS 2402  OB/GYN/Neonatal  2 Credits
This course includes etiology and treatment of obstetrical emergencies, the normal and abnormal events associated with pregnancy and childbirth, initial care and resuscitation of the neonate and gynecological emergencies. Emphasis will be on recognizing and managing these events and assisting in abnormal births.

EMS 2404  Field Internship II  4 Credits
A continuation of EMS 1301 - Field Internship I.

English

ENG 0003  Developmental English  3 Credits
A course designed to improve writing skills through exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Students with ACT scores below 19 in English must take this course. Students are required to pass an exit exam in order to earn credit for this course. (Credit earned not applicable toward a degree.)
Course Descriptions

ENG 1003  Freshman English I  3 Credits
Instruction in expository essay form, structure, and style. Prerequisite: ACT scores of 19 or better on reading and English or successful completion of Developmental English and Reading Improvement.

ENG 1013  Freshman English II  3 Credits
A continuation of ENG 1003 with the addition of research papers and literary genres. Prerequisite: ENG 1003.

ENG 1033  Technical Writing & Communication  3 Credits
A course designed to prepare students to demonstrate a high level of effectiveness in handling the demands of workplace writing and communication. Prerequisite: ENG 1003.

ENG 2003  World Literature I  3 Credits
A study of literature from antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods. Prerequisite: ENG 1013 or a 21 ACT or its equivalent in both English and reading.

ENG 2013  World Literature II  3 Credits
A continuation of ENG 2003, from the Renaissance to the present. Prerequisite: ENG 1013 or a 21 ACT or its equivalent in both English and reading.

ENG 2023  Creative Writing  3 Credits
Instruction and practice in writing in creative literary forms including creative nonfiction, fiction, and poetry. Students develop skills in the use of literary devices and techniques as well as methods for inspiring creative thinking and expression. Prerequisite: ENG 1013.

ENG 2303  American Literature I  3 Credits
A study of American literature from its beginnings in colonial America through the end of the Civil War, reflecting the major authors, issues, and literary trends of these time periods. Prerequisite: ENG 1013.

ENG 2313  American Literature II  3 Credits
A continuation of ENG 2303, from the end of the Civil War to the present. Prerequisite: ENG 1013.

ENG 2583  Literature for Adolescents  3 Credits
A seminar focusing on novels, poetry, short stories, and drama suitable for young adult (YA) students in the upper elementary grades, middle school, and high school. Prerequisite: ENG 1013.

ENG 2613  Folklore  3 Credits
Survey of form in American folk culture. Includes collection, classification, and analysis of folklore within the context of form. Prerequisite: ENG 1013.
Arkansas State University - Beebe

Course Descriptions

ENG 2623  Mythology  3 Credits
A survey of world mythologies, including archetype, symbolism, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. Students will achieve a deeper understanding of mythology as a universal foundation for culture and literature. Prerequisite: ENG 1013

Entrepreneurship

ENTR 1003  Introduction to Entrepreneurship  3 Credits
An introduction to the role of entrepreneurial businesses in the U.S., the impact of the entrepreneurial businesses on the U.S. and global economy, how ideas become businesses, how entrepreneurs operate within a company, and the general precepts of entrepreneurial businesses.

ENTR 2003  Professional Selling and Advertising  3 Credits
A course specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use.

ENTR 2013  Opportunity and Feasibility Analysis  3 Credits
This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities.

ENTR 2023  Funding Acquisition for Entrepreneurs  3 Credits
A course designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method.

Environmental Management

ENVR 2213  Legal Aspects of Environmental Management  3 Credits
Policy, law and regulations relating to society's use, management and protection of natural resources. The course will present the differences and similarities between environmental regulation and previous social regulation, and examine the logic behind current regulatory programs. Prerequisite: BIOL 2024 (may be taken concurrently).

Environmental Science

ESCI 1004  Introduction to Environmental Science  4 Credits
This is an interdisciplinary study of how things in nature are interconnected. This course is an integrated and science-based study of environmental issues, connections, and solutions. The following concepts are interwoven throughout this course: sustainability, natural capital, natural capital degradation, and solutions to environmental problems. Lecture 3 hours, laboratory 2 hours per week.

“Transforming Lives Through Quality Learning Experiences”
Course Descriptions

Finance

FIN 1013  Personal Finance  3 Credits
Practical applications of personal financial planning, budgeting, and control. Emphasis in this course is placed on the use of credit, insurance, savings, retirement planning, and housing finance.

French

FREN 1013  French I  3 Credits
French I is designed to teach French language and culture as complementary facets of a single reality. Students will learn authentic, not simplified French and use it in the context of actual communication. French I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for French I.

FREN 1023  French II  3 Credits
French II is a continuation of FREN 1013. Prerequisite: FREN 1013 or at least one year of high school French.

FREN 2013  French III  3 Credits
French III is a continuation of FREN 1023. Prerequisite: FREN 1023 or two years of high school French.

FREN 2023  French IV  3 Credits
French IV is a continuation of FREN 2013 with an introduction to reading French literature. Prerequisite: FREN 2013 or consent of instructor.

Geography

GEOG 1233  Intro to Geographic Information Systems  3 Credits
This is a course in Geographic Information Systems/Global Positioning Systems using the most current version of Arc View software and state of the art GPS receivers. It provides hands-on training in the operation of the GPS receiver to include data collection and the downloading of data into the ArcView database. It also provides an introduction to databases in general and detailed work with the ArcView database as it relates to data manipulation in the civil drafting field and in other related areas of Geographic Information. Lecture two hours. Laboratory two hours.

GEOG 2603  World Regional Geography  3 Credits
A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns.

GEOG 2613  Introduction to Geography  3 Credits
Emphasizes the physical and cultural patterns of the world.
General Technology Seminar

GTS 1003  General Technology Seminar       3 Credits
Serves as an orientation to ASU-Searcy campus resources, academic skills, and as an introduction to higher education. This course is designed to help students adjust to college life and establish skills that will assist them in being successful at ASU-Beebe and beyond in their academic and professional pursuits.

Hospitality Administration

HA 1003  Introduction to Hospitality Administration     3 Credits
The history and development of the hospitality industry that comprises food, lodging, and tourism management, an introduction to management principles and concepts used in the service industry, and career opportunities in the field. The content is geared towards students who have little to no experience in the hospitality industry but who have an interest in exploring and/or pursuing a career in some aspect of hospitality, food service, travel and tourism or related field.

HA 1013  Sanitation and Safety        3 Credits
A survey of food service industry to include its history, various food service systems, organization and operations, and franchising. Emphasizes the aspects of sanitation. Passing Servsafe exam will result in certification from the Educational Foundation of the National Restaurant Association.

HA 1023  Principles of Food Preparation       3 Credits
Focus on the principles, techniques and theories of food production including the introduction, use and selection of equipment for recipes, while applying sanitation for quality, controls and guest accommodations that focus on principles of production. 2 hours lecture and 3 hours laboratory. Special laboratory fee required. Prerequisite: HA 1013.

HA 2003  Dining Service Management       3 Credits
Analysis and development of dining service management skills including leadership behavior, motivation, communication, training, staffing etiquette, and professional service. Lecture two hours, lab three hours more or less depending on the special event requirements. Special laboratory fee required which helps to cover student's meals.

HA 2013  Lodging Operations        3 Credits
This course explores the basics about how the lodging industry and the hotels in the industry operate. It includes the history and structure of the lodging industry as well as individual operating departments such as front office, sales and marketing, housekeeping, and maintenance that are so vital to the success of a hotel. Also, it discusses alternative "careers" in the lodging industry.

HA 2023  Hospitality Administration Internship      3 Credits
An employment experience relating to the student's major within the Technical Certificate or AAS in Hospitality Administration. 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. Prerequisites: CIS 1503 and a minimum of 12 hours of hospitality courses including HA 1003.
Health Information Assistant

HIA 1103 Medical Terminology I 3 Credits
This course is a study of basic medical terminology including diseases, abbreviations, spellings, and diagnostic procedures.

HIA 1203 Body Structure and Function 3 Credits
This course is a study of the basic concepts of the anatomy and physiology of the human body. The organs and tissues in each body system are studied in detail as well as the interrelationship between the systems.

HIA 1303 Medical Office Procedures 3 Credits
This course is a study of the management of health records and medical office regulations. Prerequisites: HIA 1103 Medical Terminology I and HIA 1203 Body Structure and Function.

HIA 1603 CPT Coding 3 Credits
This course provides instruction of basic skills and guidelines for assigning CPT codes. Prerequisites: HIA 1103 Medical Terminology I, and HIA 1203 Body Structure and Function.

HIA 2103 Medical Terminology II 3 Credits
This course is a detailed study of medical terminology that integrates the entire spectrum of information needed by health information managers. This will include anatomical terms, word parts, medical terms, diagnostic terms, surgical terms, and diagnostic procedural terms of each body system. Prerequisite: HIA 1103 Medical Terminology I.

HIA 2203 Medical Office Applications 3 Credits
This course teaches medical office software. The software is a database that includes applications of appointment scheduling, posting procedures, insurance billing, and accounts receivable. Prerequisite: HIA 1103 Medical Terminology I.

HIA 2303 Coding 3 Credits
This course is the study of ICD 9 CM. It includes the assignment of code numbers to diagnoses and procedures. Prerequisites: HIA 1103 Medical Terminology I, HIA 1203 Body Structure and Function.

HIA 2313 Disease Processes of the Human Body 3 Credits
This course will give the student a broad overview of common human diseases and the medications used for treatment. The course emphasizes the etiologic factors involved in disease processes and usual approaches to diagnosis and treatment including symptoms, tests, medications, and current therapies.

HIA 2403 Medical Transcription 3 Credits
Medical Transcription provides training in the transcribing of medical documents from recordings using a word processor/microcomputer. Prerequisites: BSYS 1523 Keyboarding I, HIA 1103 Medical Terminology I, HIA 1203 Body Structure and Function.
HIA 2503  Internship/OJT  3 Credits
A student’s Internship/OJT assignment will be in an industry/business appropriate to the curriculum. The experience should relate to course work included in the program. An instructor and the coordinator of internship will monitor the student’s progress with the supervising employer. The company will periodically turn in evaluation forms. Prerequisite: Successful completion of all required courses and a cumulative 2.0 grade point average.

History

HIST 1013  World Civilization to 1660  3 Credits
A survey of world civilizations from pre-history to 1660.

HIST 1023  World Civilization since 1660  3 Credits
A survey of world civilizations from 1660 to present.

HIST 2083  History of Arkansas  3 Credits
A survey of Arkansas history from the pre-Columbian period to the present.

HIST 2093  Russian History  3 Credits
A survey course on the origins and development of the Russian state and society from ancient times to the present.

HIST 2263  A Survey of Asian History  3 Credits
A survey of Asian societies from ancient times to the present.

HIST 2273  A Survey of African History  3 Credits
This survey level course will examine the political, economic, religious, and cultural developments of African societies from ancient times to the present. There is no prerequisite for this course; however, students will be expected to have some knowledge of global geography.

HIST 2283  American Military History  3 Credits
This course is an in-depth study of American Military History from the colonial times up to the present.

HIST 2763  The United States to 1876  3 Credits
A survey of the development of social, political and economic institutions in the United States from the age of exploration and discovery to reconstruction.

HIST 2773  The United States Since 1876  3 Credits
A survey of changing social, political and economic policies in the United States from reconstruction to the present.

HIST 2893  American Minorities  3 Credits
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.
Course Descriptions

Health

HLTH 2513  Principles of Personal Health  3 Credits
A study of principles, problems, and practices involved in the improvement of individual and community health. The course is designed to stimulate a greater appreciation and understanding of health for more intelligent self-direction of health behavior and safety awareness.

HLTH 2523  First Aid and Safety (Responding to Emergencies)  3 Credits
Fundamentals, techniques, and practice of first aid as prescribed by the responding to emergencies course of the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation and traffic. Certification may be earned in standard first aid and community CPR (adult, infant, and child) through the American Red Cross.

HLTH 2553  Basic Physiology of Activity  3 Credits
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.

Horticulture

HORT 2203  General Horticulture  3 Credits
A survey of the general field of horticulture: growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week.

HORT 2273  Vegetable Crops Production  3 Credits
An introduction to the growth habits, soils and climate requirements, storage, varietal characteristics, and pests of vegetable crops. Prerequisite: HORT 2203.

HORT 2303  Introduction to Turfgrass Management  3 Credits
An introductory course in turfgrass management emphasizing turfgrass growth, adaption, and management. Methods for establishment, fertilization, mowing, cultivation, irrigation, and pest management are presented, and their impact on culture of lawns, golf courses, athletic fields, and other managed turf areas are discussed.

HORT 2403  Introduction to Landscape Management  3 Credits
An introductory course in landscape management emphasizing design, implementation, and maintenance of homeowner and commercial landscapes. Methods for establishment, fertilization, irrigation, and pest management are presented.

Healthcare Quality

HQ 2001  Introduction to Healthcare Quality  1 Credit
This seminar is an introduction to the study of the discipline of quality improvement/quality assurance in the current healthcare setting.
Course Descriptions

HQ 2011  Current Issues in Healthcare Quality  1 Credit
This seminar introduces the student to the economic and political issues driving the current national interest in healthcare quality and safety. It will provide a high level view of the field of quality improvement/quality assurance in the current healthcare setting. This seminar is one of a series of seminars intended to benefit those engaged in or interested in pursuing a career in Healthcare Quality.

Humanities

HUM 2003  Introduction to Humanities I: Greece and Rome  3 Credits
This course is a study of the history, literature, arts, and philosophy of ancient cultures, reflecting the major historical, artistic, and philosophical trends of different time periods.

HUM 2013  Introduction to Humanities II: Europe  3 Credits
This course is a study of the history, literature, arts, and philosophy of the peoples living in Europe and England from the medieval period to the present.

HUM 2023  Centers of Culture  3 Credits
This course combines supervised travel to selected centers of culture and study of their history, literature, arts, religious heritage and philosophy.

Industrial Electronics

IET 1002  Introduction to General Electronics I  2 Credits
This course is an introduction to the basics of electronics/electricity. Fundamentals of calculating loads and circuit sizes will be covered. Identification of components and their uses will be covered. Emphasis will be placed on troubleshooting and diagnostics. The course will consist of 40% theory and 60% related lab. This is the first part of a two-part curriculum.

IET 1103  Microprocessor Fundamentals  3 Credits
This course introduces both hardware and software aspects of microprocessor systems. Assembly language programming is emphasized along with hardware skills involved in interfacing and debugging a typical microprocessor-based system. The course concentrates on the principles and applications of microprocessors and peripheral ICs such as Programmable Timers, Serial and Parallel I/O, Display Controllers, and Memory, as well as various linear, digital, and electro-optical devices used with microcomputer systems. The ability to work from manufacturers’ data sheets and application notes are stressed. Safety is emphasized.

IET 1104  AC/DC Circuits  4 Credits
This course is an introduction to electricity and its interaction with conductors, resistors, inductors and capacitors in direct and alternating current circuits. The study includes the use of measuring equipment and calculations to determine resistance, reluctance, impedance, resonance, voltage, current, power, and time constants. Also discussed are magnetism and transformers. In lab exercises, the students learn to use digital and analog multi-meters, frequency counters, signal generators, breadboards, and the oscilloscope. Safety is emphasized.

“Transforming Lives Through Quality Learning Experiences”
IET 1203  Basic Machining  3 Credits
This course is a study of the tools and procedures commonly used during installation and repair of industrial equipment. Topics for the course include interpreting detail and assembly drawings, precision measuring tools and layout work, which the student will finish by machining to the specified print tolerance. Tools that will be studied and used include hand tools, taps and dies, cut-off saws, pedestal grinders, metal lathes, milling machines, drill presses, and abrasive disc grinders. Safety will be emphasized.

IET 1204  Power Transmission  4 Credits
This course is a study of the principles and components of hydraulic, pneumatic and mechanical power transmission systems. Fluid power (hyd/pne) topics include physical principles, compressors, pumps, actuators, basic valves, circuits, symbols, systems and maintenance. Mechanical topics include gearboxes, pulleys, belts, sprockets, chains, couplers and proper alignment methods. Safety is emphasized.

IET 1213  Electrical Components  3 Credits
This course reinforces knowledge and skills needed for success in other courses. Emphasis will be placed on using the digital multi-meter and scope meter to test common electrical components.

IET 1304  Electrical Power Systems  4 Credits
This course is a study of electrical distribution equipment and wiring methods. Emphasis is placed on safety and the N.E.C. Topics include services, feeders, branch circuits, grounding, over-current protection, ampacity, conduit fill, conductor properties and applications, conduit bending, and enclosures.

IET 2002  Introduction to General Electronics II  2 Credits
This course will continue an introduction to the basics of electronics/electricity. Fundamentals of calculating loads and circuit sizes will be covered. Identification of components and their uses will be covered. Emphasis will be on troubleshooting and diagnostics. The course will consist of 40% theory and 60% related lab. This is the second part of a two-part curriculum.

IET 2104  Control Systems  4 Credits
This course is a study of controllers and the electromechanical interface. Topics include control logic, operator controls, automatic controls, relay logic, signal conditioning, micro controllers, motors, motor drives and sensors. Safety is emphasized.

IET 2203  Welding  3 Credits
This course will introduce the trainee to the safety and techniques of basic welding that will include oxygen-acetylene brazing, heating, cutting and fusion welding. It will introduce the student/trainee to safety with arc-welding and skills necessary to utilize both the "stick" welder and wire welder to be able to weld electrically two pieces of similar metal together and to "buildup" shafts and related items to machine. Safety is emphasized.
Course Descriptions

IET 2204  Solid-State Devices  4 Credits
This course is designed to give the student a basic understanding of solid-state devices and their associated circuits. Topics include diodes, transistors, thyristors, integrated circuits and optoelectronic devices. Troubleshooting and safety is emphasized.

IET 2303  System Troubleshooting  3 Credits
This course is a study of the systematic methods that should be used when troubleshooting a complex industrial system. Topics include a troubleshooting overview, troubleshooting tools, collecting information, on-line troubleshooting, and specialized tests and equipment. Safety is emphasized.

IET 2304  Digital and Programmable Logic Controllers  4 Credits
This course is a study of programmable logic controllers including the basics of digital electronics required to understand the P.L.C. operation. Topics include number systems, Boolean algebra, logic gates, control logic, memory organization, I/O modules, basic troubleshooting. The study of PLC programming includes the topics of basic input and output instructions, timers, counters, and program control instructions. Networking is also discussed. Safety is emphasized.

Agriculture Equipment Technology

JDAT 1003  John Deere Air Quality Systems  3 Credits
The basics of air conditioning will be studied and repair and diagnostic procedures practiced. Cooling, heating, and filtering systems, both R-12 and R134A, will be studied and repair procedures practiced. Prerequisite: John Deere dealer sponsor.

JDAT 1004  John Deere Agricultural Electric Systems  4 Credits
The basic electrical system principles-flow, pressures, and resistance-will be studied. These concepts will then be applied to the starting, charging, and accessory systems of typical John Deere electrical systems. Starters, alternators, and various circuit failures will be studied. Electronic components as found on the monitoring and control systems of JD electrical systems will be introduced. Prerequisite: John Deere dealer sponsor.

JDAT 1013  Precision Farming Technologies  3 Credits
This course is an introduction to the theory and application of precision farming technologies, as well as their diagnosis and repair. Topics include global positioning, equipment automated systems, implement monitoring and electrohydraulic control. Prerequisite: John Deere dealer sponsor.

JDAT 1014  Tractor Power Trains  4 Credits
The theory, operation and repair procedures for tractor power train systems will be covered. Emphasis will be placed on assembly and adjustment procedures. Basic power train system diagnostics will be introduced. Prerequisite: John Deere dealer sponsor, JDAT 1004, and 1022, 1023.

JDAT 1022  John Deere Controls and Instrumentation  2 Credits
This is a course in the operation of John Deere agricultural and shop equipment, including safety, usage of monitors and programming of functions. Diagnostic information and procedures will be introduced. Prerequisite: John Deere dealer sponsor.
Course Descriptions

**JDAT 1023 Agricultural Hydraulics**  
3 Credits  
Basic hydraulic principles—flow, pressure, and restriction (load)—will be covered. These principles will then be applied to John Deere hydraulic systems. Basic hydraulic components—radial piston pumps, external gear pumps, selective control valves, and valve housings on current John Deere equipment—will be assembled and adjusted. Basic hydraulic system diagnostics will be introduced. Prerequisite: John Deere dealer sponsor.

**JDAT 1033 John Deere Consumer Products and Systems**  
3 Credits  
This course covers the function, adjustment, and repair of various grounds care products marketed by John Deere Company. Walk-behind mowers, riders, lawn and garden tractors, and compact utility tractors will be studied. Included will be adjustment of power trains, hydraulic and electrical systems, and cutting components. Hydrostatic drive systems will be introduced. Prerequisite: John Deere dealer sponsor, JDAT 1004 and 1023.

**JDAT 1046 Dealer Internship I**  
6 Credits  
Offers a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab. Prerequisites: John Deere dealer sponsor, JDAT 1002, 1012, 1014.

**JDAT 2003 Harvesting Equipment**  
3 Credits  
Combines, cotton pickers and hay balers, along with various attachments, will be covered during this class. Their function and adjustments as well as repair will be studied. Electrical and hydraulic systems and diagnostic procedures will be emphasized. Prerequisite: John Deere dealer sponsor and JDAT 1004, 1022, and 1023.

**JDAT 2014 Advanced Tractor Diagnostics**  
4 Credits  
On-board and off-board diagnostic systems and procedures will be introduced and applied. Controller networking theory and signals will be analyzed. Troubleshooting of transmission and hydraulic control systems using traditional and advanced diagnostic methods will be practiced. Prerequisites: John Deere dealer sponsor, JDAT 1004, 1022, and 1023.

**JDAT 2023 Dealer Internship II**  
3 Credits  
See Dealer Internship I. Prerequisites: John Deere dealer sponsor, JDAT 1002, 1004, 1014, 1023, 1046, 2003, and 2014.

**JDAT 2033 John Deere Engine Systems**  
3 Credits  
The basic diesel engine cycle, components of a typical John Deere engine and their theory of operation will be studied. Failure analysis and repair procedures will be emphasized. Prerequisite: John Deere dealer sponsor, JDAT 1004.

**JDAT 2053 John Deere Technician Certifications**  
3 Credits  
This course will present the features, applications, and operation of service Advisor software used by service technicians to access information and interface with John Deere equipment. Principles and applications of electrical and hydraulic systems will be reinforced. John Deere certifications in basic hydraulics, basic electrical, and Service Advisor will be administered giving students the opportunity to gain certification in these areas. Prerequisite: John Deere dealer sponsor, JDAT 1002, 1004, 1012, 1022, 1023, and 2014.
Course Descriptions

Law

LAW 2023  The Legal Environment of Business  3 Credits
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.

Practical Nursing

LPN 1003  Clinical Nursing I  3 Credits
This course is a practical, clinical component with an emphasis on procedural skills. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered. The student will develop the ability to adapt nursing procedures incorporating critical thinking to give holistic individualized patient care. This course is a prerequisite to all subsequent term courses. Prerequisite: LPN 1201 Nursing of the Geriatric Patient, LPN 1103 Basic Nursing Principles and Skills I, and LPN 1104 Body Structure and Function. Total Hours: 144

LPN 1113  Pharmacology I  3 Credits
This course will develop competencies to safely administer medications to patients of all ages. Students will use formulas for conversion of measures from the household, apothecary and metric systems to accurately calculate medication dosages. Practical application of medication administration, including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory. This course is a prerequisite to all subsequent term courses. Total Hours: 49

LPN 1103  Basic Nursing Principles and Skills I  3 Credits
This course introduces the principles of personal and professional development including therapeutic communications, legal aspects, ethical concepts, and nursing responsibilities with emphasis on the patient, family, and coworkers emphasized. Included in this course is a study of growth and development, fundamental skills, principles, and attitudes needed to give nursing care with skill, safety, and comfort for the patient of all ages. Utilizing the nursing process, the student will have the ability to meet environmental, hygienic, and activity and nutritional needs for the client throughout the life span. These skills will be further enhanced by the study of health assessment and documentation. Concepts from this course including the vocational responsibilities of the practical nurse and growth and development concepts are integrated in all nursing courses. This course is a prerequisite to Basic Nursing II and all subsequent courses. Total Hours: 111

LPN 1104  Body Structure and Function  4 Credits
This course is a study of basic anatomy and physiology of the human body and all its systems. Each unit in this course is designed to include the study of major parts in the specific system of the body and interlocks the dependency of one system on another with contributions of each system to the well-being of the body as a whole. This course, also, begins the application of anatomy and physiology facts to the nursing process and its relationship to medical surgical nursing. Emphasis is placed upon the assimilation of information with the beginning stages of cognitive deduction as it relates to medical-surgical nursing. Lab values and diagnostic testing parameters are introduced in this course. This course is a prerequisite to all subsequent term courses. Total Hours: 63
Course Descriptions

LPN 1107  Certified Nursing Assistant       7 Credits
This course teaches the basics of direct patient care. Upon successful completion of this course, a student is eligible to become a certified nursing assistant in the state of Arkansas. It is approved by the Arkansas Department of Long Term Care and consists of 74 hours of classroom training consisting of theory, classroom lab and clinical skills training. In addition, Clinical skills training consists of 16 hours of supervised practical training in a facility performing tasks on an individual under the direct supervision of the instructor. Prerequisite: Applicants must be 16 years of age or older.

LPN 1201  Nursing of the Geriatric Patient      1 Credit
The study of the aging process is called gerontology. The study of disease processes associated with the elderly is called geriatrics. The nurse must have an understanding of the normal processes related to aging in order to be able to recognize the individual who is experiencing a deviation from that norm, and to assist that person to meet his/her needs. Discussions include normal aging processes, characteristics of age, special problems associated with aging, and the nursing care of the aging patient. An introduction of common geriatric disorders, medications related to the disorder and nursing care is included. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. This course is a prerequisite to Clinical Nursing I and all subsequent term courses. Total Hours: 20

LPN 1202  Nutrition in Health and Illness       2 Credits
This course covers principles of good nutrition for all age groups and the principles and modifications for therapeutic purposes including religious, ethnic, or cultural variations. Nutritional concepts are integrated through the entire practical nursing curriculum. This course deals with the basic principles of nutrition to give the students an understanding of basic nutritional facts that are required to evaluate food requirements and to make wise judgments about eating habits. The newest trends in health care stress the importance of nutrition education. Using nursing process and critical thinking skills, this study allows the student to focus on normal nutrition, prevention of disease, the responsibility for one's own nutritional health, and the role of nutrition in the ill client Emphasis is placed upon the application of nutrition information into the nursing context, incorporating lab values and diagnostic testing parameters. Prerequisite: LPN 1103 Basic Nursing Principles and Skills I, LPN 1104 Body Structure and Function, LPN 1201 Nursing of the Geriatric Patient. This course is a prerequisite to all subsequent term courses. Total Hours: 33

LPN 1203  Basic Nursing Principles and Skills II      3 Credits
This course is a study of increasing complex skills and principles beginning with basic skills and progressing to the complex skills incorporating critical thinking to give safe, skillful holistic nursing care to patients of all ages using the nursing process. The student will develop the ability to adapt nursing procedures to various situations with skill, safety, and concern for the patient in a variety of clinical settings. Concepts taught in Basic Nursing Principles and Skills I will be integrated and reinforced throughout the course. This course is a pre-requisite for all subsequent courses. Prerequisites: LPN 1103 Basic Nursing Principles and Skills I.
LPN 2003 Clinical Nursing II  3 Credits
This course is a practical, clinical component with an emphasis on medical and surgical problems for patients throughout the life span including care of the obstetrical patient and pediatric patient. As the student progresses through the clinical areas, patient assignments will pertain to the body system being studied in Medical Surgical Nursing or Nursing of Mother and Infant or Nursing of Children theory courses. Nursing care delivered with focus on specific standards of care for the diagnosis of the patient. Procedures learned in Clinical Nursing I will continue to be performed with emphasis on adaptations necessary for the medical or surgical client. Students will be administering medications to their assigned patients after check off with the instructor. The student is responsible for correlating theory to clinical practice by integrating critical thinking to give safe skillful, holistic patient care. Prerequisite: LPN 1003 Clinical Nursing I. This course is a prerequisite to all subsequent term courses. Total Hours: 136

LPN 2104 Medical Surgical Nursing I  4 Credits
This course is prepared to instruct the student in the nursing management of patients throughout the life span. This course is arranged according to body systems most closely associated with the symptoms and specific diseases with integration of pharmacological, nutritional, critical thinking and communication theories. The units in this course include an introduction to medical surgical nursing, the surgical patient, emergency nursing, disorders of the immune and hematologic system, endocrine disorders and respiratory disorders. Nursing process is better enhanced by correlating assessment, planning, and intervention of the necessary skills and understanding how nutrition and pharmacological aspects enhance the holistic nursing care of the patient throughout the life span. Prerequisites: All first term courses. This course is a prerequisite to all subsequent term courses. Total Hours: 63.

LPN 2301 Mental Health  1 Credit
Health has three facets: body, mind, and emotions. Mind is the reasoning part of the individual and the part used to make decision. A healthy state of mind assists us to achieve the ability to compensate for tension, disappointments, and stress occurring in our daily lives. This course is designed to include common conditions of mental health and mental illness, prevention of such conditions, and the diagnosis, treatment, and nursing care of patients suffering from abnormal mental and emotional responses. Prerequisite: All first term courses. Total Hours: 21

LPN 2305 Medical Surgical Nursing II  5 Credits
This course is a continuation of Medical Surgical Nursing I and will include an in-depth study of the concepts of illness and nursing care for patients throughout the life span with neoplastic, nervous system, cardiovascular system, musculoskeletal, and gastrointestinal system disorders. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life-span. This course is arranged according to the body systems most closely associated with the symptoms and specific diseases with integration of pharmacological, nutritional, critical thinking, and communication theories. Prerequisite: LPN 2104 Medical Surgical Nursing I. This course is a prerequisite to all subsequent term courses. Total Hours: 72
LPN 2312  Medical Surgical Nursing III       2 Credits

This course is a continuation of Medical Surgical Nursing II and will include an in-depth study of the concepts of illness and nursing care for patients throughout the life span with integumentary system, urinary system, reproductive system, and sensory system disorders. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span. This course must be passed to continue in Clinical IV. Prerequisites: LPN 2305 Medical Surgical Nursing II. Total Hours: 36

LPN 2315  Clinical Nursing III       5 Credits

This course is a continuation of Clinical Nursing II. Prerequisite: LPN 2003 Clinical Nursing II and LPN 2402 Nursing of Mother and Infant. Total Hours: 224

LPN 2402  Nursing of Mother and Infant       2 Credits

This course includes the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing care are anatomy and physiology, communication skills, prenatal care, labor and delivery, postpartum care, family planning, and care of the newborn. Prerequisite: All previous term courses. This course is a prerequisite to all subsequent term courses. Total Hours: 30

LPN 2415  Clinical Nursing IV       5 Credits

This course is a continuation of Clinical Nursing III and will include an increase in patient assignment load to develop time management skills and assist the student in the transition from student role to Licensed Practical Nurse role. Upon successful completion of Medical Surgical Nursing III, students will do a clinical preceptorship by working closely with the licensed practical nurse (LPN) or registered nurse (RN) in a medical surgical area where they are seeking employment. Prerequisite: LPN 2315 Clinical Nursing III, LPN 2312 Medical Surgical Nursing III. Total Hours: 240

COURSE DESCRIPTIONS 203

Mathematics

MATH 0503  Pre-Algebra       3 Credits

A review of arithmetic, including fractions and percentages. Other topics include: introduction to variables, formulas, solving linear equations, and applications. (Credit Earned not applicable toward a degree.)

MATH 0003  Developmental Algebra       3 Credits

An introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, and graphing linear equations. (Credit earned not applicable toward a degree.)
MATH 1003  Intermediate Algebra        3 Credits
Continued development of fundamental concepts with additional topics including functions, rational expressions, absolute value equations and inequalities, rational exponents, radical expressions, quadratic equations, and complex numbers. Students are required to pass an exit exam in order to earn credit for this course. Prerequisite: "C" or better in MATH 0003 or acceptable ACT score and high school Algebra I. (Credit earned not applicable toward an Associate of Arts or an Associate of Science degree.)

MATH 1103  Mathematical Solutions for Mechanical Technology       3 Credits
Designed to give the student the basic problem-solving skills needed in the work place. Applications of arithmetic, ratios and proportions, percentages, formulas, statistics, metric system, geometry and algebra.

MATH 1023  College Algebra        3 Credits
A detailed study of functions and their applications including linear, quadratic, polynomial, rational, radical, absolute value, exponential, and logarithmic functions. Topics also include systems of equations and matrices. Prerequisite: Acceptable ACT score OR Compass score.

MATH 1033  Plane Trigonometry        3 Credits
A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. Prerequisite: MATH 1023 with a grade of C or better.

MATH 1054  Pre-calculus Mathematics       4 Credits
Selected topics from algebra, trigonometry, and analytical geometry needed to succeed in calculus. Includes all topics from college algebra and trigonometry. (Credit will not be given for both MATH 1033 Plane Trigonometry and MATH 1054.) Prerequisite: MATH 1023 with a grade of C or better or high school Algebra II and 23 ACT math sub-score.

MATH 2113  Mathematics for Teachers I       3 Credits
An introduction to theory-based mathematical concepts underlying the traditional computational techniques for elementary school mathematics with the NCTM (National Council of Teachers of Mathematics) Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Topics of study will include mathematical reasoning, sets and functions, whole number system, number theory, integers and rational numbers as fractions. Problem solving techniques will be emphasized. This course may not be used to satisfy general education mathematics requirements. Prerequisite: MATH 1023 with a grade of C or better or higher level of mathematics.

MATH 2123  Mathematics for Teachers II       3 Credits
Using the NCTM Curriculum and Evaluation Standards for elementary school mathematics as a foundation and a guideline, topics of study will include decimals and percentages, measurement, and a brief introduction to geometry, congruence, similarity, algebra, probability and statistics. Applications and problem solving techniques will be emphasized. This course may not be used to satisfy general education mathematics requirements. Prerequisite: MATH 2113 with a grade of C or better.

MATH 2143  Calculus with Business Applications       3 Credits
Topics in elementary differential and integral calculus, stressing applications in business and economics. Prerequisite: MATH 1023 with a grade of C or better.
Course Descriptions

**MATH 2183  Discrete Structures  3 Credits**
Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean algebra, combinations, and probability modeling. Prerequisite: MATH 1023 with a grade of C or better.

**MATH 2205  Calculus I  5 Credits**
First course, including analytic geometry, functions and limits, differentials and integrals, and transcendental functions. (Credit will not be given for both MATH 2194 Survey of Calculus and MATH 2205.) Prerequisites: MATH 1033 or MATH 1054 with a grade of C or better.

**MATH 2215  Calculus II  5 Credits**
Second course, including techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. Prerequisite: MATH 2205 with a grade of C or better.

**MATH 2233  Applied Statistics  3 Credits**
A study of elementary statistics for students in the biological, physical, or social sciences. Prerequisite: MATH 1023 with a grade of C or better.

**MATH 2253  Calculus III  3 Credits**
Third course. Topics concerning multivariate functions include the following: limits, continuity, partial derivatives, differentials, the chain rule, extreme. Multiple Integration, vector fields, line integrals, green's theorem, surface integrals, the divergence theorem, and Stokes’ theorem are also covered. Prerequisite: MATH 2215 with a grade of C or better.

**Management**

**MGMT 2003  Introduction to Management  3 Credits**
Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing: planning; decision making; strategic management; organizing and coordinating work; authority, delegation, and decentralization; organizational design; interpersonal skills; leadership; organizational effectiveness; control methods; and organizational change and development.

**MGMT 2013  Business Organization and Management  3 Credits**
This course focuses on discussions of the managerial process, examining the managerial functions of planning, organizing, staffing, directing, controlling and their relation to the daily job of the supervisor.

**MGMT 2043  Supervisory Management  3 Credits**
A course covering the responsibilities of a first line supervisor; development of techniques and skills in employee communications, decision making, motivation, leadership, and training.

**MGMT 2063  Management of Marketing Organizations  3 Credits**
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: ACCT 2003 and ECON 2313 recommended.
MGMT 2083  Introduction to Retail Store Management     3 Credits
A course designed to aid students seeking a general knowledge of contemporary issues in retailing within the larger area of marketing. Emphasis is placed on decision making relative to such integrated variables as store location and layout, sales promotion, buying, pricing, personnel management, credit, and stock control.

MGMT 2153  Small Business Management       3 Credits
A course covering the organization and operation of the small business, with emphasis on personal qualifications, small business techniques, capital requirements, forms of organization, location, and sources for assistance. Prerequisites: ACCT 2003 recommended.

Marketing

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.

Medical Laboratory Technology
(Admittance into the second year of the program is limited to the number of affiliate hospitals and is based upon completion of first year courses and selective admission criteria.)

MLT 1203  Orientation to the Clinical Lab        3 Credits
This course provides an overview of Medical Technology/Clinical Laboratory Science, including historical foundations, healthcare infrastructure, and laboratory safety. An emphasis on medical ethics, medical terminology, basic anatomy and physiology, employment forecasts, laboratory mathematics, as well as the basics of laboratory specimen collection techniques (Phlebotomy) and lab equipment will be introduced. Prerequisite: CHEM 1014 and ZOOL 1014.

MLT 2223  Clinical Practicum I       3 Credits
The students will become proficient in all phases of proper blood collection. Urinalysis and body fluid analysis for normal and abnormal constituents will be clinically applied. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 2213.

MLT 2234  Clinical Hematology       4 Credits
Cellular elements of blood and blood formation are presented. Emphasis will be on blood cell morphology, cell counting, differentiation, hematocrit and hemoglobin determinations and red cell indices in both normal and disease states. This course also includes the study of coagulation. Lecture two hours. Laboratory four hours. Prerequisite: MLT 2223.
MLT 2244  Clinical Practicum II        4 Credits
Clinical application of material covered in MLT 2234 with hands-on emphasis on blood counts, white cell differentials, coagulation testing, hematocrit and hemoglobin determinations and red cell indices. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 2234.

MLT 2254  Clinical Chemistry        4 Credits
The study of chemical substances found in body fluids and their correlation in health and disease is presented. Both theory of chemical procedures and clinical applications as well as instrumentation are included. Routine laboratory mathematics is included in this course. Lecture two hours. Laboratory four hours. Prerequisite: MLT 2244.

MLT 2264  Clinical Practicum III        4 Credits
Clinical application of the study of chemical substances with emphasis on instrumentation, methodology and interpretation of test results. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 2254.

MLT 2274  Clinical Microbiology        4 Credits
The study of morphology and physiology of bacteria, parasites, mycobacteria and fungi is covered. Relation to disease, mode of transmission, medical importance and identification are emphasized. Lecture two hours. Laboratory four hours. Prerequisite: MLT 2264.

MLT 2284  Clinical Practicum IV        4 Credits
Clinical application of material covered in MLT 2294 with special emphasis on routine blood typing, cross-matching, serological procedures and antibody detection. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 2294.

MLT 2294  Clinical Serology/Immunohematology        4 Credits
The theory of antibody and antigen production, function and detection is presented. Included will be the study of the lymphoid system, immunity, autoimmune diseases and complement. Also included are the study and applied techniques of blood typing, cross-matching, antibody and antigen detection and identification. Lecture two hours. Laboratory four hours. Prerequisite: MLT 2264.

MLT 2314  Clinical Practicum V        4 Credits
Clinical application of material covered in MLT 2274 with emphasis on identification of microorganisms and correlation to disease states. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 2274.

Military Science and Leadership

MSL 1011  Foundations of Officership        1 Credit
Examines the unique duties and responsibilities of officers. Discusses organization and role of the Army. Reviews basic life skills pertaining to fitness and communication. Analyzes Army values and expected ethical behavior.
Course Descriptions

**MSL 1021  Basic Leadership**  
1 Credit  
Presents fundamental leadership concepts and doctrine. Practices basic skills that underlie effective problem solving. Applies active listening and feedback skills. Examines factors that influence leader and group effectiveness. Examines the officer experience.

**MSL 2032  Individual Leadership Studies**  
2 Credits  
Develops knowledge of self, self-confidence and individual leadership skills. Develops problem solving and critical thinking skills. Applies communication, feedback and conflict resolution skills. Prerequisites: MSL 1011 and MSL 1021.

**MSL 2042  Leadership and Teamwork**  
2 Credits  
Focuses on self-development guided by knowledge of self and group processes. Challenges current beliefs, knowledge, and skills. Provides equivalent preparation for the ROTC Advanced Course and the Leaders Training Course. Prerequisites: MSL 1011 and MSL 1021.

**Technical Mathematics**

The following mathematics courses are not appropriate for students seeking an Associate of Arts or Associate of Science degree.

**MTH 1013  Technical Mathematics I**  
3 Credits  
This course develops competencies in the application of fractions, decimals, percentages, and ratios. Also included are competencies in the order of operations, measurement systems, conversion systems, and the reading of some measuring instruments. Use of the scientific calculator is integrated throughout the course.

**MTH 1403  Medical Office Mathematics**  
3 Credits  
Medical Office Mathematics includes a review of fractions, decimals, percentages, ratios, and measurement systems. Business applications covered in banking records and invoice payments. Required for the Health Information Assistant Technical Certificate.

**MTH 2013  Technical Mathematics II**  
3 Credits  
This course develops competencies in the application of basic algebra, geometry, and trigonometry. Topics include order of operations, ratios, linear equations, simple quadratic equations, scientific notation, basic geometric facts, basic geometric shapes, and right triangle trigonometry. Use of the scientific calculator is integrated throughout the course.

**Music**

**MUS 1001, 1011, 2001, 2011  Recital Attendance**  
1 Credit  
This course is designed to provide the music student with exposure to a wide variety of music through concert and recital attendance.
### MUS 1101, 1111, 2101, 2111  Applied Piano I, II, III, IV  1 Credit

Applied lessons are met weekly. Students are evaluated at each lesson as to the individual technical and musical progress. The students study a variety of traditional repertoire of classical piano music, covering style periods from the Baroque era through the present day. Repertoire difficulty increases as technical and musical skills increase.

### MUS 1102, 1112, 2102, 2112  Applied Piano I, II, III, IV  2 Credits

### MUS 1201  Class Piano I  1 Credit

This course presents basic functional keyboard skills. It is designed to prepare the music major to pass piano proficiency requirements.

### MUS 1211  Class Piano II  1 Credit

A continuation of MUS 1201 Class Piano I.

### MUS 1301, 1311, 2301, 2311  Applied Voice I, II, III, IV  1 Credit

### MUS 1302, 1312, 2302, 2312  Applied Voice I, II, III, IV  2 Credits

Applied lessons are met weekly. Students are evaluated at each lesson as to the individual vocal and musical progress. The students study a variety of traditional repertoire of classical vocal music, covering style periods from the Baroque era through the present day. Repertoire difficulty increases as vocal and musical skills increase.

### MUS 1401  Sight singing  1 Credit

This is an introductory course that will develop the student's ability to read music vocally. Students will learn the solfege method of music reading. This course is open to both music majors (developmental elective) and non-music majors (elective). No prior music experience is necessary. Co-requisite: MUS 1403 or consent of instructor.

### MUS 1403  Music Fundamentals  3 Credits

The study of music elements beginning with the properties of sound and concluding with triad construction and recognition. Instruction will include beginning sight singing and ear training. No previous musical training is necessary. Open to all university students. MUS 1403 may be used as a preparatory course for Music Theory I. Co-requisite: MUS 1401 or consent of instructor.

### MUS 1411  Ear Training I  1 Credit

Sight reading of melodies, ear training, melodic dictation, and keyboard harmony. Music grade of "C" required for advancement in ear training sequence. Must be taken concurrently with Music Theory I or by instructor's consent.

### MUS 1413  Music Theory I  3 Credits

Major and minor scales, key signatures, intervals, note values, and meter signatures. Part writing using primary and secondary triads. Failure to pass music entrance examination will require students to take MUS 1403. Music grade of "C" required for advancement in theory sequence. Must be taken concurrently with Ear Training I or by instructor's consent.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1421</td>
<td>Ear Training II</td>
<td>1</td>
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<tr>
<td></td>
<td>This course is a continuation of Ear Training I. The aural study of intervals, melodies and triads, scales, rhythms and sequences. While further developing those skills acquired in Ear Training I, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician. Must be taken with Music Theory II or by instructor's consent.</td>
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<tr>
<td>MUS 1423</td>
<td>Music Theory II</td>
<td>3</td>
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<td></td>
<td>The study of theory, harmony, and practice of Western music from the 17th century to the present, including review of music fundamentals, triad construction and inversions, voice leading, and harmonic structure. Part writing and ear training will be in conjunction with MUS 1421. This course is a continuation of Theory I. Triads and seventh chords, non-harmonic tones, and modulations to closely related keys are studied. Secondary functions will be introduced and studied as well as formal analysis of binary and ternary forms. The student will harmonize melodies and realize figured basses. Must be taken with Ear Training II or by instructor's consent.</td>
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<tr>
<td>MUS 1501</td>
<td>Class Voice I</td>
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<td></td>
<td>Group instruction for beginning voice students emphasizing vocal techniques, methods, and physiology.</td>
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<tr>
<td>MUS 1511</td>
<td>Class Voice II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of MUS 1502 Class Voice I.</td>
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<tr>
<td>MUS 1601, 1611, 2601, 2611</td>
<td>Applied Guitar I, II, III, IV</td>
<td>1</td>
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<tr>
<td>MUS 1602, 1612, 2602, 2612</td>
<td>Applied Guitar I, II, III, IV</td>
<td>2</td>
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<td>Applied guitar students receive private instruction in fundamental and advanced techniques and styles of guitar playing. The lessons focus on acquiring efficient practice habits and developing technical facility. Instruction also includes discussions of style, interpretation and successful performance strategies. Scales, arpeggios, etudes and representative works suited to individual ability will be assigned. Prerequisite: consent of instructor.</td>
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<tr>
<td>MUS 1701</td>
<td>Class Guitar I</td>
<td>1</td>
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<tr>
<td></td>
<td>Students enrolled in Class Guitar receive class instruction in fundamental techniques and styles of guitar playing. The lessons focus on acquiring efficient practice habits and developing technical facility. Instruction is also given in the rudiments of music: reading music, notation, rhythm and harmony.</td>
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<tr>
<td>MUS 1711</td>
<td>Class Guitar II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of MUS 1701 Class Guitar I.</td>
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<tr>
<td>MUS 1771</td>
<td>Chamber Singers I</td>
<td>1</td>
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<tr>
<td></td>
<td>A select performing ensemble designed to sing a wide variety of advanced vocal music. The Chamber Singers perform on campus as well as before civic and community organizations. The Chamber Singers is a select group of mixed voices. Students are selected based on vocal quality, sight-reading ability, and willingness to perform regularly. Co-requisite: The Singers.</td>
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</tbody>
</table>
MUS 1791  The Singers I  1 Credit
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.

MUS 1801, 1811, 2801, 2811  Applied Lessons-Instrumental I, II, III, IV  1 Credit
MUS 1802, 1812, 2802, 2812  Applied Lessons-Instrumental I, II, III, IV  2 Credits
Pedagogical knowledge and a basic playing proficiency on the instrument. Topics to be covered include: posture and breathing, tone production (embouchure), holding and hand position, basic fingerings or slide positions, solutions to specific technical problems, articulation, vibrato, tuning procedure, instrument and accessory selection, care and adjustment of the instrument, and general care and maintenance.

MUS 1871  Chamber Singers II  1 Credit
Continuation of MUS 1771. Co-requisite: The Singers.

MUS 1891  The Singers II  1 Credit
Continuation of MUS 1791.

MUS 1901  Symphonic Band I  1 Credit
An auditioned ensemble of wind and percussion instruments performing traditional wind band repertoire as well as new 20th-century compositions. Prerequisite: Audition only.

MUS 1911  Symphonic Band II  1 Credit
A continuation of MUS 1901 Symphonic Band I.

MUS 1951, 1961, 2951, 2961  Jazz Ensemble I, II, III, IV  1 Credit
An ensemble of wind, percussion, string, and keyboard instruments performing traditional jazz literature for combos and big bands. The purpose of this course is the explore and perform jazz literature, including compositions by African-American and Latin-American composers.

Students will receive private instruction in the techniques and styles of composing music for various types and combinations of instruments and voices. They will also be instructed in the use of music composition software. Assignments in the class will require students to compose music in a wide variety of genres, and employed appropriate arranging and orchestration to the music. Prerequisite: Instructor consent.

MUS 2201  Class Piano III  1 Credit
A continuation of MUS 1211 Class Piano II.

MUS 2211  Class Piano IV  1 Credit
A continuation of MUS 2201 Class Piano III.
MUS 2411  Ear Training III  1 Credit
This course is a continuation of Ear Training II. The aural study of intervals, melodies and triads, scales, rhythms and sequences. While further developing those skills acquired in Ear Training II, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician. Prerequisite: Grade of "C" or better in MUS 1421. Co-requisite: MUS 2413.

MUS 2413  Music Theory III  3 Credits
The study of theory, harmony, and practice of Western music from the 17th century to the present, including review of music fundamentals, triad construction and inversions, voice leading, and harmonic structure. Part writing and ear training will be in conjunction with MUS 2411. This course is a continuation of Music Theory II. Triads and seventh chords, non-harmonic tones, and modulations to closely related keys are studied. Secondary functions will be introduced and studied as well as formal analysis of binary and ternary forms. The student will harmonize melodies and realize figured basses. Prerequisite: Grade of "C" or better in MUS 1423. Co-requisite: MUS 2411.

MUS 2421  Ear Training IV  1 Credit
This course is a continuation of Ear Training III. The aural study of intervals, melodies and triads, scales, rhythms and sequences. While further developing those skills acquired in Ear Training III, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician. Prerequisite: Grade of "C" or better in MUS 2411. Co-requisite: MUS 2423.

MUS 2423  Music Theory IV  3 Credits
The study of theory, harmony, and practice of Western music from the 17th century to the present, including review of music fundamentals, triad construction and inversions, voice leading, and harmonic structure. Part writing and ear training will be in conjunction with MUS 2421. This course is a continuation of Music Theory III. Students will continue the study of Chromaticism and analyze Late Romantic and Twentieth Century music. Students will be exposed to new compositional practices of the Twentieth Century. Prerequisite: Grade of "C" or better in MUS 2411. Co-requisite: MUS 2421.

MUS 2503  Fine Arts-Musical  3 Credits
An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for appreciation of music. Three lecture hours per week.

MUS 2511  Diction for Singers  1 Credit
Practice in proper pronunciation of Italian, German, and French language using the International Phonetic Alphabet, applicable to singing art song, oratorio, or operatic literature for music/voice majors.

MUS 2553  Music History I  3 Credits
Course for music majors that covers music history and literature from the Antiquity to the Baroque era. Through lectures and aural examples, basic knowledge of styles and periods of music is stressed along with listening techniques and the development of a framework upon which the student may later base a more detailed study of the subject matter.

MUS 2563  Rock Music History  3 Credits
This course explores the musicological, cultural, and historical significance of Rock Music. By analyzing the selected compositions, students will identify the techniques used, including form, lyric writing, and recording techniques. The material will be presented chronologically covering the period from 1950 to present.
Course Descriptions

MUS 2771  Chamber Singers III  1 Credit
Continuation of MUS 1871. Co-requisite: The Singers.

MUS 2791  The Singers III  1 Credit
Continuation of MUS 1891.

MUS 2871  Chamber Singers IV  1 Credit
Continuation of MUS 2771. Co-requisite: The Singers. (May be repeated for credit.)

MUS 2891  The Singers IV  1 Credit
Continuation of MUS 2791. (May be repeated for credit.)

MUS 2901  Symphonic Band III  1 Credit
A continuation of MUS 1911 Symphonic Band II.

MUS 2911  Symphonic Band IV  1 Credit
A continuation of MUS 2901 Symphonic Band III.

Physical Education

PE 1012  Fitness for Life  2 Credits
A course designed for students who wish to improve their personal physical fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. The student will have the opportunity to be certified in ARC/Adult CPR. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities.

PE 1022  Physical Conditioning I  2 Credits
The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal life-style for optimal lifelong health and well-being. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements.

PE 1032  Physical Conditioning II  2 Credits
Physical Conditioning II is a continuation of Physical Conditioning I.

PE 1102  Fly Fishing  2 Credits
Fly fishing will include the art of fly casting, fly tying, fish biology, entomology, and ecology, for the novice fly fisher.
### Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 1301</td>
<td>Recreational Games I</td>
<td>1</td>
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<tr>
<td></td>
<td>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, pickleball, volleyball, table tennis, racquetball, wally-ball, and horseshoes.</td>
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<tr>
<td>PE 1311</td>
<td>Recreational Games II</td>
<td>1</td>
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<tr>
<td></td>
<td>This course is a continuation of Recreational Games I.</td>
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<tr>
<td>PE 1421</td>
<td>Beginning Racquetball</td>
<td>1</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PE 2421</td>
<td>Intermediate Racquetball</td>
<td>1</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PE 1461</td>
<td>Fundamentals of Archery</td>
<td>1</td>
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<tr>
<td></td>
<td>Fundamentals, techniques, and practice in recreational archery.</td>
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<tr>
<td>PE 1481</td>
<td>Beginning Tennis</td>
<td>1</td>
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<tr>
<td></td>
<td>Introduction to the basic skills, rules and strategy of tennis.</td>
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<tr>
<td>PE 1512</td>
<td>Introduction to Judo</td>
<td>2</td>
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<td></td>
<td>An athletics class that will introduce the student to the Olympic sport of Judo. Judo is a safe and dynamic sport, which develops coordinated movements, fitness and flexibility. Fundamental techniques will be practiced including breakfalls (ukemi), throws (nage waza), pins (osaekomi waza), chokes (shimi waza), and arm locks (kansetsu waza). Rules of the International Judo Federation will be adhered to.</td>
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<tr>
<td>PE 2481</td>
<td>Intermediate Tennis</td>
<td>1</td>
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<tr>
<td></td>
<td>Instruction in skill, strategy, and techniques of tennis.</td>
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<tr>
<td>PE 1491</td>
<td>Badminton</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Introduction to the basic skills, rules, and strategy of badminton.</td>
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<tr>
<td>PE 1501</td>
<td>Beginning Golf</td>
<td>1</td>
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<tr>
<td></td>
<td>An introduction to the basic skills, rules, and strategy of golf.</td>
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<tr>
<td>PE 2501</td>
<td>Intermediate Golf</td>
<td>1</td>
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<tr>
<td></td>
<td>Instruction in skills, strategy, and techniques of golf for students who have already acquired basic skills in golf.</td>
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<tr>
<td>PE 1601</td>
<td>Soccer</td>
<td>1</td>
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<tr>
<td></td>
<td>Introduction to the basic skills, rules, and strategy of soccer.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
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<tr>
<td>PE 1611</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PE 1621</td>
<td>Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PE 1623</td>
<td>Concepts of Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PE 1651</td>
<td>Softball</td>
<td>1</td>
</tr>
<tr>
<td>PE 1701</td>
<td>Beginning Bowling</td>
<td>1</td>
</tr>
<tr>
<td>PE 1721</td>
<td>Concepts of Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PE 1722</td>
<td>Concepts of Fitness</td>
<td>2</td>
</tr>
<tr>
<td>PE 1832</td>
<td>Jiu-Jitsu I</td>
<td>2</td>
</tr>
<tr>
<td>PE 2832</td>
<td>Jiu-Jitsu II</td>
<td>2</td>
</tr>
<tr>
<td>PE 1842</td>
<td>Pilates I</td>
<td>2</td>
</tr>
<tr>
<td>PE 1942</td>
<td>Pilates II</td>
<td></td>
</tr>
<tr>
<td>PE 1852</td>
<td>Yoga I</td>
<td>2</td>
</tr>
</tbody>
</table>

- **PE 1611 Basketball**: Introduction to the basic skills, rules, and strategy of basketball.
- **PE 1621 Volleyball**: Introduction to the basic skills, rules, and strategy of volleyball.
- **PE 1623 Concepts of Fitness**: Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; provides opportunities for psychomotor development. A required course for physical education majors. The course may be taken by the general population. It will satisfy the 2 hours activity physical education requirement for the core curriculum.
- **PE 1651 Softball**: Introduction to the basic skills, rules and strategy of softball.
- **PE 1701 Beginning Bowling**: The course is designed for individuals who wish to learn the basic fundamentals of bowling. The course includes the fundamental skills and techniques of bowling. It also includes the knowledge of the rules, terminology, history, scoring, strategy, and safety practices.
- **PE 1721 Concepts of Fitness**: Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; provides opportunities for psychomotor development. A required course for physical education majors. The course may be taken by the general population.
- **PE 2832 Jiu-Jitsu II**: A continuation of the study from PE 1832 of Jiu-Jitsu based self-defense techniques. Prerequisite: PE 1832 Jiu-Jitsu I or Orange/Green belt rank.
- **PE 1842 Pilates I**: The purpose of this course is to instill knowledge and appreciation for the relationship between physical fitness and health. This multi-level activity course concentrates on the practice of mat Pilates. Pilates is a body conditioning method incorporating proper breathing, for the purpose of developing strength, balance, flexibility, longer, leaner musculature, postural alignment, and mind body awareness.
- **PE 1942 Pilates II**: This course is a continuation of Pilates I.
- **PE 1852 Yoga I**: The purpose of this course is to instill knowledge and appreciation for the relationship between physical fitness and health. This multi-level activity course concentrates on Hatha Yoga, which includes the physical practice of yoga postures linked to the breath, for the purpose of developing strength, balance, flexibility, postural alignment, and mind-body awareness.

"Transforming Lives Through Quality Learning Experiences"
Course Descriptions

PE 1952  Yoga II
This course is a continuation of Yoga I.

PE 1862  Aerobic Exercise I  2 Credits
The principles and concepts of exercise as related to the enhancement of cardiovascular development.

PE 1872  Aerobic Exercise II  2 Credits
A continuation of PE 1862.

PE 1883  Foundations of Physical Education  3 Credits
An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, scope of program, relationship of physical education to general education, current professional literature, and vocational opportunities.

Philosophy

PHIL 1103  Introduction to Philosophy  3 Credits
An examination of the basic problems of philosophy as evidenced in the major schools of philosophical thought. Includes historical and contemporary readings.

PHIL 2003  Applied Ethics  3 Credits
A course in applied ethics, which introduces students to the most influential theories in Western moral philosophy and applies critical reasoning methods to issues arising in the healthcare professions and the biomedical sciences.

Physical Science

PHSC 1204  Physical Science  4 Credits
An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 0003 with a grade of "C" or better.

PHSC 1304  Earth Science  4 Credits
The study of descriptive and historical geology, earth systems and processes, astronomy, and meteorology. Lecture three hours, laboratory two hours per week.
# Course Descriptions

## Pharmacy Technician Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 1002</td>
<td>Pharmacy Law—State and Federal Law</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course is meant to expose the student to the state and federal law relating to the practice of pharmacy and the pharmacy technician. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program.</td>
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<tr>
<td>PHT 1003</td>
<td>Pharmacy Medical and Drug Terminology</td>
<td>3</td>
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<tr>
<td></td>
<td>This course provides the framework of learning the pharmacy language. The student will use audio pronunciations, abbreviations, and drug names to translate written materials within the pharmacy profession. This course is for the students enrolled in the Pharmacy Technician Program and is INTERNET-ASSISTED. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program.</td>
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</tr>
<tr>
<td>PHT 1004</td>
<td>Pharmacy Pharmacology I</td>
<td>4</td>
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<tr>
<td></td>
<td>This course is the study of medications, drug classes and applicable body systems through the nervous system. This study will help the student to understand why certain drugs are used in particular disease states. This background will help the student make informed, intelligent decisions when assisting the pharmacist to dispense drugs thus enabling the technician to play an active role in avoiding errors. Prerequisite: Acceptance into the Pharmacy Technician Program.</td>
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<tr>
<td>PHT 1013</td>
<td>Pharmacy Math</td>
<td>3</td>
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<td></td>
<td>Essential mathematical concepts and skills used on the job are discussed in this course. Pharmacy math calculations, conversions, measurements, application of equations, and calculations required for realistic dose and solution preparation will be covered. Business terms and calculations that are commonly found in a pharmacy setting will be discussed. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program.</td>
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<tr>
<td>PHT 1103</td>
<td>Pharmacy Technician Fundamentals</td>
<td>3</td>
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<td>This course provides the student with the necessary techniques and procedures to prepare and dispense medications in community and institutional pharmacy settings. Use of sterile and non-sterile techniques to count, measure, and compound will be explored. The student will learn to read and fill prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program.</td>
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<tr>
<td>PHT 1113</td>
<td>Pharmacy Clinical Rotation</td>
<td>3</td>
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<td></td>
<td>The student will intern at an approved pharmacy site and will attend class regularly to discuss issues in the clinical site. The student is expected to complete a minimum of 180 hours in the clinical rotation. Prerequisites: Successful completion of all previous term courses, successful registration with the AR State Board of Pharmacy and consent of the program director.</td>
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</tbody>
</table>
Course Descriptions

PHT 2004  Pharmacy Pharmacology II  4 Credits
Pharmacology II is the study of medications treating the gastrointestinal system, the renal system, the cardiovascular system, muscles, joints, endocrine system, eyes, ears, and skin. Recombinant agents, chemotherapy, vitamins, OTC supplements, antidotes and other medicinal topics will be discussed. This course will incorporate body structure and function as it relates to each respective topic. This knowledge will help the student make informed, intelligent decisions when dispensing drugs and will enable the technician to play an active role in avoiding medication errors. Prerequisite(s): Acceptance into the Pharmacy Technician Program and successful completion of PHT 1002, PHT 1003, PHT 1004, PHT 1013, and PHT 1103.

PHT 2013  Aseptic Technique and Compounding  3 Credits
This course covers proper aseptic technique when compounding non-sterile and sterile preparations. Students will prepare solids, semi-solids, liquids, capsules, and other medication delivery systems. Prerequisite(s): Acceptance into the Pharmacy Technician Program and successful completion of PHT 1002, PHT 1003, PHT 1004, PHT 1013, and PHT 1103.

PHT 2113  OTC Drugs and Devices/Communication  3 Credits
This course discusses categories of over the counter medications (including herbals and vitamins), explains the types and uses of home monitoring equipment, and explains durable medical equipment. This course also focuses on the various modes of communication within the pharmacy setting. Prerequisite(s): Acceptance into the Pharmacy Technician Program and successful completion of PHT 1002, PHT 1003, PHT 1004, PHT 1013, and PHT 1103.

Physics

PHYS 1014  Applied Physics for Health Science  4 Credits
A survey of the general areas of mechanics, heat, wave motion, basic electricity and magnetism, light and atomic physics for students in the health sciences. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 1023 with a grade of C or better.

PHYS 2054  General Physics I  4 Credits
The essentials of mechanics, heat and sound for students of the life sciences or non-science majors. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 1033 with a grade of C or better.

PHYS 2064  General Physics II  4 Credits
The continuation of PHYS 2054, covering electricity, magnetism, light and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 2054 with a grade of C or better.

PHYS 2074  University Physics I  4 Credits
A detailed study of the basic principles of mechanics, thermodynamics, and wave motion for students of physical science, mathematics, and engineering, utilizing calculus. Lecture three hours, laboratory three hours per week. Prerequisite: MATH 2205 with a grade of "C" or better.
PHYS 2084  University Physics II  4 Credits
The continuation of PHYS 2074, covering electricity, magnetism, optics and modern physics. Lecture three hours, laboratory three hours per week. Prerequisite: PHYS 2074. Co-requisite: MATH 2215.

Political Science

POSC 2103  Introduction to United States Government  3 Credits
A survey of the structure and process of American national government.

POSC 2203  State and Local Government  3 Credits
An examination of the basic principles and problems with state and local governments and the administration of their programs.

POSC 2213  Legal Aspects of Environmental Management  3 Credits
Policy, law and regulations relating to society's use, management and protection of natural resources. The course will present the differences and similarities between environmental regulation and previous social regulation, and examine the logic behind current regulatory programs. Prerequisite: BIOL 2024 (may be taken concurrently).

POSC 2323  Principles of International Relations  3 Credits
A survey of contemporary international problems and issues as they relate to the foreign policies of the major powers.

Poultry Science

POUL 2313  Incubation and Brooding  3 Credits
Incubation of eggs; hatchery management and artificial brooding of broiler and egg type chicks. Lecture two hours, laboratory two hours per week.

POUL 2703  Principles of Poultry Production  3 Credits
Principles of breeding, housing, feeding, incubation, brooding, disease control, and marketing applied to general farm conditions.

Plant and Soil Science

PSSC 1303  Introduction to Plant Science  3 Credits
Introduction to agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations and production/protection practices.

PSSC 2323  Agricultural Chemicals  3 Credits
A study of agricultural chemicals in relation to agricultural practices. Comparison of chemicals used in controlling internal and external parasites, treatment of deficiencies, disease, and growth factors in animals and plants. An evaluation of effectiveness and safety standards. Prerequisite: CHEM 1014.
Course Descriptions

PSSC 2333  Forage Production and Use  3 Credits
A study of pasture and hay products and their use. Lecture three hours per week.

PSSC 2803  Field Crops  3 Credits
A study of field crops, types and varieties, seed of small grains, and green manure crops. Lecture two hours, laboratory two hours per week.

PSSC 2811  Soils Laboratory  1 Credit
Co-requisite: PSSC 2813.

PSSC 2813  Soils  3 Credits
A study of origin, classification and physical and chemical properties of soil. Lecture three hours per week. Prerequisite: CHEM 1003 or CHEM 1014.

Power Sports Technology

PST 1003  Power Sports Drive Trains  3 Credits
During this course, the different types of transmissions will be covered. Chain driven, belt driven, and gear driven transmissions will be studied. Studies will also include the different types of clutches used in the different type of recreational vehicles. Front and rear differentials on various types of off-road vehicles will be included. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.

PST 1013  Power Sports Four Cycle Engines  3 Credits
During this course, the basic theory and operation of a 4 cycle engine will be covered. A thorough understanding of the relationship between the various parts of a four cycle engine and their functions will be covered. Problem diagnostics and repair will be emphasized. A practical application is provided in the laboratory. This course will be 40% classroom and 60% shop application.

PST 1023  Power Sports Fuel Systems  3 Credits
This course will cover the difference in a carbureted and a fuel injected system. The different types of fuels, as well as the different additives associated with different types of engines will be covered. The course will also cover the different types and repair of fuel pumps, as well as oil pumps, that are used. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.

PST 1033  Power Sports Electrical Systems  3 Credits
During this course, we will cover information associated with the electrical systems, including the different types of batteries used in recreational vehicles as well as maintenance of such batteries. The different types of starting systems and diagnostics of problems related to these systems will be studied, as well as charging systems. Other related studies will be covered such as ignitions, lighting, and shift control, as well as others. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.
**Course Descriptions**

**PST 1043  Power Sports Frames, Suspensions, and Brakes  3 Credits**
During this course, the student will learn the proper selections of tools, use and care of hand tools, and specially designed tools for frame, suspension, and brake repair. The students will learn, in-depth, the different types of suspensions and braking systems. They will learn the different types of wheel bearings and the problems associated with wheel bearings. This course will also cover the different types of wheels and tires used in the power sports industry, as well as the different steering systems used. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% lab.

**PST 1053  Power Sports Maintenance  3 Credits**
During this course, proper maintenance of the various recreational vehicles will be covered. Procedures to change oil, check all filters, check spark plugs and plug wires, and general maintenance activities that are necessary to keep a recreational vehicle in good working condition will be studied. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.

**PST 1063  Power Sports Marine  3 Credits**
The basic operation of a gas and electric outboard motors will be studied in this course. The fuel system, the power head and lower units of an outboard motor will be covered. Proper maintenance and repair on electric and gas outboard motors up to 50 horsepower will be studied. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.

**PST 1073  Power Sports 2 Cycle & Electrical Engines  3 Credits**
During this course, the basic theory and operation of a 2 cycle engine and electrically powered recreational vehicles will be covered. The advantages and disadvantages of each type of vehicle will be discussed. Practical applications are provided in the laboratory. This course will be 40% classroom and 60% shop application.

**Psychology**

**PSY 2013  Introduction to Psychology  3 Credits**
A scientific study of behavior and cognitive processes. Introduction to psychology covers a wide range of human behavior.

**PSY 2533  Life-span Development (formerly Developmental Psychology)  3 Credits**
A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors.

**PSY 2533  Human Growth and Development  3 Credits**
A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors.

**PSY 2553  Sensation and Perception  3 Credits**
An explanation of the sensory processes and perceptual phenomena. Prerequisite: PSY 2013.
Petroleum Technology

PT 1001 Medic First Aid 1 Credit
Medic First Aid is designed to provide non-healthcare providers with the skills necessary to provide basic first aid including adult CPR and an awareness of health, safety and environmental concerns related to working in the petroleum industry.

PT 1003 Introduction to the Petroleum Industry 3 Credits
This course is an overview and history of the petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining will be studied.

PT 1013 Drilling Operations 3 Credits
This is a course in the practices and procedures involved in well drilling operations. Topics include rig equipment and drilling components, natural gas characteristics and occurrence, casing design and cementing, basic completion techniques and the proper procedures to successfully drill a well.

PT 1023 Rigging and Load Handling 3 Credits
This course will provide the skills necessary to evaluate loads, select the appropriate hitch and hardware, and then rig all categories of loads. Students will be taught to perform daily inspections, assess rigging safety, properly communicate with other riggers and hoist operators during lifts, and to ensure overall safety during material handling/lifting processes. Those attending this training will learn operating principles, operational safety, load control methods, inspection procedures, communications, and critical load handling techniques.

PT 1032 Soft Skills for Technicians 2 Credits
The purpose of this course is to equip technicians with the basic soft skills needed to be successful in an industrial workplace. Topics covered include integrity, the value of a positive attitude, self-discipline, basic communication skills, teamwork, managing conflict, and thinking critically.

PT 1042 Floor Hand Training 2 Credits
This course provides occupational training skills and on-the-job experience with a simulator as well as essential classroom training. This course will focus on intensive training in Drilling Operations and Occupational Safety & Health Administration (OSHA) procedures.

PT 1053 Petroleum Regulations and Safety 3 Credits
This is a course in regulatory requirements and structure associated with the petroleum industry by state and federal agencies. The course also emphasizes the health, safety, and environmental issues related to job tasks and regulating compliance issues.
Quality Control Technology
(Taught on Demand)

QA 1113  Introduction to Quality Control  3 Credits
An introduction to quality control presented as a body of technical, analytical, and managerial knowledge. Covers the scope of quality control activity throughout the entire business system of a company, the administrative problems and elements of managerial work, the identification and description of engineering technologies required, and quality control education and training. Lecture three hours.

QA 1123  Quality Assurance Engineering Concepts/Practices  3 Credits
An overview study of the elements of Quality Engineering. The course addresses the concepts of Quality Assurance organization, policies, philosophies, and the math and statistics used by Quality Engineers to maintain control of the Quality System. The course is based on practical applications of concepts and philosophies for effective functioning of the Quality System. Lecture three hours.

QA 1153  Manufacturing Processes  3 Credits
A study of the basic manufacturing processes including casting or molding, forming or metal working, machining, joining, finishing, and heat treating. Emphasis will also be placed on general assembly, chemical processes, robotic and automated assembly, electronic assembly, vision systems, and food processing.

QA 2113  Quality Control Technology and Application  3 Credits
A description and discussion of the technology of quality control which includes frequency distributions, control charts, sampling tables, special methods and reliability, and applications of these methods to new-design control, incoming material control, product control and special studies. Lecture three hours.

QA 2123  Metrology  3 Credits
A study and application of gauges, micrometers, calipers, height gauges, indicators, electronic coordinate measuring machines, and optical comparators. Other specialized quality control instruments used in the chemical and food-processing industries will be studied. Lecture three hours.

QA 2133  Inspection Standards  3 Credits
Development, use and control of codes, standards, inspection standards, testing procedures, engineering and manufacturing specifications, sampling plans, quality cycles, and reporting of necessary data. Incorporated will be F.D.A., U.L., government and other standards and regulatory requirements. Lecture three hours.

QA 2153  Quality Control Management, Policies and Procedures  3 Credits
An investigation of the administrative responsibilities and problems associated with quality control work, organizing required to get the work accomplished, methods of measuring effectiveness, and the integration of organizational activities into a quality system. An investigation of quality control activity and its scope throughout the entire business system of a company. Special attention will be given to the economics of Quality Control and its importance to American industry in the competition of world markets. Lecture three hours.
QA 2163  Problem Solving and Decision Making Techniques  3 Credits
A study of the decision making process and the application of statistical methods in solving problems and making choices. Emphasis will be placed on the actual solving of practical problems. Projects will be assigned by the instructor, or with the instructor's approval, student may develop projects from problems encountered by the student in their place of work. Lecture three hours.

Quantitative Management

QM 2113  Business Statistics  3 Credits
Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation. Prerequisite: MATH 1023 (with a C or better).

Reading

READ 0003  Developmental Reading  3 Credits
A course designed to help students improve reading and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. Lecture 3 hours, laboratory 1 hour per week. Students are required to pass an exit exam in order to earn credit for this course. (Credit earned not applicable toward a degree.)

READ 1023  Rapid Reading  3 Credits
A course designed for those who wish to improve existing reading skills. Primarily a laboratory course, its purpose is to increase reading speed and comprehension. Prerequisites: Students must have an ACT score of 19 or above or have successfully completed Reading Improvement.

Sociology

SOC 2213  Principles of Sociology  3 Credits
A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life.

SOC 2223  Social Problems  3 Credits
Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations.

SOC 2233  Introduction to Cultural Anthropology  3 Credits
Students will examine the concept of culture, cultural processes and several anthropological theories. Some topics to be studied are: introduction to anthropology, culture and communications, economic systems, kinship and descent, sex, marriage and the family, religious beliefs, behavior, and symbolism.
Course Descriptions

SOC 2263  Comparative Religions  3 Credits
Students will examine the historical and philosophical tenets of the world’s major religions. This course will also examine the basic beliefs and values of those religions, and the human condition, spiritually.

Spanish

SPAN 1003  Conversational Spanish  3 Credits
A course designed to familiarize the student with the basic forms of the Spanish language that are used in everyday speech. The focus of the course is on the development of oral and written communication skills.

SPAN 1013  Spanish I  3 Credits
Spanish I is designed to teach Spanish language and culture as complementary facets of a single reality. Students will learn authentic, un-simplified Spanish and use it in the context of actual communication. Spanish I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for this course.

SPAN 1023  Spanish II  3 Credits
Spanish II is a continuation of Spanish I. Prerequisite: SPAN 1013 or at least one year of high school Spanish.

SPAN 2013  Spanish III  3 Credits
Spanish III is a continuation of Spanish II. Prerequisite: SPAN 1023.

SPAN 2023  Spanish IV  3 Credits
Spanish IV students will continue developing skills in reading, writing, and speaking through the selected use of authentic Spanish literature and cultural presentations. Prerequisite: SPAN 2013.

Speech

SPCH 1203  Oral Communications  3 Credits
A basic speech course in which an understanding of the fundamentals of communication theory and a proficiency in the use of oral communication skills are developed. The course also serves as a prerequisite for all other speech courses unless exemption is granted by the division.

SPCH 1211, 1221, 2211, 2221  Forensics I, II, III, IV  1 Credit
One hour repeatable course that provides instruction in critical thinking, public speaking, and competitive forensics events. Travel with the Forensics team is mandatory. Prerequisite: SPCH 1203.

SPCH 2233  Oral Interpretation  3 Credits
The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature. Prerequisite: SPCH 1203.
SPCH 2243  Interpersonal Communication  3 Credits
The primary aim of this course is to introduce the student to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. Prerequisite: SPCH 1203.

Special Education

SPED 2613  Introduction to Exceptional Children  3 Credits
An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation of children in special education.

Social Work

SW 2203  Introduction to Social Work  3 Credits
This is the required introductory course in social work 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.

Theatre

THEA 1213  Acting I  3 Credits
Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays.

THEA 1223  Stage Makeup  3 Credits
A practical guide to the theory and practice of theatrical make-up. Students will become familiar with the basic principles of stage makeup and application.

THEA 1233  Costume Construction  3 Credits
Introduction to basic costume construction techniques including basic machine and hand sewing, commercial pattern usage, alterations, and garment production.

THEA 1243  Summer Theatre Production  3 Credits
This course is a laboratory course of supervised rehearsal and technical work on an ASU-Beebe summer production culminating in performance. Summer Theatre Production provides the student with summer stock experience and training.
THEA 1253  Stage Management  3 Credits
This course will provide students with an overview of the functions of a stage manager. Through reading, discussion, projects and practical assignments the student will develop an understanding of the knowledge and skills utilized by a stage manager. This course will include analysis of the technical and organizational aspects of stage management with focus on the stage management process to include, but not limited to: preparing for and running the rehearsal as well as an overview of general responsibilities and basic conflict resolution concepts. Although the emphasis will be on not-for-profit organizations, attention will be given to the commercial theatre industry.

THEA 1261  Theatre Practicum I  1 Credit
Open to all interested students. Two major plays will be produced; students will work both on stage and backstage.

THEA 1271  Theatre Practicum II  1 Credit
Continuation of THEA 1261.

THEA 1293  Stage Combat I  3 Credits
Introduction in the basic techniques of stage combat. Students will learn basic hand to hand combat and athletic movements for stage. Students will also be introduced to common stage combat weapons. Stress will be placed on safety procedures and professional development.

THEA 1303  Ballet I  3 Credits
Development of technical skills in ballet, including safe and efficient alignment and clear articulation of movement vocabulary.

THEA 1323  Introduction to Scenic Rendering  3 Credits
Introduction to the techniques used in basic scenic rendering: line width, line weight, shading, color applications, and drop-point perspective. Topics in script analysis for scenic design will be discussed as well as model construction.

THEA 2013  History of Musical Theater  3 Credits
This an introductory level survey course intended to provide students with a broad base of knowledge about the American Musical Theatre. At semester's end students will be able to identify, analyze, critique, and appreciate musical theatre performance of various styles, forms, and periods.

THEA 2023  Acting for the Musical Theater  3 Credits
This is an intermediate acting technique class. This is not a vocal technique class, and this is not dance/movement class. Although some elements of musicianship and movement will be touched on, we will be chiefly focusing on how to effectively "act a song." Acting is a craft, like carpentry, Haiku or wine making. There is a common vocabulary, a generally accepted process and (contrary to romantic sentiment) it can be taught... to almost anyone. A strong actor's toolset (sensory/emotional awareness, physical and vocal technique and analytic/critical thought) is the prerequisite for this course. If you feel ill at lease, or unprepared for an intermediate acting workshop, you may not be ready to develop this skill. We will pursue a practical knowledge of text analysis, explore improvisation, expand physical versatility and gain an understanding of the particularities of the 'song as monologue' process.
## Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>THEA 2033</td>
<td>Creating Children's Theater</td>
<td>3</td>
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<tr>
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<td>This course teaches the theory and practice of</td>
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<td>producing theatre for children: both performing</td>
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<td>for young audiences and working with young</td>
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<td>performers in schools, churches, and youth</td>
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<td></td>
<td>organizations. It includes the selection and</td>
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<td></td>
<td>adaptation of material, auditioning, rehearsing,</td>
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<td></td>
<td>directing, technical support and promotion.</td>
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<td>Teaching methods for this course combine lecture,</td>
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<td></td>
<td>discussion, and production.</td>
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<tr>
<td>THEA 2123</td>
<td>Movement and Dance for the Stage</td>
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<tr>
<td></td>
<td>This is an introduction to theater movement and</td>
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<td>physical conditioning for theater performance.</td>
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<td></td>
<td>The students will study the basics of yoga,</td>
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<td>Pilates, modern dance and general theater</td>
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<td>movement. This class will also include the study</td>
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<td></td>
<td>and history of various movement styles and</td>
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<td>leaders and their influence on the theater.</td>
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<tr>
<td>THEA 2143</td>
<td>Stage Lighting</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of theatrical lighting equipment,</td>
<td></td>
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<tr>
<td></td>
<td>materials, methods, and techniques. Emphasis will</td>
<td></td>
</tr>
<tr>
<td></td>
<td>be placed on technical aspects of stage lighting.</td>
<td></td>
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<tr>
<td>THEA 2153</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Students explore, expand and refine the properties</td>
<td></td>
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<tr>
<td></td>
<td>of the human speaking voice, including voice</td>
<td></td>
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<tr>
<td></td>
<td>and diction exercises and techniques to free the</td>
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</tr>
<tr>
<td></td>
<td>voice and improve projection, resonance, and</td>
<td></td>
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<tr>
<td></td>
<td>articulation.</td>
<td></td>
</tr>
<tr>
<td>THEA 2213</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Continuation of Acting I, designed to develop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and exercise basic acting skills through practical</td>
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</tr>
<tr>
<td></td>
<td>application of the fundamental elements of the</td>
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<tr>
<td></td>
<td>actor's tools and their use on a rudimentary</td>
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<tr>
<td></td>
<td>level. Emphasis will be placed on the special</td>
<td></td>
</tr>
<tr>
<td></td>
<td>demands of scene analysis study and characterization.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: THEA 1213.</td>
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</tr>
<tr>
<td>THEA 2223</td>
<td>Fundamentals of Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basic construction, painting, and rigging of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>scenic units. Fundamentals of backstage</td>
<td></td>
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<tr>
<td></td>
<td>organization. Classroom theory is supplemented</td>
<td></td>
</tr>
<tr>
<td></td>
<td>by laboratory sessions in the scene shop and by</td>
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<tr>
<td></td>
<td>assignment in production crews.</td>
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<tr>
<td>THEA 2233</td>
<td>Play Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>In-depth analysis of a play's storyline,</td>
<td></td>
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<tr>
<td></td>
<td>characters, dialogue, images, motifs, and themes</td>
<td></td>
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<tr>
<td></td>
<td>to enable clear, powerful, and imaginative</td>
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<tr>
<td></td>
<td>realization on stage. Prerequisites: ENG 1003</td>
<td></td>
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<tr>
<td></td>
<td>and ENG 1013.</td>
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<tr>
<td>THEA 2261</td>
<td>Theatre Practicum III</td>
<td>1</td>
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<tr>
<td></td>
<td>The second year in the practicum sequence. Open</td>
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<tr>
<td></td>
<td>to all interested students by permission of the</td>
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<tr>
<td></td>
<td>instructor or by completion of THEA 1261 and</td>
<td></td>
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<tr>
<td></td>
<td>THEA 1271.</td>
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<tr>
<td>THEA 2503</td>
<td>Fine Arts-Theatre</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to the creative process and history</td>
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<tr>
<td></td>
<td>of theatre. Provides students with an appreciation</td>
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<tr>
<td></td>
<td>of how various artistic elements combine to</td>
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<tr>
<td></td>
<td>produce theatrical presentations. Students will</td>
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</tr>
<tr>
<td></td>
<td>explore the human experience through the theatre</td>
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<tr>
<td></td>
<td>arts.</td>
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</tbody>
</table>
THEA 2513  Fine Arts-Film  3 Credits
The study of the origin and development of film from the late 19th century to the present. Emphasis is placed on the study of film as a distinctive art form. Includes criticism of film, concentrating on the creative elements used in the development of film aesthetics and the application of scholarly and popular critical standards. (This course does not fulfill the Fine Arts requirement in the core curriculum for the Associate of Arts degree.)

UNIV 1001  Principles of Academic Success I  1 Credit
Designed to assist students in obtaining information and skills necessary to succeed in college. University programs, policies, and resources will be presented along with a special emphasis on study skills. (Required for fulltime, first-time entering students who are required to take one or more developmental courses and for transfers with fewer than 15 transfer credits who are required to take one or more developmental courses.)

UNIV 1003  Principles of Academic Success III  3 Credits
This course serves as an introduction to concepts and information that are essential for academic success. The course is an interactive seminar that requires student participation in the exploration of improving academic skills and providing an orientation to campus services. (Required for full-time, first-time entering students who are required to take one or more developmental courses and for transfers with fewer than 15 transfer credits who are required to take one or more developmental courses.)

UNIV 1011  Career/Life Planning  1 Credit
Designed to help students consider the factors that will affect the choices they make, to help them start making some of those choices, and to facilitate some of the skills necessary to put their plans into action.

UNIV 2003  Internship  3 Credits
Provides an opportunity to receive academic credit for an internship experience that applies classroom concepts to the world of work. Requires approval from the internship advisor, a daily journal, a reflective report, and an employer evaluation.

UPH 1004  Basic Upholstery Techniques  4 Credits
Students will develop and show proficiency in the use of tools, materials, shop supplies, and terminology as applied to the upholstery industry.

UPH 1014  Auto Upholstery I  4 Credits
Students will develop knowledge and skills in the removal, repair, recovering and reinstallation of automotive seats.
Course Descriptions

UPH 1024  Auto Upholstery II  4 Credits
Students will demonstrate proficiency in removal of old carpet and pad and construction of new carpet and pad. They will also demonstrate proficiency in removal and construction of a convertible top and convertible boot. (Students may select one of all of these units, with approval of the instructor, to meet the requirements of the course.)

UPH 1034  Auto Upholstery III  4 Credits
This course is designed to give students a working knowledge of automotive interior replacement or repair including repair or replacement of arm rest door panels and wind lace headliners. It also features a continuation of UPH 1024.

UPH 1044  Furniture Upholstery I  4 Credits
Students will demonstrate proficiency in disassembling and reupholstering reclining furniture.

UPH 1054  Furniture Upholstery II  4 Credits
Students will demonstrate proficiency in upholstering pillow-type furniture.

UPH 1064  Furniture Upholstery III  4 Credits
Students will demonstrate proficiency in upholstering sofas or loveseats.

UPH 1074  Advanced Upholstery Techniques I  4 Credits
Students will continue to develop skills and knowledge in upholstering techniques. Channeling will be emphasized in this course.

UPH 1084  Advanced Upholstery Techniques II  4 Credits
Students will continue to develop skills and knowledge in upholstering techniques. In this course, students will be required to refurbish one tufted back chair.

UPH 1094  Restoration of Antique Furniture  4 Credits
Students will develop knowledge and skills in the repair, recovering, and refinishing of an antique chair.

Veterinary Technology

VET 1023  Laboratory Techniques I  3 Credits
Presents an introduction to the principles and procedures for the veterinary practice laboratory. Emphasis is placed on laboratory safety; handling specimens; technical skills in hematology, cytology, clinical chemistry, serology, and parasitology; maintaining laboratory equipment; and quality control principles and practices. Topics include: handling of laboratory specimens and laboratory safety, principles of hematology and cytology, clinical chemistry, principles of serology, principles of urinalysis, and principles of parasitology. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.
Course Descriptions

VET 1044  Veterinary Technology Anatomy and Physiology I  4 Credits
Covers directional terminology, developmental anatomy and histology as well as gross morphology and function of external structures in animal species. Beginning course in a two-semester sequence. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 1103  Veterinary Medical Terminology  3 Credits
This course is a study of basic medical terminology including anatomical terms, word parts, medical terms, diagnostic terms, and surgical terms. Course also includes diseases, abbreviations, spellings, diagnostic procedures and treatments for animals, and an introduction to medical math as it relates to the terms. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 1113  Breeds, Restraint, and First Aid  3 Credits
Provides an overview of the veterinary technology occupation. Emphasis is placed on breeds, handling, restraint, and first aid. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 1144  Veterinary Technology Anatomy and Physiology II  4 Credits
Explores the structure and function of internal organs and systems in domestic animal species. Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the parts and function of the systems of the animal body and associated medical terminology. Topics include: musculoskeletal system, cardiovascular system, cutaneous system, hematopoietic system, respiratory system, urogenital system, nervous system and special senses, and endocrine system. Second course in a two-semester series. Prerequisite: VET 1044. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2103  Animal Reproduction, Nutrition and Production  3 Credits
Provides an advanced study of the principles of animal production, reproduction and nutrition. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2114  Clinics and Nursing  4 Credits
Provides an orientation to nursing care and surgical procedures. Emphasis is placed on care of patient and equipment, examination room procedures, anesthesia and pharmacology, and procedures in the surgery room. Topics include: general nursing care of patient; general care of equipment; aseptic technique; surgery room procedures; groups of drugs; drug distribution, administration, and routing; inventory control and drug laws; and weights and measures, and the metric system. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.
Course Descriptions

VET 2123  Laboratory Techniques II  3 Credits
Provides an advanced study in the principles and procedures for the veterinary practice laboratory. Emphasis is placed on microscopy, interpretation of microscopic observations, and operation. Topics include: microscopy, procedures of hematology, procedures of cytology, procedures of parasitology, procedures of urinalysis, microbiology, and pro-section. Prerequisite: VET 1023. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2213  Wild, Zoo, and Lab Animal Care  3 Credits
Provides an overview into the study of exotic animals and animals used in research. Emphasis is placed on selecting wild animals for research, maintaining safety and health, providing proper care and handling, managing pain, and laboratory procedures. Topics include: selection and procurement of animals, safety and health considerations, husbandry, care, and importance of the environment, laboratory and exotic animal handling and restraint, pain management, animal health, laboratory procedures, and laws, regulations, and policies on care and use of laboratory animals. Prerequisites: VET 1023 and VET 1113. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2223  Veterinary Technology Radiology  3 Credits
This course is designed to introduce the student to the various aspects of radiology, including: safety, theory, positioning, making exposures and development of radiographs. Prerequisites: VET 1023, VET 1044, VET 1113, VET 2114, VET 2123, and VET 2233. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2233  Veterinary Technology Pharmacology  3 Credits
Provides further study in the area of veterinary drugs and medicines. Emphasis is placed on calculating dosages, administering, and dispensing drugs. Topics include: calculating dosages, classes of drugs, pharmacy dispensing, and laboratory safety and record keeping. Prerequisites: VET 1113 and VET 1023. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2316  Preceptorship  6 credits
Introduces students to the application and reinforcement of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary teaching hospitals at major universities, veterinary hospitals, research laboratories, and other facilities supervised by a veterinarian. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, interpretation of work authorizations, participation in or observation of veterinary technology procedures, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training. Prerequisites: VET 1023, VET 1044, VET 1113, VET 2114, VET 2123, and VET 2233. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

“Transforming Lives Through Quality Learning Experiences”
Course Descriptions

VET 2403 Clinic Management 3 Credits
This course covers basic veterinary medical office procedures, staff and client relations, human-animal bond, ethics and professional conduct. Prerequisite: VET 2114. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2414 Animal Pathology 4 Credits
An introductory pathology course, that includes a comprehensive overview of general pathology, including: immunology, toxicology, common diseases of domestic animals, zoonotic implications and preventive measures. Prerequisites: VET 1044 and VET 1144. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

VET 2443 Capstone 3 Credits
Emphasis is on preparation for national board examinations and assurance of clinical competency. Course content is tailored to the specific needs of the students. Lecture and lab each meet two hours per week. Any grade below a "C" is unacceptable in the Veterinary Technology Program and the course must be retaken for the completion of the degree.

Welding Technology

WELD 1004 Shielded Metal Arc Welding 4 Credits
This course is designed to teach students the basic knowledge required to operate welding equipment, function safely in the welding shop and demonstrate all types of shop practices. Students will learn to make basic fillet welds in all welding positions. Students will also learn and study welding nomenclature, design of joints, and electrode classification.

WELD 1104 Gas Metal Arc Welding 4 Credits
This course is designed to study and practice the use of metal arc welding process. The student will learn the principles of constant voltage power sources. Also, students will learn how to operate and maintain various types of wire feed welders.

WELD 1204 Gas Tungsten Arc Welding 4 Credits
This course will introduce the study and practice of the gas tungsten arc welding process. The student will first gain practice of this skill through the use of oxy-acetylene welding. Then the student will continue to progress using similar applications in the TIG welding process. Joint designs will be mastered on carbon steel, aluminum and stainless steel.

WELD 1304 Metal Fabrication 4 Credits
This course covers the theory and practice of layout and fabrication of basic welding fittings using sheet metal. The student will learn the process of fabricating the basic welding fittings from sheet metal using different methods.
Course Descriptions

WELD 2004  Advanced Shielded Metal Arc Welding  4 Credits
This course is an advanced ARC Welding (SMAW) Course. Advanced ARC welding techniques will be performed using mild steel electrodes on groove welds in the flat, horizontal, vertical and overhead position on structural plate. Students will have the opportunity to get their AWS D1.1 Welding certifications and then move on to pipe welding.

WELD 2104  Advanced Gas Metal Arc Welding  4 Credits
This course is comprised of the advanced study and practice of the Gas Tungsten Arc Welding process. Basic skills will be enhanced through mastering out of position joints, fabrication projects and pipe welding techniques. Extensive use of air-cooled torches and scratch start techniques will be utilized. American Welding Society Welder Certification will be offered.

WELD 2204  Advanced Gas Tungsten Arc Welding  4 Credits
In this course, advanced MIG welding practices and power source technology including programmable and pulsing constant current constant voltage machines will be utilized. Machine set up and repair will also be utilized. Ferrous and non-ferrous alloys will be practiced. Metal transfers including short circuit, spray, globular and pulsed will be studied and practiced. AWS welding Certifications Testing will be offered at no extra charge.

WELD 2304  Advanced Metal Fabrication  4 Credits
This course covers theory and practice of layout and fit up of structural and piping systems. Blueprint reading skills and use of different types of measuring devices will be used in this course. Students will learn the process of fabrication of structural and piping systems through a series of competency based exercises.

WELD 2114  Pipeline Welding  4 Credits
This course provides the student with a thorough understanding of downhill pipe welding procedures and weld quality. It provides training to develop the skills necessary to produce quality welds on open root carbon steel pipe in the 5G and 6G positions, using E6010 and E7010 electrodes.

WELD 2124  Technical Blueprint Reading  4 Credits
This course is designed to provide the student with a foundational knowledge of shop drawings and blueprints as it relates to the welding field. Also, students will gain necessary skills to successfully modify and create new part models, assemblies, and drawings using the Solid works Program.

Zoology

ZOOL 1014  Basic Human Anatomy and Physiology  4 Credits
A course emphasizing the fundamentals of structure and function of the body's organ systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with teaching emphasis in biology. Lecture three hours, laboratory three hours.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOOL 1304</td>
<td>General Zoology I</td>
<td>4</td>
<td>A study of the evolution, form, structure, function and reproduction of invertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1004 with a grade of C or better.</td>
</tr>
<tr>
<td>ZOOL 1314</td>
<td>General Zoology II</td>
<td>4</td>
<td>A study of the evolution, form, structure, function and reproduction of vertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1004 with a grade of C or better.</td>
</tr>
<tr>
<td>ZOOL 2004</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
<td>Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1004 with a grade of C or better.</td>
</tr>
<tr>
<td>ZOOL 2014</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
<td>Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours, laboratory three hours per week. Prerequisite: ZOOL 2004 with a grade of C or better.</td>
</tr>
</tbody>
</table>
The ASU-Heber Springs center is comprised of both traditional and nontraditional students, primarily from Cleburne County. Classes are held on the new campus at the base of Sugarloaf Mountain. Technical programs and art classes are held in the John L. Latimer Skills Training Center on Cleburne Park Road.

The ASU-Heber Springs center began offering classes in the fall of 1998. Full- and part-time instructors provide instruction to over 700 students for core curriculum classes as well as degree-specific courses such as accounting, business statistics and criminal justice. Concurrent enrollment is also available, allowing high school students to enroll in university courses (see page 14 for more information). Additionally, continuing education courses and specialized training for industry is offered at the Latimer Center.
The following degrees and certificates are offered on the Heber Springs Campus:

**Associate of Arts**
This degree is for students planning to transfer to a 4-year institution in most majors, including business. See page 36 for degree plan.

**Associate of Arts in Teaching**
This degree is for students planning to transfer to a 4-year institution to earn a bachelor’s degree in teaching. See page 91 for degree plan.

**Associate of Science in Health Science**
This degree is for students planning to transfer to a 4-year institution to earn a bachelor’s degree in a health-related major. See page 120 for degree plan.

**Associate of General Studies**
See page 39 for degree plan.

**Certificate in General Studies**
See page 40 for degree plan.

**Associate of Applied Science in Welding Technology**
This degree is for students interested in earning welding certifications from the American Welding Society. See page 134 for degree plan.

**Technical Certificate in Welding Technology**
This certificate is for students interested in earning welding certifications from the American Welding Society. See page 133 for degree plan.

**Certificate of Proficiency in Welding Technology**
This certificate is for students interested in earning welding certifications from the American Welding Society. See page 133 for degree plan.

**Associate of Applied Science in Hospitality Administration**
See page 86 for degree plan.

**Technical Certificate in Hospitality Administration**
See page 87 for degree plan.

**Associate of Applied Science in Criminal Justice**
See page 102 for degree plan.
Associate of Applied Science in Business Technology (Management/Marketing)
See page 74 for degree plan.

Associate of Applied Science in Creative Arts Enterprise
See page 88 for degree plan.

Technical Certificate in Practical Nursing
See page 63 for degree plan.

Certificate of Proficiency and Technical Certificate in Law Enforcement
See page 106 for degree plan.

Certificate of Proficiency and Technical Certificate in Wildlife Enforcement
See page 107 for degree plan.

Certificate of Proficiency in Early Childhood Education
See page 98 for degree plan. In addition, students may complete most all of the basic courses required for many programs offered on the Beebe and Searcy campuses.

CAMPUS SERVICES

Counseling

The counseling office offers a wide variety of services designed to enhance student learning. The Counseling Office is located on the first floor of the Student Services and Administration Building, and appointments may be made by calling 501-362-1117.

Students with disabilities who believe they may need accommodations are encouraged to contact the Coordinator of Disability Services as soon as they make the decision to enroll at ASU-Heber Springs. Disability services are coordinated through the Student Success Center at ASU-Beebe. Call 501-882-8906 for more information.

Testing

The COMPASS® placement test is administered and proctored on the ASU-Heber Springs campus include the COMPASS® placement test, independent study tests, on-line tests, and make-up tests. Testing services may be arranged by calling the counseling office at 501-362-1117.

Advising

Academic advising is required before an admitted student may register for classes each semester. Advisors at ASU-Heber Springs include the counselor and full-time faculty. These advisors guide students in the selection of the most appropriate courses for students’ academic goals.

“Transforming Lives Through Quality Learning Experiences”
Learning Center

Located on the second floor of the Student Services and Administration Building, the Learning Center provides individual and computerized tutoring to assist students in becoming more efficient, effective learners. Computers are available for student use with Internet access. Also available are services for book circulation through Abington Library, as well as access to resources, including databases and subscriptions. All services are free of charge and are on a first-come, first-serve basis with no appointment necessary.

Student Organizations

There are several student organizations that are active on the ASU-Heber Springs campus: Future Educators Club, Ecology Club, Gamma Beta Phi, Baptist Collegiate Ministry, Retoract, Skills USA, and Phi Beta Lambda. These organizations offer students opportunities for leadership experiences, as well as recognizing scholarship and providing social activities.

Financial Aid

Financial Aid consists of funds made available from federal, state, and local sources. Scholarships, grants, work study funding, loans, and veterans' aid are also available to students. Early contact and applications are recommended.

CONTINUING EDUCATION

The goal of our Continuing Education department is to extend the resources of ASU-Heber Springs to meet educational needs and to provide public service for the citizens of the surrounding communities. Classes include computer software training, finance and investment seminars, and personal enrichment courses such as photography and conversational Spanish.

WORKFORCE DEVELOPMENT

The Workforce Development Program serves as a link between the college and area businesses, industries, and government agencies. Our function is to provide educational and training opportunities to business, industry, government and the community in the service area of the campus. Customized training is developed in response to specific requests from local business and industry. For more information contact the Workforce Training Coordinator, at (501) 207-6230.

ADULT EDUCATION/GED PROGRAM

ASU-Searcy provides educational opportunities for students seeking a GED on the ASU-Heber Springs campus. The program is located in the John L. Latimer Skills Training Center on Cleburne Park Rd. For additional information contact the ASU-Heber Springs Adult Education Office at (501) 362-1270.

“Transforming Lives Through Quality Learning Experiences”
PHOTO DIRECTORY
Arkansas State University – Heber Springs

Area Code - 501

Campus Fax 362-1296

Academic Departments
- Reception ................................................................. 362-1115
- Biology ........................................................................ 362-1218
- Business/Technology .................................................. 362-1208
- Education/Social Science .............................................. 362-1212
- English ....................................................................... 362-1214
- Geography .................................................................. 362-1212
- Hospitality Administration ............................................ 362-1209
- History ....................................................................... 362-1212
- Math & Science .......................................................... 362-1218
- Nursing/Continuing Education ..................................... 362-1273
- Welding ....................................................................... 362-1271

Other Offices
- Admissions .................................................................... 362-1100
- Advancement ................................................................ 362-1205
- Bookstore ..................................................................... 362-1206
- Business Office ............................................................ 362-1207
- Cafeteria ....................................................................... 362-1114
- Campus Police ................................................................ 362-1234
- Computer Services ...................................................... 362-1204
- Counselor ...................................................................... 362-1117
- Facilities Manager ......................................................... 362-1123
- Financial Aid ................................................................. 362-1211
- Learning Center ............................................................ 362-1121
- Upward Bound ............................................................. 362-1180
- Vice Chancellor for ASU-Heber Springs ....................... 362-1125

“Transforming Lives Through Quality Learning Experiences”
ASU-Searcy, a technical campus of ASU-Beebe, provides high quality education for students of all ages in White County and surrounding areas. ASU-Searcy is located at 1800 East Moore Avenue in Searcy, across from Berryhill Park.

The emphasis on the Searcy campus is technical and occupational programs, as well as workforce and economic development. ASU-Searcy is constantly adapting to meet the needs of our community. Most programs at ASU-Searcy lead to a Certificate of Proficiency or a Technical Certificate. Students from our nursing, EMT, and paramedic programs are well prepared for state board testing.

The ASU-Searcy Adult Education Center offers classes at campuses in Beebe, Heber Springs, and Searcy. Concurrent enrollment is available for high school students through the ASU-Searcy Regional Career Center. Various continuing education classes are offered at the Searcy campus throughout the year in the evenings and on Saturdays. These classes draw traditional and non-traditional students from a variety of backgrounds. Some students already have college degrees but need to be updated on current trends in their fields, especially in technology. Others enroll as their careers change or to pick up new skills through a night course. For more information call 501-207-6200.
CERTIFICATES

Certificate of Proficiency
The Certificate of Proficiency will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The award is granted for programs requiring 7-18 undergraduate semester credit hours.

Technical Certificate
The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The number of credit hours ranges from 24-42 undergraduate semester hours.

PROGRAMS OFFERED (see page referenced)

<table>
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<th>Program</th>
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<td>Air Conditioning</td>
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<td>Auto Body Repair</td>
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<td>Automotive Technology</td>
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<tr>
<td>Computerized Machining Technology</td>
<td>132</td>
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<tr>
<td>Diesel Technology</td>
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<tr>
<td>EMT</td>
<td>61</td>
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<tr>
<td>Health Information Assistant</td>
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<td>Industrial Electronics</td>
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<td>Nursing Assistant</td>
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<td>Office Occupations</td>
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<td>Pharmacy Technician Science</td>
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<td>Practical Nursing</td>
<td>63</td>
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<tr>
<td>Welding Technology</td>
<td>133</td>
</tr>
</tbody>
</table>

ACADEMIC SERVICES

Advising
Academic advising is required before an admitted student may register for classes. Advisors at ASU-Searcy include the full-time faculty members. These advisors guide students in the selection of the most appropriate courses for students' academic success.

Learning Lab
The Learning Lab, located on the northeast side of the campus, offers individual and computerized tutoring. Internet access as well as a wide variety of computer programs is available to students. A number of on-line Abington Library resources, including databases and subscriptions, are available. The computer lab is equipped with some course-specific software which will enable students to work on assignments outside of scheduled class time. All services are free to enrolled students. Call 501-207-6252 to schedule an appointment for tutoring.
Arkansas State University – Searcy

ASU-Searcy Media Center

The Media Center (Library) on the ASU-Searcy campus is located east of the Student Center. The Media Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students, faculty, and staff have access to the library collections of the Searcy and Beebe campuses. The collection of materials for both campuses can be searched using Abington Library’s online catalog at http://abingtonlibrary.asub.edu/. Materials needed from the Beebe campus library can be obtained through a courier service by filling out a request form. The Media Center has several computers available for student use, and online research databases are available through the Abington Library website at http://library.asub.edu.

REGIONAL CAREER CENTER

ASU-Searcy Regional Career Center operates at ASU-Beebe campuses in Bald Knob, Searcy, Lonoke, Beebe, and Heber Springs. These centers are open to all high school students, 10th through 12th grades. For more information, contact your high school counselor or call 501-207-6257.

ECONOMIC DEVELOPMENT CENTER

Career Pathways

Career Pathways is a program sponsored by the Department of Health and Human Services, Department of Higher Education, Arkansas Association of Two-Year Colleges, and the Good Faith Fund. The purpose of this program is to help students who have barriers benefit from a second chance. The Career Pathways program may be contacted at 501-207-6244.

Continuing Education

The Continuing Education Department's goal is to extend educational opportunities to the citizens of our community and surrounding service area. Classes are offered throughout the year in Computer Fundamentals, Microsoft Office, Small Engine Repair, Conversational Spanish, Photography, and many other requested classes. The Continuing Education Department may be contacted at 501-207-6249.

Workforce Development

The Workforce Development Coordinator provides a link between the university and area business and industry. The Coordinator works to provide training opportunities which are customized to a specific request from local business and industry. The Workforce Development Coordinator may be contacted at 501-207-6230.
Adult Education/GED Program

The Adult Education/GED Program on the ASU-Searcy campus offers a second chance for a person to get his/her high school equivalency certificate. Free classes are available in the day or evening hours. For more information, call 501-207-6290.

STUDENT SERVICES

Counseling

Academic and personal counseling services are available to ASU-Searcy students and prospective students on a continual basis. The counseling office offers a wide variety of services designed to enhance student learning. Appointments may be made by calling 501-207-6212, though walk-in appointments are often available.

Students with disabilities who believe they may need accommodations are encouraged to contact the Coordinator of Disability Services as soon as they make the decision to enroll at ASU-Searcy. Disability services are coordinated through the Student Success Center at ASU-Beebe. Call 501-882-8906 for more information.

Financial Aid

Financial Aid consists of funds made available from federal, state, and local sources. Scholarships, grants, loans and veterans’ aid are available to students. The financial aid office on the Beebe campus processes all financial aid applications, and a representative comes each week to the Searcy campus on Tuesday and Wednesday. Early contact and applications are recommended. Call 501-882-8245 or 501-207-6253 for more information.

Student Organizations

There are presently three organizations that are active on the ASU-Searcy campus: Arkansas Licensed Practical Nursing Association, SkillsUSA, and Student Voice. These organizations offer students opportunities for leadership and/or pre-professional experiences, as well as providing social activities.

Testing

Administration of standardized tests is coordinated through the Student Services office. Prior appointments are required. Contact 501-207-6200 for more information.
Arkansas State University – Searcy

PHONE DIRECTORY
Area Code - 501

Admissions (Searcy campus) ................................................................. 207-6214
ASU-Searcy Adult Education Center .................................................. 207-6214
ASU-Searcy Regional Career Center (Bald Knob) .............................. 724-3614
Bookstore ......................................................................................... 207-6204
Campus Switchboard ................................................................. 207-6200
Campus Fax ....................................................................................... 207-6233
Continuing Education Fax .............................................................. 207-6265
Continuing Education Office .......................................................... 207-6249
Counseling Center ........................................................................... 207-6212
Director of Economic Development Center ................................. 207-6250
Director of Occupational Technology .......................................... 207-6206
Director of Student Services ......................................................... 207-6211
Disability Services ......................................................................... 882-8906
Financial Aid (available Monday and Wednesday) ..................... 207-6253
Learning Center/Lab ................................................................. 207-6252
Library ......................................................................................... 207-6231
Student Records ........................................................................... 207-6219
Student Services Fax ..................................................................... 207-6268
Arkansas State University-Little Rock Air Force Base, a degree center of ASU-Beebe, has provided classes at the Base Education Center since 1965. Along with several other universities, ASU-LRAFB offers classes on base to support United States Air Force off-duty education programs for active duty military members. Other students, including Department of Defense civilian employees, dependents of military members, National Guard and Armed Forces Reserve members, military retirees, and community civilians, may also attend classes at LRAFB, although enrollment priority is given to active duty military members.

On-base classes offered by ASU-LRAFB are scheduled in 8-, 10-, and 16-week terms in traditional class settings and in internet-assisted formats that combine in-class and on-line course delivery methodologies. Each term schedule includes approximately 50 classes. Classes are scheduled during the day, in the afternoons, evenings, or on Saturdays. ASU-LRAFB students have access to on-line classes offered through the Distance Learning division of ASU-Beebe, as well as classes offered at the other three campuses of ASU-Beebe.
Select ASU-Beebe degree and certificate programs are offered on base at the request of the LRAFB Education Services Officer. Degree programs offered currently at ASU-LRAFB include associate of arts degrees in liberal arts and teaching; and the associate of science in health sciences and computer information systems degrees. Certificates of proficiency in household upholstery and automobile upholstery are also available.

Facilities at the base include a new university center used for classrooms and administrative offices and an upholstery laboratory. These facilities are jointly used by the base education center and its six resident universities. Included in the main classroom facility, Building 1490, are two science laboratories, a computer information systems laboratory, and a testing center used exclusively by ASU-LRAFB.

Testing available for students with access to Little Rock AFB Degree Center includes two academic programs—the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) Special Subject Tests (DSST)—and the Computer-Adaptive Placement Assessment and Support System (COMPASS).

The degree center staff includes a director, program coordinator, testing coordinator, and registrar’s assistant. Academic advising is available from degree center staff members. Students enrolled in classes at LRAFB are authorized to use and checkout materials from the LRAFB Library, located in Building 960, using their military identification cards or LRAFB-issued college student credentials. ASU-LRAFB students may use the special services available on the main campus of ASU-Beebe, including the Abington Library, Learning Center (individual and computer-based tutoring), the Student Success Center, and Financial Aid.

Servicemembers Opportunity College

Arkansas State University-Beebe has been designated as an institutional member of Servicemembers Opportunity College (SOC), a consortium of more than 1,500 colleges and universities providing voluntary postsecondary educational opportunities to members of the military worldwide. SOC has been developed jointly by educational representatives from each of the Armed Services, the Office of the Secretary of Defense and twelve leading national higher education associations. SOC is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

As an SOC member, Arkansas State University-Beebe recognizes the unique nature of military service and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experience.

Many courses offered at the Little Rock Air Force Base center satisfy Community College of the Air Force (CCAF), USAF Airman Education and Commissioning Program (AECP), and USAF Reserve Officer Training Corps (ROTC) requirements. Classes are open to active duty military personnel, Department of Defense civilian employees, military Reserve members, National Guard personnel, military dependents, and military retirees. Courses are also available to the general public on a space-available basis, security posture permitting.

Arkansas State University-Beebe accepts transfer credit from the Community College of the Air Force, a regionally accredited and federally chartered degree-granting institution.
Military evaluation credits from the US Army, US Navy, US Marine Corps, and the US Coast Guard may be awarded to Arkansas State University-Beebe degree-seeking students who are properly admitted and have earned credit at Arkansas State University-Beebe. Credits will be awarded for comparable Arkansas State University-Beebe courses in accordance with the most recent American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services, College Level Examination Program, and Defense Activity for Non-Traditional Education Support subject standardized tests. A maximum of 15 hours of non-comparable courses to be counted as electives can be accepted. If elective course work exceeds 15 hours, the student must select the 15 hours to be used. Original certificates or copies certified by an appropriate military official are required prior to document evaluation.
Arkansas State University - Beebe

Organization & Personnel

ORGANIZATION AND PERSONNEL AT
ARKANSAS STATE UNIVERSITY-BEEBE

THE INSTITUTION

Arkansas State University-Beebe is a public two-year institution located 35 miles northeast of Little Rock and 110 miles southwest of Jonesboro and has been in continuous operation since 1927. During this time it has been known by five different names:

1. Junior Agricultural School of Central Arkansas (1927)
2. Junior Agriculture College of Central Arkansas (1931)
3. Arkansas State College-Beebe Branch (1955)
4. Arkansas State University-Beebe Branch (1967)
5. Arkansas State University-Beebe (2001)

The institution operates under the policies of the Board of Trustees and President of the Arkansas State University System. Programs at ASU-Beebe function separately under the leadership of the Chancellor. As an operationally separate institution of the Arkansas State University System, ASU-Beebe consists of the campus in Beebe and educational centers at Little Rock Air Force Base (ASU-LRAFB, A Degree Center of ASU-Beebe), Heber Springs (ASU-Heber Springs, A Center of ASU-Beebe), and Searcy (ASU-Searcy, A Technical Campus of ASU-Beebe).

Shortly after it was founded in 1927, Arkansas State University-Beebe has provided two years of course work for those who wish to transfer to senior institutions. It has also offered associate degrees and certificate programs which can prepare them to enter the workforce in two years or less. Its affiliation in 1955 with Arkansas State University has enhanced the institution’s ability to combine the openness and flexibility of a community type college with the stability and tradition of a university system.

The institution was established by Act 282 of the 1927 Arkansas General Assembly as the Junior Agricultural College of Central Arkansas. Citizens of the community donated 320 acres of land to be used for buildings and agricultural purposes and the first classes were held in October 1929. Act 68 of 1931 expanded the institution by changing the name to Junior Agricultural College and by enlarging the curriculum to meet the requirements of a junior college.

The institution operated as an independent state-supported junior college until September 1955 when the Arkansas General Assembly by Legislative Act 84 abolished the institution as an independent organization and its administration and functions were assigned to Arkansas State College as a branch of the main campus at Jonesboro. By Act 3 of the 1967 Arkansas General Assembly, Arkansas State College became Arkansas State University on July 1, 1967, and the Beebe unit became Arkansas State University - Beebe Branch. In 1971 the responsibility for maintenance of financial records for the Beebe Branch was transferred from the office of finance of the Jonesboro campus to the business office of the branch campus at Beebe.

In 1977, the title of the chief officer of the branch was changed from dean to chancellor by an act of the General Assembly. Since that time the campus administration has been fully responsible for conduct of the institution’s affairs. The chancellor is accountable to the president and the Board of Trustees of the Arkansas State University System.

“Transforming Lives Through Quality Learning Experiences”
Act 496, enacted by the General Assembly in 1985, established Arkansas State Technical Institute at Arkansas State University-Beebe to provide educational programs which combine academic skills and vocational training in highly technical employment areas. The first programs were implemented in the fall of 1987. Act 1244, enacted by the General Assembly in 1991, established the merger of White River Technical College and ASU-Beebe to create ASU-Newport, as an integral part of the ASU-Beebe system. However during the spring of 2000, the ASU Board of Trustees, the Arkansas Department of Higher Education and the Arkansas Higher Education Coordinating Board approved the status of ASU-Newport as a stand-alone campus pending completion of stated milestones. ASU-Newport has met all the stand-alone requirements and now reports directly to the ASU-System Board of Trustees and President.

ASU-Heber Springs, A Center of ASU-Beebe, was established in response to the community's desire to have a two-year college presence in Cleburne County. Although continuing education classes had been offered in the area for several years, local community leaders contacted the president of the ASU system in 1997 expressing interest. The University conducted a Needs Assessment among several entities in the community and the surrounding areas. It was concluded that Cleburne County would benefit from a two-year college due to the geographic area and local support. In the legislative session of the 1999 Arkansas General Assembly, ACT 426 of 1999, officially established ASU-Heber Springs, A Center of ASU-Beebe. Act 90 of 2001 by the Arkansas General Assembly removed the term “branch” from legislation affecting ASU-Beebe. Effective July 1, 2003, Foothills Technical Institute in Searcy merged with ASU-Beebe to become ASU-Searcy, A Technical Campus of ASU-Beebe.

The institution, with its campuses in Beebe, Heber Springs, Searcy, and at the Little Rock Air Force Base, is now referred to as Arkansas State University-Beebe, and functions as an operationally separate institution of the ASU System.

In the last two decades, enrollment has continually increased. Although the Beebe campus has on-campus residence halls, most of the students are commuters. Arkansas State University-Beebe continues to serve a large rural population as well as many urban commuters.

Physical changes on the Beebe campus have reflected decades of growth. The Abington Library, the fine arts and physical education facilities, a mathematics and science laboratory and classroom building, and the Advanced Technology Center were added before 1991. Facilities that have been added since 1991 include the Science Building, Veterinary Technology Building, Business and Agriculture Building, the Agriculture Equipment Technology building, the University Center Building, the Student Center, a building to house the physical plant and purchasing, construction of new farm buildings following destruction by a tornado, renovation and expansion of the Abington Library, renovation of the former cafeteria area into a Music Center, and expansion of the Advanced Technology Center to accommodate rapid expansion in computer systems technology. Renovation of existing facilities in State Hall during 2003 provided additional classroom and office space. These facility additions highlight continuing efforts to expand the campus facilities as a part of the institution’s long-range planning process to keep pace with expansion of the institutional mission. Additional facilities are being planned to include an academic building.
At the Heber Springs campus, changes have also been occurring. Since January 2002, classes have been held in the John L. Latimer Skills Training Center located on Cleburne Park Road. This facility consists of 25,000 square feet of classrooms, science and computer labs, offices, and a welding lab. Property for a new campus was purchased (249 acres known as picturesque Sugarloaf Mountain) and construction of a new campus began in spring of 2006. The new facility opened in the fall 2007 at 101 River Crest Drive. Phase I is approximately 70,000 square feet in two buildings: an Academic Center and a Student Services and Administration Building. Technology-related programs, art classes, and adult education classes will remain in the Latimer Center but all other classes will be held on the new campus.

With the merger of Foothills Technical Institute with ASU-Beebe, as ASU-Searcy, a Technical Campus of ASU-Beebe, all the physical assets belonging to Foothills Technical Institute were also transferred. An additional 17 acres of property adjacent to the Searcy campus were recently acquired. A master plan for the Searcy campus is currently being developed.

ASU-Beebe programs at Little Rock Air Force Base operate under a Memorandum of Agreement with the United States Air Force, which provides facilities used by ASU-Beebe and the other higher education institutions which operate programs as a part of the Little Rock Air Force Base Education Center. Plans have been implemented to construct a new education center building which will include space for ASU-Beebe programs. Federal and local funds have been allocated for this project. As changes occur in the institution, the student body, or the course offerings, the priorities (quality teaching and attention to the individual student) remain the same.

**FACILITIES**

**State Hall**
State Hall dates back more than a half-century. State Hall now houses the administration offices and classrooms.

**Abington Library**
Abington Library is located at the southwest corner of the campus. The modern two-story, 75,500 volume library contains traditional and electronic resources including wireless access and space for personal laptop access. It also houses large and small group study rooms, lounge reading areas, a special collections/Arkansas room, and a faculty reading room.

**W.H. Owen Center**
Owen Center is a multi-use facility which houses classrooms, a theatre, and lecture rooms. Classrooms for speech and theatre are located in the Fine Arts section of the Owen Center. A gymnasium for physical education is also located in the building along with a mini-gym and two racquetball courts.

**J. Ernest Howell Center**
The J. Ernest Howell Center houses the music classrooms, practice areas, and music faculty office space.
Legacy and Horizon Residence Halls
The Legacy and Horizon Residence Halls are scheduled to open Fall 2011 and will each house 124 students. Rooms are arranged in suite style with both double and single occupancy rooms available. Each building will feature computer labs, study rooms, game rooms, and will have many opportunities for students to fully experience the college environment.

Student Center
The Student Center serves as the community center of the ASU-Beebe campus, serving students, faculty, staff, alumni, and guests. The Student Center houses the bookstore, university dining services, student lounges, the Learning Center, the Student Success Center, an atrium, a game room, and several meeting rooms. The facility is located in the north center of the campus between the Owen Center and the Business and Agriculture Building.

Business and Agriculture Building
The Business and Agriculture Building, located on the north side of the campus behind the Student Center and east of the University Center, houses classrooms and labs used by the business, agriculture. The facility contains six classrooms, one laboratory for agriculture, four computer labs, faculty offices, student study rooms, and a conference room.

Walter England Center
The Walter England Center is a general purpose classroom building containing classrooms, labs, art studios, art gallery, and faculty offices.

Admissions
The Admissions Building (formerly the Mathematics and Science Annex) houses offices and a conference room.

Advanced Technology Center
Completed in February 1991, this facility houses labs and classrooms for the technology programs. Administrative and faculty offices are also in the building.

Agriculture Technology Building
The Agriculture Technology Building is a combination classroom and laboratory building that houses the John Deere Agriculture Equipment Technology program.

University Center
University Center is located on the north side of campus between the Business and Agriculture Building and the Advanced Technology Center. It houses distance learning classrooms (interactive television), general classrooms, and a computer lab. The Office of Advanced Studies (ASU-Jonesboro programs) and the Office of Distance Learning are located in University Center.

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University Farm

The university farm consists of over 300 acres and is primarily a livestock and forage farm. The farm supports hands-on activities through use of 3 general classrooms, livestock working facilities, and show arena. Also, located at the university farm is a state-of-the-art teaching greenhouse used in conjunction with plant science and horticulture labs. The university farm is located south of the main campus.

Purchasing/Central Receiving and Physical Plant

The Purchasing/Central Receiving and Physical Plant building is located south of the campus on Center Street. The 21,992 square foot building provides office space, maintenance work areas and warehouse facilities for both the Purchasing and Central Receiving department and the Physical Plant department.

Human Resources

The Human Resources building is located on the southeast corner of the university across from the Walter England Center. It houses staff who serve the university by recruiting talented student and full-time employees, administering employee benefits, providing training and development and creating a work environment that adheres to federal and state employment regulations.

Ruth L. Couch Center

The Ruth L. Couch Center houses the Institutional Advancement Office, which oversees the development, marketing, and alumni relations functions for ASU-Beebe and its campuses. The back of the building houses the Adult Education Program classroom. Over the years it served the campus as the library, student center and bookstore.

Science Building

The Science Building contains a lecture hall, an open computer lab, thirteen classrooms, eight labs, and faculty offices. The building houses the faculty in the areas of biology, chemistry, physical science, and mathematics, and classes in these areas are held in this building.

Veterinary Technology Building

The ASU-Beebe Veterinary Technology Building was designed specifically for the Veterinary Technology Program. It is state-of-the-art and was completed August 2008. It contains faculty offices, large classroom with laboratory, and a student study room. The building is set up to emulate a veterinary practice with reception area, two exam rooms, radiology room, kennels, and a separate food preparation area. Also, included is the sterile surgery with an adjacent surgical prep area.
ORGANIZATION OF THE UNIVERSITY

Board of Trustees

Howard Slinkard ......................................................... January 2012
Ron Rhodes ................................................................. January 2013
Mike Gibson ............................................................... January 2014
Dan Pierce ................................................................. January 2015
Charles Luter ............................................................. January 2016

Officers of the Board

Howard Slinkard .......................................................... Chair
Ron Rhodes ............................................................... Vice Chair
Mike Gipson ............................................................... Secretary

Administrative Staff

Charles Welch, 2011
BS, University of Arkansas
MS, George Washington University
PhD, University of Arkansas at Little Rock

Eugene McKay, 1966
BA, Lyon College
MA, University of Arkansas
PhD, University of Mississippi

Theodore J. Kalthoff, 2005
BS, University of Missouri
MA, University of Missouri
PhD, Southern Illinois University

Barry Farris, 1984
AA, Arkansas State University-Beebe
BSA, Arkansas State University
MSE, Arkansas State University
SCCT, Arkansas State University

Jerry Carlisle, 1994
BS, Arkansas State University

“Transforming Lives Through Quality Learning Experiences”
Organization & Personnel

Deborah Garrett, 2008  
**Vice Chancellor for Student Services**  
BS, Western Illinois University  
MS, Western Illinois University  
EdD, Northern Arizona University

James C. Boyett, 1996  
**Vice Chancellor for ASU-Heber Springs**  
BS, University of Arkansas  
MS, University of Arkansas  
SCCT, Arkansas State University  
Ed.D.s, Arkansas State University

Stephanie Nichols, 2007  
**Assistant to the Chancellor**  
BA, University of Arkansas  
MA, University of Arkansas  
JD, University of Arkansas School of Law

Don Harlan, 2001  
**Vice Chancellor for ASU-Searcy and Workforce and Economic Development**  
BSA, University of Arkansas  
MEd, University of Arkansas

Keith Pinchback, 2001  
**Vice Chancellor for Institutional Advancement**  
BS, Arkansas State University  
MBA, Arkansas State University  
Ed.D.s, Arkansas State University

Instructional Staff

Karen Barger, 1992  
**Instructor of Health Information Assistant**  
ADN-RN, Arkansas State University  
BS, University of Central Arkansas  
RHIA, American Health Information Management Association

Susan Barnes, 1999  
**Instructor of Clinical Leadership**  
BSN, Harding University  
MS, Texas A & M

Timothy Bartlett, 2008  
**Assistant Professor of Music**  
BME, Michigan State University  
MM, Michigan State University  
DMA, Michigan State University

Kenneth K. Barton, 2002  
**Advanced Instructor of Computer Systems & Networking Technology**  
AAS, Arkansas State University-Beebe  
BS, Arkansas State University  
MS, Colorado Technical University

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Arkansas State University - Beebe

Organization & Personnel

Leslie Battles, 1990
Professor of Chemistry
BS, Arkansas State University
MS, Arkansas State University
EdS, Arkansas State University
EdD, Arkansas State University

Jimmy L. Boyd, 2004
Assistant Professor of Medical Laboratory Technology/Department Head
BS, University of Southern Mississippi
MS, Mississippi College
MHS, Mississippi College

James Brent, 1998
Associate Professor of History/Political Science
BA, Arkansas Tech University
MA, Arkansas State University
PhD, Auburn University

Brent Bristow, 2008
Assistant Professor of Music
BME, Arkansas State University
MM, Arkansas State University
DMA, University of Memphis

James M. Britton, 1988
Professor of Science
BS, University of Arkansas
MS, University of Arkansas
PhD, University of Arkansas

Daniel Brock, 1996
Assistant Professor of Mathematics
BS, Lyon College
MS, Arkansas State University

Dava Brock, 2010
Instructor of Psychology
BS, University of Central Arkansas
MS, University of Central Arkansas

Lisa Bryant, 2004
Assistant Professor of Biological Science
BA, University of Arkansas
MSE, University of Arkansas at Little Rock

Pam Burke, 2007
Instructor of Physical Education
BA, Eastern Washington University
MS, Eastern Washington University

Gail Burton, 1982
Advanced Instructor of Practical Nursing/Department
ADN-RN, University of Arkansas at Monticello Head
BS, University of Arkansas at Monticello
BSN, Arkansas State University

“Transforming Lives Through Quality Learning Experiences”
# Arkansas State University - Beebe

## Organization & Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
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</table>
| Darlene Butler, 2010 | Assistant Professor of Mathematics        | BS, University of Arkansas  
|                    |                                            | MS, University of Arkansas  
|                    |                                            | PhD, University of Arkansas                                |
| Roger Cagle, 2002  | Instructor of Automotive Body              | Auto Body Repair Diploma, Foothills Technical Institute  
|                    |                                            | Welding Diploma, Foothills Technical Institute            |
| Erin Capps, 2008   | Instructor of Physical Education           | BA, University of Central Arkansas  
|                    |                                            | MS, University of Central Arkansas                       |
| Kendall Casey, 2004 | Advanced Instructor of Computer-Aided Drafting and Design | AAS, Arkansas State University-Beebe  
|                    |                                            | BS, University of Arkansas at Little Rock                 |
| Sheila Chase, 2007 | Instructor of Rhetoric/Speech              | BS, Abilene Christian University  
|                    |                                            | MA, Abilene Christian University                         |
| Kae Chatman, 2007  | Associate Professor of English/Philosophy  | MFA, Wichita State University  
|                    |                                            | MA, University of Kansas                                  |
|                    |                                            | PhD, University of Kansas                                 |
| Judy Cleveland, 2008| Instructor of Practical Nursing            | BSN, Harding University                                    |
| Bruce Cohen, 2007  | Assistant Professor of Theater/Theater Director | BFA, Adelphi University  
|                    |                                            | MFA, University of Alabama                                 |
| Kristie Coley, 2009| Associate Professor of Veterinary Technology/Director of Vet Tech Program  | BS, Arkansas State University  
|                    |                                            | DVM, Louisiana State University                            |
| Mary Comstock, 2006| Instructor of English                     | BA, University of Arkansas                                 |
|                    |                                            | MA, University of Arkansas                                 |
| Richard Counts, 2006| Associate Professor of Chemistry/Chair, Division of Mathematics and Science | BA, Hendrix College  
|                    |                                            | MA, Washington University                                 |
|                    |                                            | PhD, Washington University                                |

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Organization & Personnel

Jeffrey Crow, 2005  
Instructor of Mathematics
AAS, Arkansas College of Technology  
BS, Southern Illinois University  
MA, University of Central Arkansas

James D. Darnell, 1989  
Associate Professor of Computer Aided Drafting & Design/Department Head
BSE, University of Central Arkansas  
MSE, University of Central Arkansas

Karen Davidson, 1999  
Instructor of Adult Education
BSE, Arkansas State University  
BA, Arkansas State University

Teddy L. Davis, 1983  
Associate Professor of Political Science/Chair, Division of Education and Social Sciences
AA, Arkansas State University-Beebe  
BSE, Arkansas State University  
MA, Arkansas State University  
EdS, Arkansas State University

James Dennis Devine, 2005  
Assistant Professor of Business
BA, Hendrix College  
MS, Oklahoma State University  
JD, University of Arkansas at Little Rock School of Law

Wendell Dillard, 1991  
Assistant Professor of Computer Information
BSE, Arkansas State University Systems  
MSE, Arkansas State University

Don Eller, 2005  
Instructor of Theatre/Technical Director
AA, College of the Siskiyous  
BA, Southern Oregon University  
MFA, Western Illinois University

Harold Emery, 1986  
Instructor of Diesel Technology
Agricultural Equipment & Diesel Mechanics Diploma, White River Technical Institute  
AGE, Arkansas State University - Beebe

Michelle Emery, 1983  
Instructor of Cashier/Checker
PBTE, Master Instructor

Audrey Estes, 2008  
Instructor of Adult Education
BS, University of Arkansas

Beth Farris, 2010  
Instructor of Reading
BS, Ouachita Baptist University  
MSE, Arkansas State University

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Arkansas State University - Beebe

Organization & Personnel

Bonnie Faupel, 1991
Assistant Professor of Business
BS, University of Arkansas at Little Rock
MSE, University of Arkansas
EdS, University of Arkansas
EdD, University of Arkansas

Joan Finney, 2002
Assistant Professor of Mathematics
BS, Lambuth College
MSE, University of Tennessee at Martin
EdD, University of Memphis

Maris J. Fletcher, 1997
Associate Professor of English
BA, Sul Ross State University
MA, Sul Ross State University
MA, University of Arkansas
PhD, University of Arkansas

Keith Foster, 1989
Assistant Professor of English
BA, Arkansas State University
MA, Arkansas State University

Ticu Gamalie, 2007
Instructor of Mathematics
MS, University of Bucharest, Romania
MSE, Harding University

Jennie Gates, 2008
Instructor of Early Childhood Education
BSE, University of Arkansas
MAT, University of Central Arkansas

Mike Gillham, 2010
Instructor of Power Sports Technology

Michael W. Goodman, 2001
Advanced Instructor of Computer Systems & Networking Technology
AAS, Arkansas State University-Beebe
BS, Arkansas State University
MIT, American Intercontinental University

Dana Goodwin, 2007
Instructor of Mathematics
BS, University of Central Arkansas
MA, University of Central Arkansas

Thomas Green, 2004
Instructor of Welding
Welding, Pulaski Vo-Tech
Certified Welding Educator, American Welding Society
Certified Welding Inspector, American Welding Society

“Transforming Lives Through Quality Learning Experiences”
<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Haines</td>
<td>2006</td>
<td>Laboratory Instructor of Chemistry</td>
<td>BS, Texas A &amp; M University, MA, University of Arkansas at Little Rock</td>
</tr>
<tr>
<td>Mike K. Hammond</td>
<td>1970</td>
<td>Assistant Professor of Social Science</td>
<td>BSE, University of Central Arkansas, MSE, University of Central Arkansas</td>
</tr>
<tr>
<td>Phil Hart</td>
<td>1996</td>
<td>Instructor of Computer Systems &amp; Networking Technology</td>
<td>AAS, Garland County Community College, AGE, Garland County Community College, BSE, Henderson State University</td>
</tr>
<tr>
<td>Roy Hartzel</td>
<td>2000</td>
<td>Instructor of Electronics</td>
<td>BS, Memphis State University, MS, University of Memphis</td>
</tr>
<tr>
<td>Glenda Hayes</td>
<td>2006</td>
<td>Assistant Professor of History and Geography</td>
<td>AA, University of Arkansas Community College-Morrilton, BSE, University of Central Arkansas, MSE, Henderson State University</td>
</tr>
<tr>
<td>Mike Haynes</td>
<td>1980</td>
<td>Instructor of Mathematics</td>
<td>BA, Harding University, MSE, Harding University</td>
</tr>
<tr>
<td>Qifang He</td>
<td>1995</td>
<td>Associate Professor of Physical Science</td>
<td>BS, Nankai University, P.R., China, MS, Academia Sinica, P.R., China, PhD, University of Arkansas</td>
</tr>
<tr>
<td>Janet Hill</td>
<td>2004</td>
<td>Instructor of Adult Education</td>
<td>BSE, Harding University</td>
</tr>
<tr>
<td>Derrick Holobaugh</td>
<td>2005</td>
<td>Instructor of Computer-Aided Drafting</td>
<td>AAS, Arkansas State University and Design</td>
</tr>
<tr>
<td>Dennis Humphrey</td>
<td>2002</td>
<td>Associate Professor of English/ Chair, Division of English and Fine Arts</td>
<td>BA, Southern Arkansas University, MA, University of Central Arkansas, PhD, University of Louisiana at Lafayette</td>
</tr>
<tr>
<td>Margo Humphrey</td>
<td>2001</td>
<td>Assistant Professor of Business</td>
<td>AA, Phillips Community College, BSE, University of Arkansas at Monticello, MEd, University of Arkansas at Little Rock</td>
</tr>
</tbody>
</table>

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Organization & Personnel

**Judy Jackson, 1988**  
Instructor of Adult Education  
BSE, University of Central Arkansas

**Brenda Jaynes, 2000**  
Instructor of Adult Education  
BA, Hendrix College

**David Jones, 2010**  
Assistant Professor of English  
BA, University of Central Arkansas  
MA, University of Arkansas  
PhD, University of Arkansas

**Rena’ Kelley, 1987**  
Instructor of Adult Education  
BSE, University of Central Arkansas  
MEd, University of Arkansas at Little Rock

**Michael S. Kelly, 1995**  
Assistant Professor of English  
BBA, Harding University  
MSE, Harding University

**Carol Kennard, 2006**  
Instructor of Nutrition  
AA, Arkansas State University-Beebe  
BS, University of Central Arkansas  
MS, RD, University of Central Arkansas

**Janie Kennedy, 1985**  
Instructor of EMT/Paramedic/Department Head  
Paramedic Certification, University of Arkansas Community College at Batesville  
Instructor Certification, Arkansas Fire Academy  
TC, Arkansas State University-Beebe

**Judith H. Kirk, 2001**  
Assistant Professor of Mathematics  
BS, University of Central Arkansas  
MS, University of Arkansas

**Stephen Knapp, 1994**  
Professor of English  
BA, New College at Hofstra University  
MA, Hofstra University  
PhD, University of Toronto

**Jessica Kutsch, 2009**  
Instructor of Veterinary Technology  
AS, St. Petersburg College  
Certified Veterinary Technician

**Doug Larkins, 2006**  
Assistant Professor of Criminal Justice  
AAS, Community College of the Air Force  
BA, University of Pittsburgh  
MPA, Golden Gate University  
Ed.S, Arkansas State University

“Transforming Lives Through Quality Learning Experiences”
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Organization & Personnel

Stacey Lewis, 2010
Instructor of Business
BA, Harding University
MBA, Harding University

Janet Liles, 2007
Advanced Instructor of Pharmacy Technology
MSHS, Arkansas State University Department Head
BS, University of Central Arkansas
Certified Pharmacy Technician

Suzanne Lindsey, 1998
Assistant Professor of English
BA, University of Arkansas at Little Rock
MA, University of Arkansas at Little Rock

Bill E. Long, 1975
Assistant Professor of Fine Arts
BA, University of Arkansas at Little Rock
MA, Louisiana Tech University

Robin Long, 2004
Advanced Instructor of Medical Professionals
BSN, Harding University

Roger W. Long, 1995
Advanced Instructor of Agriculture Equipment Technology/Department Head
AA, Arkansas State University-Beebe
BS, Harding University

Tammye Martin, 2009
Laboratory Instructor of Microbiology
AAS, Arkansas State University-Beebe

John Clay McCastlain, 2003
Assistant Professor of Biology
BA, Hendrix College
MS, University of Memphis

Michael McIntosh, 2000
Instructor of Automotive Technology
ASE Certified, Master Automobile Technician
Automotive Diploma, Foothills Technical Institute

Terry McKinney, 2006
Instructor of Welding
Welding Certificate, Foothills Technical Institute
Certified Master Instructor

Melissa Meador, 1995
Associate Professor of Biology
BS, Eastern Illinois University
MS, Pennsylvania State University
PhD, Pennsylvania State University
Arkansas State University - Beebe

Organization & Personnel

Robert L. Mitchum, 1987
Assistant Professor of Business Administration/Chair, Division of
BA, Lyon College
MBA, University of Central Arkansas

Charles Moore, 1995
Assistant Professor of Mathematics
BSEE, University of Arkansas
MSEE, University of Arkansas

Roger Moore, 1998
Assistant Professor of Business
AAS, New Mexico Junior College
BA, College of the Southwest
MBA, University of Central Arkansas

Joe Newnum, 2000
Instructor of Air Conditioning
Air Conditioning Diploma, Foothills Technical Institute
AA, Arkansas State University - Beebe
AAS, Arkansas State University - Beebe
BS, Arkansas State University

Amanda Nosler, 2010
Instructor of Nursing
AAS, East Arkansas Community College

Mary Jo Parker
Instructor of Music/Accompanist
BM, Union University
MM, Southwestern Baptist Theological Seminary

Philip Petray, 1970
Assistant Professor of Social Science
BSE, Henderson State University
MSE, University of Central Arkansas

Joe Petty, 1987
Instructor of Specialized Machining
BS, University of Central Arkansas

Shirley J. Powell, 1977
Professor of Business
AA, Arkansas State University-Beebe
BA, Harding University
MSE, Arkansas State University
MS, Harding University
PhD, University of Mississippi

Jack Raber, 1991
Assistant Professor of Business Administration
BSBA, Henderson State University
MBA, Texas A & M University-Commerce

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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</table>
| **Dawn Reed, 2007** | Assistant Professor of Criminal Justice/Psychology | AA, Arkansas State University - Beebe  
                                | BA, University of Arkansas - Little Rock  
                                | MA, University of Arkansas - Little Rock |
| **John Paul Reed, 1988** | Instructor of Welding                     | Certified Master Instructor  
                                | Certified Welding Educator for AWS  
                                | ASNT Level II Certified Welding Inspector |
| **Troy D. Reed, 1997** | Instructor of Welding                     | PBTE, Instructor  
                                | NOCTI                                                                 |
| **Thomas Reilly, 1990** | Assistant Professor of History             | AA, Berkshire Community College  
                                | BA, North Adams State Teachers College  
                                | MAFT, University of Massachusetts at Amherst |
| **Matthew Rhoads, 2008** | Instructor of Psychology                  | BA, Ouachita Baptist University  
                                | MA, Forest Institute of Professional Psychology |
| **Joseph Scott, 2010**   | Instructor of Biology/Wellness Coordinator   | BSE, University of Arkansas  
                                | MS, University of Arkansas for Medical Sciences |
| **Janelle Selvidge**     | Instructor of Art                          | AA, Crowley’s Ridge Junior College  
                                | BS, Harding University  
                                | MSE, Harding University |
| **Lee Selvidge, 2007**   | Instructor of Spanish                      | BA, Harding University  
                                | MEd, University of Arkansas at Little Rock |
| **Jerry William Sites, 2001** | Assistant Professor of Agriculture         | BS, University of Arkansas  
                                | MA, Dallas Theological Seminary  
                                | MS, University of Arkansas |
| **Cindy Smith, 1997**    | Instructor of Practical Nursing            | LPN, Baptist Medical System  
                                | AASN-RN, Arkansas State University-Beebe |
Organization & Personnel

Richard Smith, 2010
Assistant Professor of Biology
BS, Arkansas State University
MS, Arkansas State University
PhD, University of Arkansas for Medical Sciences

Ron Snyder, 1991
Drafting Diploma, Foothills Technical Institute
Instructor of Computer-Aided Drafting

James Stevens, 2008
Collision Repair/Refinishing, ASE
Collision Damage Estimator, ASE
Instructor of Auto Body Collision Repair

Leslie Thurman, 2007
BFA, Arkansas State University
MA, Arkansas State University
SCCT, Arkansas State University
Instructor of Speech

Curtis Traylor, 2004
BS, Arkansas Tech University
Master Technician Chrysler Corp.
Master Technician ASE
Instructor of Automotive Technology

Michael Troop, 2002
AAS, Arkansas State University-Beebe
BS, Arkansas State University
MBA, Arkansas State University
Instructor of Computer Systems & Networking
Technology/Department Head

Walter Tubbs, 2006
AA, Arkansas State University-Beebe
AAS, Arkansas State University-Beebe
BS, Arkansas State University
Instructor of Agriculture Equipment Technology

Mona Vaden, 1995
BS, Harding University
MSE, Harding University
Assistant Professor of Art

Brad Vanaman, 1997
Diploma, Foothills Technical Institute
NOCTI, Industrial Electrician
AR Industrial Maintenance Electrician License
Instructor of Electronics

H. Kathleen Vaughan, 2008
BSE, Ouachita Baptist University
MSE, Arkansas State University
Instructor of Early Childhood Education

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<tr>
<th>Name</th>
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</table>
| **Sheila Vernon, 1987** | Instructor of Adult Education | BSE, University of Central Arkansas  
MEd, University of Arkansas at Little Rock |
| **Vivian Walters, 2010** | Instructor of Reading | BFA, University of Houston  
MA, University of Central Arkansas |
| **Alison West, 2009** | Instructor of Mathematics | AA, Arkansas State University-Beebe  
BSE, Arkansas State University  
MA, University of Central Arkansas |
| **Bonnie Wiley, 2010** | Instructor of Communications | BSE, Southern Arkansas University  
MSE, Ouachita Baptist University |
| **Regina Williams, 2003** | Assistant Professor of English | AA, Southern Arkansas University at El Dorado  
BA, Louisiana State University at Shreveport  
MA, Louisiana Tech University |
| **Sandra Williams, 1999** | Instructor of Speech/Theater | BSE, Arkansas State University  
MA, Arkansas State University |
| **Patricia Wilson, 2004** | Instructor of Practical Nursing | BSN, Harding University |
| **Charles Wisdom, Jr., 1995** | Assistant Professor of Agriculture | BS, Arkansas State University  
MS, Arkansas State University |
| **Kenneth Woechan, 2010** | Director/Instructor of Gas Drilling | BS, University of South Alabama |
| **Mary Yaya, 2010** | Instructor of Practical Nursing | BS, University of Central Arkansas  
BSN, Harding University |

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**Administrative Support Staff**

*Sandra K. Adams, 1991*  
*Information Systems Manager*  
BSE, Arkansas State University  
MSE, Arkansas State University

*Greg Asbury, 2007*  
*Student Development Specialist/Learning Center*  
BS, University of Central Arkansas

*Sharon Been, 1982*  
*Controller*  
AA, Arkansas State University-Beebe  
BS, Arkansas State University

*Joe Berry, 2007*  
*Student Development Specialist,*  
BA, University of Arkansas at Little Rock  
MPA, University of Arkansas at Little Rock

*Cheryl Tripp Cherry, 1989*  
*Special Needs Coordinator*  
Business Education Diploma, Foothills Technical Institute  
AGS, Arkansas State University-Beebe

*Angella Coley, 2005*  
*Student Development/Transfer Specialist*  
BA, Lyon College

*Susan Collie, 2009*  
*Director of Human Resources*  
BSE, University of Arkansas

*Karen Cooper, 2004*  
*Assistant to the Vice Chancellor and Counselor,*  
BA, Lyon College  
MSE, University of Central Arkansas

*Stephanie Creed, 2010*  
*Director of Administrative Support Services*  
CPPO, Universal Public Purchasing Certification Council  
CPPB, Universal Public Purchasing Certification Council

*Louise Driver, 2010*  
*Director of Financial Aid*  
BA, Henderson State University

*Rhonda S. Durham, 1998*  
*Director of Distance Learning*  
BS, Northeastern Oklahoma State University  
MEd, University of Arkansas at Little Rock

*Colbie Falwell, 2004*  
*Director of Public Information*  
BS, Arkansas State University  
JD, University of Arkansas at Little Rock School of Law

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Wade Fincher, 1991
MSEE, University of Arkansas

Rikky Free, 2009
AAS, Arkansas State University-Beebe

Carolyn Fridley, 2011
AA, Florida State College
BA, University of North Florida
MBS, Southeastern Oklahoma State University

Don Gaines, 2006
BSE, Arkansas State University

Wanda Gooden, 2011
BS, Harding University
MS, Harding University

Michelle Hardin, 2011
BSE, University of Central Arkansas

Robin Hayes, 1999
BSE, University of Central Arkansas
MS, University of Central Arkansas

Preston Haynie, 1981
BSE, University of Arkansas
ME, University of Arkansas
Secondary Vocational Administrator & Post-Secondary Assistant Director Certification

Jason Henry, 2010
BGS, Arkansas State University
MS, Southern Illinois University

Zettie Holland, 1974
BA, Arkansas Tech University
MEd, University of Arkansas
MSE, University of Central Arkansas

Joe Hooker, 2005
BA, Arkansas State University

Ronald Hudson, 2007
BA, University of Arkansas at Monticello
MA, Arkansas Tech University

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## Arkansas State University - Beebe

### Organization & Personnel

**Todd Hunter, 2006**  
*Workforce Training Coordinator*  
BA, Harding University  
MBA, Webster University

**Rose Mary Jackson, 2007**  
*Director of Community Relations and Marketing*  
BS, John Brown University

**Carol Johnson, 2005**  
*Director of Advancement and Grant Writing,*  
Heber Springs Campus  
BS, Arkansas State University  
MBA, Baker College

**DeAira Kennemer, 2010**  
*Student Success Coordinator*  
BA, University of Wisconsin  
MS, University of Central Arkansas

**Erica Killion, 2011**  
*Transfer Coordinator/Student Support Services*  
Heber Springs Campus  
BS, Arkansas Tech University

**Cherri Kuchel, 2004**  
*Student Development Specialist/Student Support Services*  
BA, University of Arkansas at Little Rock

**Rachel JoAnn Lewis, 1995**  
*Research Analyst*  
AA, Arkansas State University-Beebe  
BS, Arkansas State University

**Amy Mahan, 2007**  
*University Registrar*  
BA, University of Arkansas at Little Rock  
MA, University of Arkansas at Little Rock

**Jim Martin, 2009**  
*Chief, University Police*  
Certificate, Arkansas Law Enforcement Training Academy

**Tisha Marzewski, 2007**  
*Coordinator of Disability Services/Counselor*  
BA, Lyon College  
MRC, Arkansas State University

**David Mayes, 2006**  
*Director of Enrollment Management*  
BA, Arkansas Technical University  
MA, Northwestern State University of Louisiana  
SCCT, Arkansas State University

**Keith McClanahan, 1995**  
*Director, Division of Advanced Technology and Allied Health*  
BSEE, University of Mississippi  
MSEE, University of Mississippi  
SCCT, Arkansas State University  
Ed.D.s, Arkansas State University

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Arkansas State University - Beebe

Organization & Personnel

Shola McFadden, 2008
AAS, Arkansas State University-Beebe
BA, Harding University

Betty Jean Meyer, 2003
BA, North Central College

Deana Middleton, 2008
BA, Mississippi University for Women
ME, University of Southern Mississippi

Robbins Miller, 2007
BS, Arkansas State University

David Money, 2009
BSE, University of Arkansas
MEd, University of Arkansas

Carroll Moody, 2001
BSE, Arkansas State University
MSE, Arkansas State University

Faye Moore, 1995
BA, Harding University
MA, University of Arkansas

Ketta Murray, 1990
BSE, University of Central Arkansas
MS, University of Central Arkansas

Constance Nowell, 1995
BA, University of Arkansas
MEd, University of Arkansas
EdD, University of Arkansas

Sherry Organ, 2007
BSE, Arkansas State University
MSE, Arkansas State University

Kathryn Osborn, 2010
AA, Arkansas State University-Beebe
BS, Arkansas State University

Counselor/Academic Coordinator for Upward Bound
Business Manager, Heber Springs Campus
Counselor and Student Financial Aid Officer ASU-Heber Springs
Business Manager
Director of Economic Development
Director of Occupational Technology
Student Development Specialist/Learning Center
Director of Student Services
Director of Student Support Services/TRIO Coordinator
Career Pathways Coordinator

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Arkansas State University - Beebe

Organization & Personnel

Neil Outar, 2000
  Coordinator of Campus Life
  BA, University of Pennsylvania

Kristine Penix, 2010
  College and Career Links Manager
  BS, Culver-Stockton College

Tammy Phillips, 2007
  Career Pathways Community Outreach
  AS, Neosho County College

Larry Ranney, 2008
  Testing Administrator at Little Rock Air Force Base
  BA, University of Arkansas
  MA, University of Arkansas
  PhD, Ohio University

Amber Reed, 2010
  CTE Success Coordinator
  BS, Arkansas State University

Natasha Richardson, 2010
  Coordinator of Adult Education
  BA, Arkansas State University
  MBA, Arkansas State University

Melissa Ritter, 2008
  Employment and Training Coordinator
  BS, University of Central Arkansas

Sheriece Robinson, 2010
  Coordinator of Testing
  BA, Mississippi State University
  MS, Mississippi State University

Mark Rolland, 2007
  Student Development Specialist/Learning Center
  AA, Arkansas State University - Beebe
  BSE, Arkansas State University
  MSE, Arkansas State University

Burnis Rouse, 1988
  Counselor of Regional Career Center
  BA, Harding University
  MA, University of Arkansas at Little Rock

Ronald S. Russ, 1997
  Assistant Librarian
  BA, State University of New York at Binghamton
  MLS, State University of New York at Buffalo

Sharon Scudder, 2001
  Student Development Specialist/Student Support Services
  AA, Arkansas State University-Beebe
  MEd, Harding University

“Transforming Lives Through Quality Learning Experiences”
## Arkansas State University - Beebe

### Organization & Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Details</th>
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<tbody>
<tr>
<td><strong>Nancy A. Shefflette, 2000</strong></td>
<td>Director of Little Rock Air Force Base Degree Programs</td>
</tr>
<tr>
<td>BA, University of California, Irvine</td>
<td></td>
</tr>
<tr>
<td>MAL, University of Denver</td>
<td></td>
</tr>
<tr>
<td>MA, Central Michigan University</td>
<td></td>
</tr>
<tr>
<td><strong>Diane Shores, 2008</strong></td>
<td>Career Pathways Case Worker</td>
</tr>
<tr>
<td>BSE, University of Arkansas at Little Rock</td>
<td></td>
</tr>
<tr>
<td>MSE, University of Arkansas at Little Rock</td>
<td></td>
</tr>
<tr>
<td>MSE, Arkansas State University</td>
<td></td>
</tr>
<tr>
<td><strong>Tracy Smith, 2007</strong></td>
<td>Head Librarian</td>
</tr>
<tr>
<td>BA, Northeastern Oklahoma State University</td>
<td></td>
</tr>
<tr>
<td>MLIS, University of Oklahoma</td>
<td></td>
</tr>
<tr>
<td><strong>Bonnie Smyth-McGaha, 2006</strong></td>
<td>Director of Institutional Research</td>
</tr>
<tr>
<td>BA, University of Central Arkansas</td>
<td></td>
</tr>
<tr>
<td><strong>Tonia Spradlin, 1993</strong></td>
<td>Student Development Specialist/ Learning Center</td>
</tr>
<tr>
<td>AA, Arkansas State University-Beebe</td>
<td></td>
</tr>
<tr>
<td>BA, Arkansas State University</td>
<td></td>
</tr>
<tr>
<td>MBA, Webster University</td>
<td></td>
</tr>
<tr>
<td><strong>Annette Stapleton, 1985</strong></td>
<td>Business Manager, Searcy Campus</td>
</tr>
<tr>
<td>Computerized Accounting Diploma, Foothills Technical Institute</td>
<td></td>
</tr>
<tr>
<td><strong>Michelle Supratman, 2006</strong></td>
<td>Career Pathways Work Readiness Instructor</td>
</tr>
<tr>
<td>BA, Harding University</td>
<td></td>
</tr>
<tr>
<td>MAEd, Harding University</td>
<td></td>
</tr>
<tr>
<td><strong>Susan Taylor, 1995</strong></td>
<td>Director of Upward Bound</td>
</tr>
<tr>
<td>BS, Lyon College</td>
<td></td>
</tr>
<tr>
<td>MSE, Arkansas State University</td>
<td></td>
</tr>
<tr>
<td><strong>Debra Thompson, 1989</strong></td>
<td>Coordinator of Admissions, Heber Springs Campus</td>
</tr>
<tr>
<td>AA, Arkansas State University-Beebe</td>
<td></td>
</tr>
<tr>
<td><strong>Jerry Thompson, 1989</strong></td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td><strong>Angie Totty, 2000</strong></td>
<td>Director of Student Life</td>
</tr>
<tr>
<td>BS, Southern Arkansas University</td>
<td></td>
</tr>
<tr>
<td>MEd, Southern Arkansas University</td>
<td></td>
</tr>
<tr>
<td>SCCT, Arkansas State University</td>
<td></td>
</tr>
<tr>
<td><strong>Diandra Verser, 2009</strong></td>
<td>Student Development Specialist, Heber Springs</td>
</tr>
<tr>
<td>AA Arkansas State University-Beebe Campus</td>
<td></td>
</tr>
<tr>
<td>BA Henderson State University</td>
<td></td>
</tr>
</tbody>
</table>

“Transforming Lives Through Quality Learning Experiences”
Arkansas State University - Beebe

Organization & Personnel

Jessica Ware, 2010
Hall Director/Student Services Specialist
BS, Arkansas State University

Cindy Wheeler, 2010
Career Pathways Case Manager
AA, Arkansas State University-Beebe
BS, John Brown University
MS, University of Arkansas

Pamela White, 1978
Campus Store Manager

Rebecca Wolf, 2003
Director of Learning Center
BSE, Arkansas State University
MSE, Arkansas State University
EdD, University of Arkansas at Little Rock

Linda Yelder, 2007
Associate Director of Financial Aid
AAS, Pulaski Technical College

“Transforming Lives Through Quality Learning Experiences”
Emeriti

Linda Allee, 1984-2010  Emeritus Assistant Professor of Mathematics  Emeritus Assistant Professor of Chemistry  Emeritus Assistant Professor of English  Emeritus Assistant Professor of Business Administration
Hugh Battershell, 1960-1987  Emeritus Assistant Professor of Chemistry
Wilma Beard, 1961-1989  Emeritus Assistant Professor of English
James Bishop, 1976-1987  Emeritus Assistant Professor of Fine Arts
Donald Cain, 1986-1993  Emeritus Assistant Professor of Reading
L. R. Chudomelka, 1965-1999  Emeritus Assistant Professor of Computer Aided Drafting and Design
Ruth Couch, 1971-2003  Emeritus Assistant Professor of Fine Arts
James, Darnell, 1989-2011  Emeritus Assistant Professor of Computer Aided Drafting and Design
Hazel Dickey, 1968-2000  Emeritus Professor of Business
William L. Erwin, 1970-1992  Emeritus Professor of Psychology  Emeritus Professor of Business
Frederick Floodstrand, 1989-2007  Emeritus Professor of Physics
Loretta Hale, 1987-2004  Emeritus Assistant Professor of Business
Nancy Hammes, 1994-2010  Emeritus Assistant Professor of Reading
Gary Holland, 1987-2007  Emeritus Assistant Professor of Physical Education
Howard King, 1987-1995  Emeritus Assistant Professor of Physical Education
Wilene Leach, 1990-2007  Emeritus Associate Professor of Electronics
Jeannie Lindsey, 1965-2002  Emeritus Assistant Professor of Physical Education
Stephen Manning, 1991-2011  Emeritus Professor of Biology
Judith McKay, 1984-2010  Emeritus Associate Professor of English
Wendell O. "Buddy" Phillips, 1972-1995  Emeritus Assistant Professor of Agriculture
Billy F. Powell, 1990-2009  Emeritus Assistant Professor of Psychology
Marvin Speight, 1953-1986  Emeritus Assistant Professor of Physical Education
Dianne Tiner, 1985-2009  Emeritus Associate Professor of Psychology and Education
Kay Turley, 1988-2007  Emeritus Assistant Professor of English
Wayne Whitt, 1968-2001  Emeritus Assistant Professor of Mathematics
Gerre Wisdom, 1990-2010  Emeritus Assistant Professor of Reading

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