



Arkansas State
UNIVERSITY
MOUNTAIN HOME



3 Rivers, 2 Lakes, 1 Great Education...ASUMH!

ASUMH.edu

2016-2017 CATALOG



Arkansas State
UNIVERSITY
MOUNTAIN HOME

2016-2017
Catalog

For updates to the 2016-2017 Catalog,
please check the ASU-Mountain Home Website: <http://www.ASUMH.edu>

To access the Catalog Online:
<http://www.asumh.edu/admissions/forms/2016-2017Catalog.pdf>

1600 S. College Street
Mountain Home, AR 72653
Phone: (870) 508-6100
Fax: (870) 508-6287
www.ASUMH.edu





A MESSAGE FROM THE CHANCELLOR

It is my great pleasure to welcome you to Arkansas State University – Mountain Home where our vision is Creating Opportunities – Changing Lives. The campus is located on picturesque rolling hills in Mountain Home, Arkansas. We are surrounded by beautiful forests, two outstanding freshwater lakes, and crystal clear rivers teeming with trout. This is an ideal location for the outstanding facilities you will be utilizing as a student of ASUMH.

We have a diverse collection of degrees and certificates offered with schedule options that will accommodate your needs. We are also proud to host Arkansas State University – Jonesboro through our degree center which delivers a number of bachelor and master degree programs to the campus.

We are fortunate to have outstanding faculty, dedicated to your success. Class sizes are small, allowing you the opportunity to personally interact with your instructor. The University has service and support staff equally committed to your academic success. There are also a number of clubs and organizations offering you options to engage in service or recreation activities outside of the classroom.

Arkansas State University – Mountain Home was created to provide you with an exceptional educational experience. I am pleased that you are exploring the opportunity to enroll here at your University and welcome you as a new student.

Sincerely,

A handwritten signature in black ink that reads "Robin Myers". The signature is fluid and cursive, with the first name "Robin" and last name "Myers" clearly distinguishable.

Robin Myers, Ed.D.

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GENERAL INFORMATION



POLICY STATEMENT

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

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

Telephone Directory **Main Switchboard: (870) 508-6100**

Admissions/Registrar	508-6104
ASU-Jonesboro Programs	508-6170
Bookstore	508-6114
Cashier	508-6125
Center for Workforce Education	508-6106
Testing Center	508-6209
Community Education.....	508-6105
Financial Aid & Scholarships.....	508-6195
Norma Wood Library	508-6112
Security.....	508-6300

Student Responsibility Statement

Students enrolled at ASUMH are expected to study this catalog carefully to become familiar with all policies, procedures, and regulations. Knowledge of the information contained in the catalog is the responsibility of each student.

The provisions of this catalog are subject to change and should be considered to be for informational purposes rather than to be an irrevocable contract between the university and the student.

Equal Opportunity/Affirmative Action Statement

ASUMH is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASUMH are accessible to the disabled.

ASUMH is committed to offering all students, employees, applicants for employment, and other interested parties the rights and protections afforded them by federal and state laws.

ASUMH ensures that the following laws and regulations will be carried out as they pertain to those constituencies:

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990 (Title II)
- Title IX of the Education Amendments of 1972 (Title IX)
- The Age Discrimination Act of 1975 (Age Act)

Students, faculty, staff, and other interested persons who have inquiries regarding ASUMH's efforts to comply with its responsibilities under these laws should contact:

Director of Human Resources (Age Act, Title VI)
Arkansas State University – Mountain Home
Physical Address: Vada Sheid Community
Development Center
Mailing Address: 1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6200
Fax: (870) 424-4070

Director of Student Support Services (504 compliance, Title II, & Title IX)
Arkansas State University – Mountain Home
Roller Hall 1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6168
Fax: (870) 508-6284



ACADEMIC CALENDAR

Fall Semester 2016

ASUMH Family Meeting/Faculty In-service	Monday, August 15
Secondary TC (High School) Center Classes Begin	Monday, August 15
Orientation for New & Adjunct Faculty	(Evening) Tuesday, August 16
Advising and Registration for All Students	Tuesday-Friday, August 16-19
Classes Begin (including First Seven Week Classes)	Monday, August 22
Late Registration	Monday-Thursday, August 22-25
Last Day for Late Registration for Adding Course(s) or for Changing From Credit to Audit	Thursday, August 25
10th Day Class Rosters Due to Registrar's Office	(Noon) Friday, September 2
Labor Day Holiday (Campus Closed)	Monday, September 5
Last Day to Withdraw from 1st Seven Week Classes	Monday, October 3
Last Day of First Seven Week Classes	Tuesday, October 10
First Seven Weeks Final Grades Due (10:00 a.m.)	Thursday, October 13
Second Seven Week Classes Begin	Monday, October 17
Pre-Registration Advising for Spring 2017 Opens	Monday, November 7
Last day to submit <i>Intent to Graduate</i> for December 2016 Graduates	Friday, November 18
Fall Break/Thanksgiving Holiday (No Classes)	Monday-Saturday, November 21-26
Last Day to Withdraw from Full Semester Classes	Monday, November 28
Last Day to Withdraw from 2nd Seven Week Classes	Thursday, December 1
Last Day of Fall 2016 Classes including 2nd Seven Week Classes	Thursday, December 8
Common Algebra Final	Friday, December 9
Study Day	Friday, December 9
Final Examinations	Monday-Friday, December 12-16
Grades Due (10:00 a.m.)	Monday, December 19

Spring Semester 2017

Secondary TC (high school) Center Classes Begin	Tuesday, January 3
ASUMH Family Meeting/Faculty In-Service	Monday, January 9
Advising and Registration for All Students	Tuesday-Friday, January 10-13
Martin Luther King Jr.'s Birthday Observed (No Classes)	Monday, January 16
Classes Begin(including 1st Seven Week Classes)	Tuesday, January 17
Late Registration	Tuesday – Thursday, January 17 - 20
Last Day for Late Registration, Adding Course(s) or for Changing from Credit to Audit	Friday, January 20
10th Day Class Rosters Due to Registrar's Office	(Noon) Monday, January 30
Last Day to Withdraw from 1st Seven Week Classes	Monday, February 27

Last Day of 1st Seven Week Classes	Monday, March 6
Last Day to submit <i>Intent to Graduate</i> for May 2017 Graduates	Friday, March 10
Second Seven Week Classes Begin.....	Monday, March 13
Spring Break (No Classes)	Sunday-Saturday, March 19-25
Pre-Registration Advising for Summer 2017 and Fall 2017 Opens.....	Monday, March 27
Last Day to Withdraw from Full Semester Classes.....	Thursday, April 20
Last Day to Withdraw from 2nd Seven Week Classes	Thursday, April 27
Last Day of Spring 2017 Classes including 2nd Seven Week Classes.....	Thursday, May 4
Common Algebra Final.....	Friday, May 5
Study Day.....	Friday, May 5
Final Examinations (Including 2nd Seven Wk Classes).....	Monday-Friday, May 8-12
Grades Due (10:00 a.m.)	Monday, May 15
Commencement.....	6:30 p.m., Monday, May 15

First Summer Term 2017

Pre-registration for Summer I & II	Wed. & Thur., May 24-25
Memorial Day Observed (Campus Closed)	Monday, May 29
Classes Begin	Tuesday, May 30
Last Day for Late Registration, Adding Course(s), or for Changing from Credit to Audit	Tuesday, May 30
Last Day to Withdraw	Wednesday, June 21
Last Day of Class/Final/Examinations	Wednesday, June 28
Grades Due (10:00 a.m.)	Thursday, June 29

Extended Summer Classes for 2017 Begin

Second Summer Term 2017

Pre-registration for Summer II	Wed. & Thur., June 28-29
Classes Begin	Monday, July 3
July 4th Observed (Campus Closed).....	Tuesday, July 4
Last Day for Late Registration, Adding Course(s), or for Changing from Credit to Audit	Monday, July 3
Last Day to Withdraw	Wednesday, July 26
Last Day of Class/Final Examinations	Wednesday, August 2
Grades Due (10 a.m.)	Thursday, August 3

Vision, Mission, and Purposes



VISION

Creating Opportunities~Changing Lives

ASUMH will provide expertise and resources to create opportunities and change lives.

MISSION OF ASUMH

The mission of ASUMH is to LEAD through educational opportunities.

Lifelong Learning,
Enhanced Quality of Life,
Academic Accessibility, and
Diverse Experiences

PURPOSES

Imbedded in the mission statement are the ASUMH Institutional Purposes:

- To provide affordable and accessible educational opportunities.
- To create enlightened citizens through diverse experiences.
- To provide a foundation for lifelong learning.
- To help students achieve personal and career goals to enhance their quality of life.

In order to implement its mission, ASUMH is committed to the following Academic Purposes:

1. Through a core curriculum of courses, students will acquire the basic foundation of lifelong learning.
2. Through an emphasis on writing within the curriculum, students will incorporate writing skills into all disciplines.
3. Through technology-enriched curricula, students will be required to employ technology skills within the disciplines.
4. Through the Associate of Arts degree, students will gain the general education competencies, which will enable them to transfer into and be academically prepared to succeed in baccalaureate degree programs at four-year universities.

5. Through the Associate of Applied Science degrees, students will gain the range of knowledge, specialized skills, and competencies necessary for successful entry into their respective fields.
6. Through technical certificates and certificates of proficiency, students will gain the specialized knowledge, skills, and competencies required for successful entry in the workforce.
7. Through college-preparatory courses in reading, writing, and mathematics, under-prepared students will have the opportunity to gain the skills and knowledge essential to achieve success at the collegiate level.
8. Through the Center for Workforce Education, business and industry students will be provided with customized training, knowledge, and technical skills.
9. Through the community education classes, citizens will gain the skills and knowledge they desire for personal enrichment and professional advancement.
10. Through academic support services, students will have assistance in achieving their educational goals.
11. Through the library, students will have access to resources and services.
12. Through financial aid programs, students will have access to information that may assist them with financing their education.
13. Through cultural programs and curricula, students and the local community will be encouraged to expand their awareness of diversity.
14. Through ongoing assessment and evaluation, the university will ensure that programs and services grow and change with the needs of the students served.

The History of the University



HISTORY OF THE UNIVERSITY

Responding to urging from community leaders, North Arkansas Community College (NACC) began an off-campus program in Mountain Home in 1974 by offering two evening classes at the high school. As the program grew, additional temporary locations were used to support enrollment needs.

In the fall of 1976, a center was established by NACC that eventually included an Adult Basic Education program. At that time, 10 classes were offered. By the summer of 1986, approxi-

mately 50 freshman and sophomore classes were being offered and four junior and senior-level classes (in elementary education) were being offered through an ar-



rangement with Arkansas State University. Continued growth helped move the local higher education classes from the public school and into the former Twin Lakes Baptist Church on East Ninth Street. When that move was accomplished in 1984, the Mountain Home center became a satellite campus of NACC.

In 1985, with monies provided by Baxter County and the City of Mountain Home, and the remainder being raised by a group of community leaders, the buildings belonging to the former First Baptist Church of Mountain Home were purchased. The Vocational-Technical Education Division of the State Department of Education purchased the building known as McClure Chapel and an adjoining piece of property. The Baxter County Vocational-Technical and Adult Basic Education Center began operation in 1985 under the umbrella of the former Twin Lakes Vocational-Technical School at Harrison.

In 1991, Act 1244 of the Arkansas General Assembly created technical colleges from 13 vocational-technical schools in the state, as well as from the Baxter County Vocational-Technical Center and the North Arkansas Community/Technical College Center in Mountain Home. The legislation also moved vocational-technical schools from under the supervision of the State Department of Education and made them answerable to the State Department of Higher Education. For the other schools, the transition from post-secondary technical schools to technical colleges involved adding academic offerings. The opposite was true in Mountain Home. A technical division needed to be added to the existing college transfer academic program.

Before the state legislature would approve Mountain Home for technical college status, the community had to make a local financial commitment and demonstrate support for a college. As a result of a public hearing in June of 1991, it was decided to request technical college status and to ask NorthArkansas Community/Technical College to provide accredited courses until the local college received accreditation status. Mountain Home Technical College was established on July 1, 1991. In May of 1992, the Mountain Home Technical College advisory committee unanimously agreed to seek affiliation with Arkansas State University to form a branch campus similar to the one at Beebe. On July 1, 1993, Mountain Home Technical College officially became Arkansas State University-Mountain Home Technical College. On October 19, 1993, a special election was held to establish a technical college taxing district in Baxter County and to levy a 2 mill property tax. The public support for this obligation was overwhelming, and the measure passed. Due to the commitment of the residents of Baxter County and the cooperation of the Department of Higher Education and Arkansas State University-Jonesboro, ASUMH was established on July 1, 1995, with Dr. Ed Coulter as its first Chancellor.

In 1996, the university selected a mascot that would depict its growth – the ASUMH Trail Blazers. The mascot was supported by Chancellor Ed Coulter who said the university was “blazing a trail into the 21st century.”

In 1997, ASUMH purchased approximately 130 acres at 1600 South College Street for the construction of a new campus. An official groundbreaking ceremony was held April 8, 1998, and construction began that summer. The Campus Grand Opening/Dedication was held April 25, 2000. Thus began the growth of ASUMH to the campus it is today. Buildings included in the original campus construction were Dryer Hall, First National Hall, McClain Hall, and Roller Hall.

Since that time, three new buildings now grace the hilltop architecture. The McCurley Maintenance Complex was completed in 2006, Gotaas Hall in 2008, and the Vada Sheid Community Development Center was completed in September of 2010. The Vada Sheid CDC houses the largest auditorium in north central Arkansas with a seating capacity of 1600.

Upon the retirement of Dr. Coulter in July 2012, Dr. Robin Myers became the second Chancellor of ASUMH.

A new Technical Center was added in 2014, serving both traditional students and area high school students through a Secondary Center operated in the facility. The ASUMH Art Gallery was also created in 2014, housed in the Vada Sheid Community Development Center.

ACCREDITATION OF PROGRAMS

ASUMH'S academic programs are accredited by the regional accrediting agency for all programs. Individual programs are accredited by specialized accrediting agencies for the respective programs.

**The Higher Learning Commission and is a member
of the North Central Association of Colleges and Schools**

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602-2504

1-312-263-0456

www.ncahigherlearningcommission.org

American Board of Funeral Service Education (ABFSE)

3432 Ashland Avenue, Suite U

St. Joseph, MO 64506

(816) 233-3747

www.abfse.org

**Commission on Accreditation of
Health Education Programs (COAHEP)**

1361 Park Street

Clearwater, FL 33756

(727) 210-2350

www.coahep.org

ASUMH Memberships and Affiliations

Academy of Criminal Justice Science
American Association of Community Colleges
American Association of Women in Higher Education
American Sociological Association
Arkansas Academic Advising Network
Arkansas Association of College and University Business Officers
Arkansas Association of Collegiate Registrars and Admissions Officers
Arkansas Association of Women in Two-Year Colleges
Arkansas Association for Developmental Education
Arkansas College and University Personnel Association
Arkansas Community Colleges
Arkansas Institutional Research Organization
Arkansas State Board of Nursing
Community College Humanities Association
Council of North Central Two Year Colleges
Council for Resource Development
National Association of College and University Business Officials
National Council for Marketing and Public Relations
North Arkansas Two-Year College Consortium (NATYC)
Southern Association of College and University Business Officers
Southern Association of Collegiate Registrars and Admissions Officers

Admissions



ADMISSION POLICY

ASUMH has an open door academic admission policy. This policy is designed to enhance access to educational opportunities. Nevertheless, the prospective student is reminded that standards of quality are maintained and that students will be required to remove deficiencies before entering certain programs or courses.

Felony Admission Procedures

According to ASUMH Policy, any prospective student (applicant) who has a felony conviction or has pending felony charges, or who is listed as a sex offender will have additional paperwork to complete prior to consideration for admission to ASUMH. The additional requirements include a state background check from the state where the conviction occurred (at applicant's expense) and completion of a criminal history form. Letter(s) of recommendation, documentation of completion of rehabilitation programs, police reports, court documents and any other relevant documents are encouraged but not required. For priority consideration, all additional documents must be received in the Admissions Office three weeks prior to the beginning of the semester. Applicants will be placed in a pending status until an admission decision is made by the ASUMH Criminal History Committee (CHC) comprised of faculty, staff and administration. This process may cause a delay in the admission process, depending on the time required to receive all documentation.

The existence of a conviction does not mean that a student will be denied admission to ASUMH. All information provided with the additional documents will be considered before a decision is made. However, failure to provide complete, accurate and truthful information will be grounds to deny or withdraw admission, or to dismiss after enrollment.

All students must see an advisor before registration.

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

Communications concerning admission should be addressed to the Office of Admissions, Arkansas State University-Mountain Home, 1600 S. College Street, Mountain Home, AR 72653, or call (870) 508-6104.

ADMISSION REQUIREMENTS

Beginning Freshmen

Prospective students must submit the following credentials before registering:

1. A formal application for admission. Online applications may be found at www.asumh.edu.
2. American College Test (ACT) Student Profile Report or SAT or ASSET or COMPASS Test scores. (In accordance with state law, test scores are required for placement in math, English, and reading.) The COMPASS Test is offered at ASUMH by calling 870-508-6209.
3. An official high school transcript that includes the date of graduation* or results of the General Education Development (GED) test and official transcripts from previous colleges or universities.
4. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.

* A tentative admission decision can be made on the basis of a seven-semester high school transcript.

High School Students

Concurrent Enrollment

High school students enrolled in any college-level class, whether enrolled for dual or concurrent credit, must have acceptable placement test scores in order to enroll in a college-level course.

Summer Enrollment

High school students who have completed their junior year, have a "B" average (3.00 on a 4.00 scale), and are recommended by their high school counselor, principal, or superintendent may enroll as full-time students at ASUMH during the summer session preceding their senior year of high school.

General Admission Requirements for High School Students

High school students must submit the following:

1. A formal application for admission.
2. American College Test (ACT), SAT, ASSET, COMPASS or ACCUPLACER Test scores. (In accor

dance with state law, test scores are required for placement in math, English, and reading.)

- 3. An official high school transcript.
- 4. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.
- 5. ASUMH Letter of Recommendation form completed by a designated high school official.

High school students may not enroll for more than 7 hours per semester without prior approval of the registrar.

To be eligible to enroll in college-level general education classes, a student must achieve the following minimum test scores:

OR

The student may ask for an individual evaluation based on other performance criteria. The student may be selected through a process determined to be appropriate by his/her high school principal or counselor and based on performance criteria that justify waiver of the GPA criteria outlined above. High school students applying for admission under this provision must provide a statement from the principal or counselor outlining the selection process and performance criteria deemed sufficient to justify waiving the GPA requirement. ASUMH reserves the right to review these criteria and to deny admission.

ACT		ASSET		COMPASS		ACCUPLACER
English 19	or	English 45	or	English 80	or	English 83
Reading 19	or	Reading 45	or	Reading 83	or	Reading 78
Math 21	or	Math 43	or	Algebra 47	or	Algebra 100

Home-Schooled Students

Home-schooled students must meet the same requirements as those listed for beginning freshmen with one exception. The home-schooled student may submit a transcript which indicates the equivalent of a completed high school transcript or a GED.

International Students

ASUMH endorses the “NAFSA Principles for International Educational Exchange” developed and published by the National Association for Foreign Student Affairs. Foreign students are required to complete the TOEFL examination with a minimum score of 500 prior to acceptance.

A citizen of a nation other than the United States of America wishing to apply for admission to ASUMH should write to:

Office of Admissions/International Studies Coordinator
Arkansas State University-Mountain Home
1600 S. College
Mountain Home, AR 72653

International students are not eligible for Financial Aid.

The following information is needed to process applications for admission for international students:

1. A completed application for admission.
2. Official secondary school transcript/examination results. **ONLY ORIGINAL DOCUMENTS OR COPIES CERTIFIED BY A SCHOOL OR CONSULAR OFFICIAL WILL BE ACCEPTED.**
3. Official transcripts of all education beyond the secondary school. **DOCUMENTS MUST BE IN ENGLISH AND SHOW ALL COURSES TAKEN AND GRADES RECEIVED. ONLY ORIGINAL DOCUMENTS OR COPIES CERTIFIED BY A SCHOOL OR CONSULAR OFFICIAL WILL BE ACCEPTED.**

If students are transferring from a college or university outside the United States to ASUMH, they must send their transcript to either Educational Credential Evaluators, Inc. (ECE) or to World Education Services (WES). ECE or WES will evaluate their transcript and notify ASUMH of the courses that are equivalent to courses at ASUMH. Both companies charge for this service.

4. Proof of English proficiency (TOEFL). Applicants must submit a score of 500 (paper based), 173 (computer based exam) or 61 (internet based). Official score report must be mailed directly from ETS to ASUMH. (ASUMH TOEFL code number is 6057.)
5. Financial statement form, completed and dated no more than 6 months prior to the date of enrollment. Sponsors must attach an official bank statement which verifies that \$18,666 is on deposit in an American bank.

6. Official score report from ACT or SAT examinations. (Not required if the student has more than 24 acceptable semester credit hours with math and English included.)
7. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.
8. Record of current tuberculin skin test (TST). A chest x-ray may be required if tuberculin reading is positive.
9. Proof of health insurance with repatriation requirement on the policy.

The completed application and ALL supporting documentation must be received in the Office of Admissions at least 3 months prior to the desired enrollment date. The applicant will be informed by mail of admission status.

Temporary Students

A student enrolled at another college or university may enroll as a temporary student and have a record of his/her credits forwarded to that institution. Generally, such enrollment will apply only to summer terms. No transcript is required unless the student is enrolling in a math or English course; however, an application for admission and certification of immunization must be filed, along with a letter of good standing from the institution to which the credit should be sent. If the student wishes to continue for a subsequent semester at ASUMH, he/she must follow the application procedure for transfer students.

Transfer Students

Students who have completed fewer than 24 semester hours at a regionally accredited college or university will be admitted on the same basis as entering freshmen. Transfer students with a cumulative GPA below 2.00 may be admitted conditionally with academic warning. No student on academic suspension from any school, college, or institution of higher learning may enroll until one regular semester has passed and ASUMH's registrar approves the admission.

Students who have completed 24 or more semester hours at a regionally accredited college or university must have a cumulative grade point average of 2.00 and must submit the following:

1. A formal application for admission.
2. Official transcripts from all colleges attended.

3. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.

Note: If the 24 transferring hours do not include English composition and an algebra course, transfer students must also submit ACT, SAT, ASSET or COMPASS scores for placement.

Transfer students who do not provide evidence of compliance with state-mandated remediation requirements will receive conditional admission based on ACT/SAT/ASSET/COMPASS scores and/or transcript evaluation(s). (See the description of conditional admission under Admission Categories)

Online Students

Requirements are the same for Online students based on student categories. (See pages 19-23)

PROGRAM ADMISSION REQUIREMENTS

*All additional immunizations and medical test requirements
are the financial responsibility of the student.*

All students who enroll in any health science program will be required to submit for random drug screening. Refusal to submit will result in dismissal from the respective program.

Certified Nursing Assistant and Certified Nursing Assistant Medication Assistant Students

CNA students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH covering the submission of all required admission credentials. (See Admission Requirements.)

All applicants must have proof of a negative tuberculin skin test (TST) or a negative chest x-ray if the skin test is positive prior to clinical.

Emergency Medical Technician Students

EMT students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, covering the submission of all required admission credentials. (See Admission Requirements)

All applicants must meet the following requirements:

1. Be 18 years old by the end of the EMT course.
2. Have a current American Heart Association BLS Healthcare Provider Certification.
3. Have proof of a negative tuberculin skin test (TST) or a negative chest x-ray if the skin test is positive prior to clinical.
4. Have a criminal background check. Forms will be discussed during the first class.
5. Sign waivers and required forms as provided by program director.

Funeral Science Students

Candidates for the Associate of Applied Science – Funeral Science degree must meet the standards and requirements for admission to ASUMH prior to applying to the Funeral Science program. This includes a formal application for admission to ASUMH, covering submission of all required admission credentials. (See Admission Requirements) The deadline for application and all required documentation for the fall cohort is March 15. The deadline for application and all required documentation for the spring cohort is October 15. Applicants are considered for the Funeral Science program after completing and submitting the following information to the Funeral Science Program Director:

1. Funeral Science Program Application.
2. Letters of recommendation from at least three individuals. These letters will carry additional weight if from funeral professionals, educators, and/or funeral organizations. These letters should document:
Work experience in which the applicant is exposed to matters related to dying and/or death. Students must submit verification of this work experience and the verification must be on company letterhead and signed by the supervisor. Note: students without prior work related experience may still apply. or
Other customer service, management work experience as it relates to serving the public in a related field or circumstance.
3. Transcript that establishes GPA by either:
 - a. Completion of 12 credit hours from list of directed courses (see FUS Handbook, Appendix C) with a Cumulative GPA of at least 2.75.
 - b. Completion of all Technical Certificate requirements with a CGPA of at least 2.50.
4. Documentation of the successful completion of any necessary developmental courses .

The Funeral Science Program Director shall forward only completed applications to the Funeral Science Admission Committee. Applicants will be considered by the Funeral Science Admission Committee according to points accrued by virtue of their references, prior experience, academic record, and application. Students will be notified of acceptance by mail. At the time of acceptance,

students will need to complete a criminal background check at www.asumhbackground.com. Students who have previously been convicted of a crime may be restricted from certain clinical facilities and may be ineligible for some state licenses.

IMPORTANT NOTE REGARDING LICENSURE ISSUES: It is the responsibility of each student to understand the licensing requirements for the state in which he/she intends to practice. In many states, convicted felons are ineligible for licensure. Some states require college work beyond the associate degree level. Related Note: many employers may not employ recipients of DUI or DWI violations.

CAUTION: Students applying for admission to the A.A.S. in Funeral Science program should contact their respective state board of funeral service regarding that state board's approval of this particular program of instruction.

Prior to licensure in most states, students will be required to take the National Board Examination (NBE) given by the International Conference of Funeral Science Examining Boards (ICFSEB). A copy of any NBE results must be submitted to the ASUMH program director within 3 days of receipt by the student/graduate.

A student is allowed only two attempts at all Funeral Science core courses, and may repeat no more than two Funeral Science courses to remain enrolled in the program.

Any and all courses which consist of material contained in ABFSE curriculum outlines (eligible for inclusion in the NBE) must have been completed no more than five years prior to completion of the Funeral Science program in order for said courses to apply toward the A.A.S. Funeral Science degree.

A student must maintain a Cumulative Grade Point Average (C.G.P.A.) of 2.5 to remain a Funeral Science major.

Courses including material testable on the National Board Examination may be no older than five years at the time of completion of the Funeral Science program in order to apply toward the AAS – Funeral Science degree.

Transfer students from other colleges must be in good academic standing, not on academic probation, not academically or administratively dismissed, and not barred from continuing enrollment in the Funeral Science program at previous college(s). Prior Learning Assessment (PLA) may be used to validate prior learning. Credit by PLA is at the sole discretion of the Funeral Science Program Director.

Withdrawal / Dismissal

Funeral Science students with two grades less than “C” in Funeral Science courses or core courses may not be retained in the Funeral Science program. While students may be dismissed from the Funeral Science program, they are not dismissed from the University and are assisted with identifying another major. In special cases, a student may be readmitted (cases cannot involve failing grades).

Statute of Limitation

No student will be involuntarily subject to new regulations and academic requirements introduced while continuously enrolled and in good standing in the Funeral Science program, if the new regulations involve undue hardship or loss of academic credits earned to satisfy the requirements previously in effect.

The following regulations are, however, in effect for all students:

A student, who ceased to attend the University for a period of one semester, whether voluntarily or not, is subject to all the regulations and requirements in force at the time studies are resumed.

Policies of the Funeral Science program are subject to revision during the course of development, implementation, evaluation, and the revision of the curriculum. These changes may become effective prior to publication of the next catalog.

The faculty reserves the right to make curriculum revisions through the Curriculum Committee without prior notice or publication, provided these changes would not lengthen the period of time required to obtain the Funeral Science degree.

LPN/Paramedic to Registered Nursing Students

Registered Nursing students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, including the submission of all required admission credentials. (See Admission Requirements.)

The RN program is a one calendar year (three semesters) program that begins in January. Application to the RN program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program. The deadline for application and all required documentation is October 15. There is a competitive admissions process based on:

1. Registered Nursing Program application.
2. A minimum score of 750 on the appropriate HESI Admissions Exam
 - a. LPNs should take the HESI LPN-ADN Entrance Exam
 - b. Paramedics should take the HESI EMS-ADN Entrance Exam
3. Completion of all pre-requisite courses with a grade of "C" or higher.
4. Pre-requisite courses in progress during the fall application period with a midterm grade of "C" or higher. Conditional admission may be granted pending successful course completion with a final grade of "C" or higher.
5. A minimum cumulative GPA of 2.5.

After the selection process is complete, applicants will be notified by mail of acceptance or denial.

At the time of acceptance, students will need to complete a criminal background check. Students who have previously been convicted of a crime may be restricted from certain clinical facilities and may be ineligible to take the NCLEX-RN. It is possible to complete a program of study at ASUMH and be denied the opportunity to take the NCLEX-RN by the Arkansas State Board of Nursing. (See the Academic Programs section for more information.)

After being admitted to the RN program, the student will submit the following information as designated in the admission letter. Note: Students must maintain immunizations and certifications while in the program.

1. Completed Acceptance Form
2. Completed Change of Major Form
3. The student will need to complete a State Police background check (depending on current state of residence.) If the student has lived in their current state less than five years, the student may be required to get an additional background check(s) from the appropriate state(s). Fees vary per state. The completed criminal background form and the correct fees should be submitted by the acceptance deadline.
4. Documentation of completion or initiation of the Hepatitis series. Students must complete the first Hepatitis vaccine before entering the clinical area in the first semester
5. Proof of current tuberculin skin test (TST) or a negative chest x-ray if skin test is positive prior to clinical.
6. Proof of current Tetanus immunization
7. Proof of current American Heart Association Healthcare Provider BLS certification

Students whose primary language is not English must take the Test for English Foreign Language (TOEFL). A passing score of 540 on the paper examination, 207 for the computerized examination, or 83 on the Internet based examination is required.

Paramedic Technology Students

Paramedic students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, including the submission of all required admission credentials. (See Admission Requirements)

Application to the Paramedic Technology program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program.

All applicants must meet the following requirements:

1. Successfully complete any required developmental courses prior to admission to the Paramedic program.
2. Complete required pre-requisites with a grade of "C" or higher.
3. Complete a Paramedic program application.
4. Proof of completion of the FSDAP Paramedic Entrance Exam.
5. Possess an Arkansas EMT license, an Advanced EMT license, a National Registry EMT certification, or Advanced EMT certification.
6. Per EMS Division of the Arkansas Department of Health, no student may enroll in a Paramedic program without first obtaining EMT or Advanced EMT licensure.
7. Have a current American Heart Association BLS Healthcare Provider certification
8. Have proof of a negative tuberculin skin test (TST) or a negative chest x-ray if the skin test is positive.
9. Have documentation of completion or initiation of the Hepatitis series. Students must complete the first Hepatitis vaccine before entering the clinical area in the first semester.
10. Sign waivers, handbook, and required forms as provided by program director.

Phlebotomy Students

Phlebotomy students must meet the standards and requirements for admission to ASUMH prior to applying to the Phlebotomy program. This includes a formal application for admission to ASUMH, covering the submission of all required admission credentials. (See Admission Requirements.)

Application to the Phlebotomy program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program. Applicants are considered for the Phlebotomy program after completing and submitting the following information to the health science coordinator's office:

1. Phlebotomy program application.
2. Proof of completion of the Health Occupations Aptitude Exam.
3. Proof of successful completion of any necessary developmental courses prior to program application submission.

Applicants will be ranked according to scores on the Health Occupations Aptitude Exam, CPT course completion and application.

Students will be notified of acceptance by mail. At the time of acceptance, students are required to complete a criminal background check. Students who have previously been convicted of a crime may be restricted from certain clinical facilities, which may result in dismissal from program.

After being admitted to the Phlebotomy program, the student will present the following to the class instructor the first week of class:

1. Proof of negative tuberculin skin test (TST) or negative chest x-ray if the skin test is positive.
2. Proof of Tetanus/Diphtheria immunization.
3. Documentation of completion or initiation of the Hepatitis series. Students must complete the first Hepatitis vaccine before entering the clinical area.
4. Drug screen - prior to beginning clinical (faculty member to schedule).
5. The student will need to complete a State Police background check (depending on current state of residence.) If the student has lived in their current state less than five years, the student may be required to get an additional background check(s) from the appropriate state(s). Fees vary per state. The completed criminal background form and the correct fees should be submitted by the acceptance deadline.

Practical Nursing Students

Practical Nursing students must meet the standards and requirements for admission to ASUMH prior to applying to the Practical Nursing program. This includes a formal application for admission to ASUMH, covering submission of all required admission credentials. (See Admission Requirements.)

Application to the Practical Nursing program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program. Admission to the program is competitive. The deadline for application and all required documentation for the fall cohort is May 15 and for the spring cohort it is October 15. Applicants are considered for the Practical Nursing program after completing and submitting the following information:

1. Practical Nursing Program Application.
2. A score of at least 70% on the HESI Admission Assessment Exam.
3. Completion of all prerequisites with a grade of "C" or better.
4. The successful completion of any necessary developmental courses prior to application submission.

Selection to the LPN program will be based on a combination of pre-requisite GPA and entrance exam score. After the selection process is completed, applicants will be notified by mail of acceptance or denial.

At the time of acceptance, students will need to complete a criminal background check. Students who have previously been convicted of a crime may be restricted from certain clinical facilities and may be ineligible to take the NCLEX-PN. It is possible to complete a program of study at ASUMH and be denied the opportunity to take the NCLEX-PN by the Arkansas State Board of Nursing.

After being admitted to the Practical Nursing program, the student will present the following to the class instructor the first week of class. Note: Students must maintain immunizations and certifications while in the program.

1. Proof of negative tuberculin skin test (TST) or negative chest x-ray if the skin test is positive.
2. Proof of Tetanus/Diphtheria immunization.
3. Documentation of completion or initiation of the Hepatitis series. Students must complete the first Hepatitis vaccine before entering the clinical area in the first semester.
4. Proof of current American Heart Association BLS Healthcare Provider certification.
5. The student will need to complete a State Police background check (depending on current state of residence.) If the student has lived in their current state less than five years, the student may be required to get an additional background check(s) from the appropriate state(s). Fees vary per state. The completed criminal background form and the correct fees should be submitted by the acceptance deadline.

Students whose primary language is not English must take the Test for English Foreign Language (TOEFL). A passing score of 540 on the paper examination, 207 for the computerized examination, or 83 on the Internet based examination is required.

ADMISSION CATEGORIES

ASUMH grants admission in the following categories:

Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools, or
- B. Applicants who present passing scores on the General Education Development (GED) tests, or submit a completed home-school transcript.
- C. Students not required to complete CPT classes.
- D. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.00 or better, have met all state-mandated remediation requirements, and have not been suspended from the last institution attended. (See Transfer Student Admissions)

Conditional Admission

Students not meeting the requirements for unconditional admission may be granted conditional admission by the registrar. Conditions of admission will be specified by and must be met to the satisfaction of the registrar. Students admitted in this category are:

- A. High school graduates or applicants who pass the General Education Development (GED) test but have not met the mandated minimum area test scores (ACT, SAT, ASSET, or COMPASS) for college-level classes. (See Unconditional Admission B.)
- B. Transfer students who do not have the 2.00 GPA and/or have not met state-mandated remediation requirements may be admitted conditionally if they are eligible to return to the college most recently attended or if they have been out of school for a fall or spring semester.

All students admitted under conditional admission must enroll in required developmental courses during their first 15 hours at ASUMH. During subsequent enrollment terms, students who were granted conditional admission will be subject to the college's academic probation and suspension policy. Students required to take 2 or more developmental courses must also take ORT 1003 Student Success.

Non-Degree

Individuals who wish to pursue courses of special interest without submitting academic credentials may register for a maximum of 6 hours per semester and may accumulate up to 12 semester hours of undergraduate, non-degree credit. Thereafter, non-degree students must comply with college admission requirements or obtain a written waiver from the Office of the Registrar.

In addition, non-degree students are required to meet all course pre-requisites. If the non-degree student plans to register for courses in English or math, he/she must have ACT, SAT, ASSET or COMPASS scores on file before registering.

Courses taken through this program are not applicable toward a degree unless the student provides appropriate admission documents, changes status to degree seeking, and gains approval by the registrar.



Tuition and Fees



TUITION & MANDATORY FEES

Tuition	
In-state per credit hour	94.00
Out-of-state/ International per credit hour	160.00
Academic Excellence Fee per credit hour	5.00
Infrastructure Fee per credit hour	17.00

NOTE: Students enrolled in fewer than 12 credit hours during a regular semester (or fewer than 6 credit hours during a summer session) are classified as part-time students.

MISCELLANEOUS FEES

Automotive Lab Fee (per credit hour).....	25.00
Automotive Program Tools Rental Fee (per credit hour)	35.00
Biology Lab Fee (per course)	25.00
Botony Lab Fee (per course)	25.00
Certified Nursing Assistant Drug Screening Fee (CNA 1007L & 2007L).....	40.00
Certified Nursing Assistant Malpractice Insurance (CNA 1007 & 2007)	16.00
Certified Nursing Assistant Testing Fee (per course)	90.00
Chemistry Lab Fee (per course)	25.00
EMT Background Check Fee (EMT 1007)	25.00
EMT Malpractice Insurance (EMT 1007)	16.00
EMT National Certification Exam Fee (EMT 1007))	70.00
EMT State Certification Exam Fee (EMT 1007)	20.00
Funeral Science Certification Exams (per credit hour).....	20.00
Funeral Science Lab Fee (FUS 2181L, BUS* 2181L)	100.00
Funeral Science Malpractice Insurance (FUS 1001).....	16.00
Geology Lab Fee (per course)	25.00
HVAC Lab Fee (per credit hour)	25.00
HVAC Program Tools Fee (per credit hour)	25.00
Online Fee (per credit hour) (Applies to Internet, Internet Assisted & Distance courses- Sections 30-36, 50-59, 70-79, 80-89, 90-99)	30.00
Paramedic Malpractice Insurance (PAR 1112)	16.00
Paramedic FSDAP Fee (PAR 1013).....	215.00
Paramedic ACLS (Advanced Cardiac Life Support) (PAR 1213)	100.00
Paramedic AMLS (Advanced Medical Life Support) (PAR 2395)	100.00
Paramedic Background Fee (PAR 1104)	45.00
Paramedic Lab Fee (per credit hour)(PAR 1103)	25.00
Paramedic PALS (Pediatric Advanced Life Life Support)(PAR 1105)	100.00

Paramedic PHTLS (Pre-Hospital Trauma Life Support (PAR 2395).....	100.00
Paramedic State/National Licensure Fee (PAR 1104)	150.00
Phlebotomy Drug Screening Fee (PHL 1007).....	40.00
Phlebotomy Lab Fee (PHL 1007)	25.00
Phlebotomy Malpractice Insurance (PHL 1007).....	16.00
Physical Science Lab Fee (per course).....	25.00
Placement Exam (COMPASS/ACCUPLACER).....	20.00
Practical Nursing Drug Screening Fee (LPN 1305)	40.00
Practical Nursing HESI Practice Exam (LPN 1402, 2405, 2412)	100.00
Practical Nursing Lab Fee (LPN1305).....	25.00
Practical Nursing Malpractice Insurance (LPN 2914)	16.00
Prior Learning Application Fee	10.00
Prior Learning Processing Fee (per credit hour)	30.00
Registered Nursing Course Fee (per credit hour)	100.00
Registered Nursing Program Malpractice Insurance (RN 2119)	16.00
Returned Check Fee.....	23.00
TECH Lab Fee (per credit hour)	25.00
Welding Lab Fee (per course)	150.00

The university reserves the right to change fees and related policies or to add new ones at any time if such action is deemed necessary.

Consult with the ASU-Jonesboro Programs office regarding tuition rates for junior, senior, and graduate courses through ASU-Jonesboro.

PAYMENT OF TUITION AND FEES

Tuition and fees are payable in full at the time of registration. Students may use cash, check, credit or debit cards for payment of tuition and books. Those who have sufficient financial aid approved prior to registration may charge tuition, fees, and books to their account.

Prior to the beginning of a semester, pre-registered students' accounts are verified to determine if students will be self-paying or have been approved for financial aid. Students not approved for financial aid or who have not made payment prior to the first day of class will be dropped. These students are given the opportunity to re-enroll during late registration contingent on available classroom seating. The payment verification process is repeated on the last day to add classes during late registration.

Payment Options

Students may make payment through approved financial aid, Discover, MasterCard, Visa, check or cash. Students may pay online through Campus Connect.

For self-paying students unable to pay in full at the beginning of the semester, written agreements are available allowing them to pay 50 percent down, with 25 percent due in 30 days and the balance due at 60 days. This arrangement does not include books. Those students who fail to abide by these terms will not be eligible for future contracts.

Students who fail to pay their accounts in full will not be permitted to register the following semester nor will their records be sent to any other school or institution.

Collection Procedures

Balance Due Notices are sent annually in late October and late March to students who have outstanding balances requiring immediate payment. Students who have balances more than 30 days old as of December 1 will be notified that their balance due is being sent to the State of Arkansas tax set-off program for attachment to any state income tax refund. Additionally, unpaid student accounts will be submitted to a collection agency.

Insufficient Funds

Students who have items returned from financial institutions as insufficient funds will be contacted by phone and then by letter advising that a cash payment is to be made within 10 days. A \$23.00 fee is assessed to all NSF checks. Payments not made within that time frame are sent to the prosecuting attorney's office for collection.

RESIDENCY REQUIREMENTS FOR FEE PAYMENT

Students should contact the Office of the Registrar concerning residency requirements for fee purposes. A student who knowingly gives false information in an attempt to evade out-of-state fee payment may be dismissed from the university.

For fee purposes, a legal resident of Arkansas is one who has lived in Arkansas for the 6 consecutive months prior to the beginning of the term or semester for which the fees are to be paid. Residency may be proven by an Arkansas drivers license or by official documentation of realty purchase, lease or rental agreements.

In-state tuition will be granted for residents of Douglas County, Mo. and all counties contiguous to the state of Arkansas, plus all U.S. military veterans, regardless of residence.

Children of Arkansas State University graduates who live out of state are eligible for in-state tuition.

REFUND POLICY

No refund of fees and/or tuition is made unless a claim is made through the cashier at the time of withdrawal. Refunds apply to tuition and fees only.

Students who are enrolled in courses that are cancelled will receive refunds of 100% of the tuition and fees paid for the cancelled courses.

Members of the military who are called to active duty may request a full refund at any time during the semester. Also, if members of the military are transferred out of the area for a prolonged period, they may, when such transfer interferes with class attendance, request a full refund at any time during the semester. A copy of orders will be required.

If a refund is due any student receiving financial aid under any Title IV Student Financial Aid program, other than College Work-Study, a portion of the refund shall be returned to the Title IV program.

ASUMH does not refund for books or supplies.

Students who withdraw from a course or from the university may be eligible for refunds. Please see the university Website or course schedule for refund periods.

TUITION WAIVER POLICIES

Children of Police Officers/Fire Fighters

Children of police officers and fire fighters who are killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees. Benefits are limited to a maximum of 8 semesters (4 at ASUMH) or until the attainment of age 25, whichever occurs first. Students should contact the Arkansas Department of Higher Education for further information. Funds are limited and are awarded on a first-come, first-served basis.

Golden Agers

Students who are 60 years of age or older at the time of registration do not pay tuition. This waiver is limited to regular semester credit courses, excluding business, industry, and community service classes, and applies only if the class has sufficient enrollment and space is available. All applicable fees are payable and are subject to the refund policy. Check the Calendar of Important Dates listed in the schedule for times of registration.

Arkansas National Guard Education Benefits

Arkansas National Guard educational benefits are authorized under House Concurrent Resolution 1003, 85th General Assembly of the State of Arkansas, encouraging the state's institutions of higher education to waive 25 percent of the Arkansas National Guard member's undergraduate tuition. Eligibility for these benefits is determined by the Army National Guard. ASUMH will honor Resolution 1003 and allow a 25 percent waiver of tuition for qualifying Arkansas National Guard students.

Financial Aid & Scholarships



FINANCIAL AID

Financial aid may be in the form of loans, grants, scholarships, employment opportunities or a combination of any of these.

The criteria listed below are used to determine student eligibility for Federal Financial Aid programs at ASUMH. Students must meet the following requirements:

1. Financial need as determined by the Free Application for Federal Student Aid (FAFSA) Need Analysis.
2. Admission as a regular student.
3. Enrollment in a Financial Aid eligible associates degree or technical certificate program.
4. Evidence of satisfactory academic progress according to the ASUMH Satisfactory Academic Progress Policy.
5. Completion of the ASUMH Financial Aid Data and Title IV Authorization Form.

A student is ineligible to receive financial assistance if the individual owes a refund to any of the federal student aid programs, is in default on a student loan, or does not meet the requirements under ASUMH's Satisfactory Academic Progress Policy.

How To Apply For Federal Student Aid

The Free Application for Federal Student Aid (FAFSA) is the application for the Federal Pell Grant, Supplemental Educational Opportunity Grant, the Federal Loan Program which includes both the Subsidized and Unsubsidized Student Loan, and the Federal Work-Study Program.

The FAFSA application may be completed via the web at www.fafsa.gov. Students needing assistance with this application process should contact the Office of Scholarships and Financial Aid.

Additional Requirements

All Federal financial aid applicants must complete and sign the Financial Aid Data and Title IV Authorization Form before being offered any Federal Financial Aid at ASUMH. This form is available from the Office of Scholarships and Financial Aid.

All male students between the ages of 18 and 25 must register for Selective Service to be eligible for Financial Aid at www.sss.gov. In some instances, the student may be required to sign a statement relating to Selective Service registration and provide proof of such registration. Federal Financial Aid is only available for courses within the degree a student is currently seeking.

Arkansas State University-Mountain Home

Satisfactory Academic Progress Policy

Students receiving assistance through the Arkansas Department of Higher Education, Federal Title IV Financial Aid Programs for attendance at ASUMH must maintain satisfactory academic progress as outlined in this policy. Students should refer to the individual scholarship for renewal criteria to determine how the Satisfactory Academic Progress Policy may apply.

Satisfactory academic progress is checked every term after all grades have been posted. Aid for future terms awarded before the end of a term is subject to a satisfactory academic progress determination that includes all terms.

Quantitative Criteria: Attempted vs. Successfully Completed

All ASUMH students must successfully complete at least 67% of all hours attempted. Attempted hours include all hours attempted during every term of enrollment at ASUMH and hours accepted in transfer. Hours accepted in transfer by ASUMH are included as attempted and successfully completed hours.

QUANTITATIVE CHART (examples)	
<i>Multiply Attempted Hours by 0.67</i> <i>(Results are rounded down)</i>	
Attempted Hours	Minimum Successfully Completed Hours Allowed for SAP
3	2
6	4
9	6
12	8
15	10

Pace Criteria

All ASUMH students must be able to show they will successfully complete all required courses in their program of study within 150% of the hours it takes to complete their program of study. A student that meets all other components of the Satisfactory Academic Progress Policy must appeal if he/she will exceed the 150% limit during the next term. Only this criterion is reset each time

a student is accepted into a new program of study. All attempted hours that can be used to satisfy a requirement of the student's current program of study apply to the Pace Criteria. Only the attempted hours that do not apply to the student's program of study are excluded in the Pace Criteria.

PACE CHART (examples)	
<i>Multiply Hours in Program by 1.5</i> <i>(Results are rounded down)</i>	
Total Hours to Complete Program	Maximum Number of Attempted Hours Allowed (150%)
30	45
40	60
60	90
65	97

Qualitative Criteria: Grade Point Average

All ASUMH students must maintain a grade point average for every term and cumulatively of a 2.0 or higher. Transfer hours are not included in the grade point average for determining satisfactory academic progress.

Transfer Hours

All hours accepted in transfer to ASUMH are included when determining satisfactory academic progress. Hours accepted in transfer to ASUMH that satisfy a course requirement for a student's chosen program of study are included in determining the Pace Criteria. Transfer hours are not included in the grade point average for determining satisfactory academic progress.

Grade Changes and Late Posted Grades

It is the student's responsibility to notify the Office of Scholarships and Financial Aid of grades that should be taken into consideration when determining satisfactory academic progress that are posted or changed after the publicized deadline.

Aid for Seeking Additional Emphasis under an Associate Degree or Technical Certificate

Students that already completed the requirements to receive an associate degree or technical certificate under one emphasis are not eligible to receive Federal Financial Aid to complete requirements for the same associate degree or technical certificate under a different emphasis.

Summer

All courses taken during summer are combined into one term and satisfactory academic progress is checked after all summer courses have ended.

Repeating Coursework

All attempts at repeating a course are included as attempted hours in determining satisfactory academic progress. Aid intended for repeating a course that has been previously successfully completed will only be paid once. Aid intended for repeating a course that was not previously successfully completed will be paid for each attempt if the student is meeting this Satisfactory Academic Progress Policy.

Remedial Coursework

Federal Title IV Financial Aid is available to students enrolled in remedial coursework, also known as College Preparatory (CPT) or developmental courses, as long as the student is fully admitted into a Title IV Aid eligible program at or before the time the courses are being taken. All remedial coursework hours attempted at ASUMH are used in determining every satisfactory academic progress criteria at ASUMH except grade point average.

Academic Clemency

Hours given academic clemency by ASUMH are used in determining every Satisfactory Academic Progress criteria.

Financial Aid Warning

Students not meeting the satisfactory academic progress criteria outlined in this policy are allowed to receive Federal Title IV Financial Aid for the next term of attendance at ASUMH without an appeal. Each student will be allowed only one term in the financial aid warning status at ASUMH. Students placed on financial aid warning will be informed in writing of their status.

Appeals

Students not meeting the satisfactory academic progress criteria outlined in this policy and who do not meet the criteria to be placed on financial aid warning status must appeal to receive Federal Title IV Financial Aid and assistance through the Arkansas Department of Higher Education for attendance at ASUMH.

The appeal should strive to demonstrate why a student has had difficulty maintaining the criteria outlined in this Satisfactory Academic Progress Policy. The explanation of the student's circumstances should not only include why the criteria were not met, but should include any relevant unforeseeable activity that may have had a negative impact on his/her academic success during his/her entire academic career at ASUMH. Include an explanation and any relevant evidence that illustrates how or why the issue(s) being explained are not expected to continue. Any such extenuating circumstance that could be considered to be out of the student's control will be taken into

consideration in determining if a student will be denied, placed on financial aid probation and given financial aid for the next term, or placed on an academic plan and given financial aid.

All appeals must be submitted in writing and legible.

Academic Dismissal

A student dismissed from ASUMH or his/her program of study for academic reasons are not maintaining satisfactory academic progress and must submit an appeal to receive assistance during his/her next term of attendance at ASUMH.

Financial Aid Probation

Students placed on financial aid probation are expected to be able to meet the criteria of this Satisfactory Academic Progress Policy by the end of their next term of enrollment. Students placed on financial aid probation that do not meet the criteria outlined in this policy by the end of their next term of enrollment are considered to not be maintaining satisfactory academic progress.

Appeals for students who were previously placed on financial aid probation must be able to demonstrate that a new and different extenuating circumstance has occurred as a reason for not maintaining satisfactory academic progress since the previous appeal was approved.

Academic Plan

A student placed on an academic plan will be given specific expectations that he or she will be required to meet to be considered eligible for Title IV aid in a future term or terms. Failure to meet the expectations outlined in an academic plan will result in ineligibility for assistance through the Arkansas Department of Higher Education and Federal Title IV Financial Aid Programs.

An academic plan is based on an individual's ability to complete his/her program of study within 150% of the hours it takes to complete that program of study. An appeal may be submitted if a new and different extenuating circumstance led to a student not meeting his/her academic plan as outlined.

Policy Terms

Successful completion is receiving a letter grade on an academic transcript of "A," "B," "C," "D" or "P." All other outcomes are not considered to be successful completion. Every outcome of withdrawal, incomplete, and letter grades of "F" are not successful completion.

Attempted hours are all hours taken at ASUMH regardless of the outcome of the course posted on the transcript and all hours accepted in transfer by ASUMH. All attempted hours are considered in determining satisfactory academic progress even if no aid was received for the hours attempted.

Program of study is coursework designed to lead to a degree or certificate at ASUMH. Not every program of study offered at ASUMH is eligible for Federal Title IV Financial Aid.

Term or Term of Enrollment refers to a period of attendance in academically related activities that result in a grade on the student's academic transcript.

TYPES OF ASSISTANCE

Federal Pell Grant

The Federal Pell Grant program is designed to assist eligible undergraduate students who do not have a bachelor's or a professional degree. This grant helps defray the costs of education. Award amounts are determined on the basis of financial need as determined through the FAFSA Application and the student's status as full-time, half-time, three-quarter time, or less than half-time..

Federal Student Loans

Eligibility for federal student loans (both subsidized and unsubsidized) is determined through the FAFSA application. These are low interest loans available directly from the federal government to help with educational expenses. Loan types and amounts vary by need and student classification, such as freshman or sophomore.

Applicants not eligible for the Federal Subsidized Student Loan may be eligible for the Federal Unsubsidized Student Loan. Repayment on either student loan would begin 6 months after the student ceases to be at least a half-time student.

Loans may be requested in the Office of Scholarships and Financial Aid. Stafford Loan entrance counseling and a Master Promissory Note must be completed at www.studentloans.gov to be eligible.

Federal Work-Study Program

The Federal Work-Study Program provides on-campus jobs for undergraduate students who have financial need as determined by the FAFSA application. This program allows the student to earn money to help pay for educational expenses while working around his/her class schedule.

ASUMH SCHOLARSHIPS

Academic Distinction Scholarship

The Academic Distinction Scholarship is administered through the Office of Scholarships and

Financial Aid, located on the 3rd floor of Roller Hall. The scholarship is awarded to students who are a U.S. citizen, Arkansas resident, and who graduated from an Arkansas accredited high school, or who are qualified home-school students or to qualified GED recipients. Enrollment at ASUMH must occur during the fall or spring semester following high school graduation or completion of a GED test. Students must enter as new freshmen, not transfer students. Concurrent college enrollment during high school does not count as transfer work. Any ASUMH classes taken during the summer following graduation only count in the GPA considered for renewal.

Students may qualify for the scholarship in one of the following ways:

- Achieve an ACT composite score of 24 or higher and have a cumulative 3.00 GPA (based on a 4.00 scale).
- Achieve a score of 1110-1170 on the SAT and have a cumulative 3.00 GPA (based on a 4.00 scale).
- Rank in the top 10 percent of the graduating class (where the graduating class is 20 or more) and have a cumulative 3.00 GPA (based on a 4.00 scale) at the end of seven semesters.
- GED score of 660 or higher.

NOTE: Awards made on high school rank and GPA are tentative. The rank and the GPA must be maintained through the eighth semester in order to retain the award.

- Priority is given to those students who apply before June 1st for fall and November 1st for spring.

The Academic Distinction/Honor Scholarship pays only the tuition costs for full-time enrollment (12 hours or more excluding correspondence and/or developmental courses) and for only those classes offered through ASUMH, including ASUMH online classes. The following courses will not be counted toward full-time enrollment: Developmental Math I, II or III, Basic Math, Beginning Algebra, College Reading, College Writing, Composition Lab or Foundations of Reading and Writing.

This scholarship is awarded for the duration of 4 consecutive semesters provided the student maintains all scholarship requirements. All incidental fees above tuition are the responsibility of the student.

For additional information concerning this scholarship or to obtain an application form, contact the Office of Scholarships and Financial Aid.

General Scholarships

The Office of Scholarships and Financial Aid has developed a single scholarship application form encompassing a variety of separate scholarships from private endowed funds but disbursed through ASUMH.

The deadline for applying for scholarships through ASUMH's General Scholarship Application is April 1. Both incoming and current students are eligible to apply. The application may be found on the Financial Aid page of the ASUMH Website under "Scholarships".

In addition, the Financial Aid Office maintains a list of other scholarship Websites. This list of Websites is updated as new notifications are received.

Students should check their student email accounts frequently. The Office of Scholarships and Financial Aid posts any pertinent information relating to financial aid and scholarships, deadlines or other information as a blanket student email so that notification is promptly available.

ADDITIONAL ASSISTANCE PROGRAMS

Arkansas Academic Challenge Scholarship

The Arkansas Academic Challenge program is offered by the state of Arkansas and provides educational assistance to Arkansas residents in pursuit of a higher education. Application is made through the YOUNiversal scholarship application available at scholarships.adhe.edu.

Arkansas Career Pathways

The Arkansas Career Pathways Initiative enables two-year colleges to offer those who qualify career training and college classes. In addition, Pathways can assist students in obtaining a GED, and funds may also be available for tuition and textbooks, childcare, and transportation. Students should contact ASUMH's Career Pathways office for application information.

HEOG Grant

The Higher Education Opportunity Grant (GO grant) is offered by the state of Arkansas and provides grants for full-time and part-time students based on financial need. Students must be an Arkansas resident for at least 12 months prior to applying for this grant. Students must meet the financial need criteria established for the GO grant. Application is made through the YOUNiversal scholarship application available at scholarships.adhe.edu.

Rehabilitation Service

Students with certain disabilities could be eligible to receive assistance with tuition, fees, books, and supplies. Students should contact their local Rehabilitation Services Office for eligibility guidelines and application information.

Trade Adjustment Assistance (TAA)

This program is designed to provide training for unemployed persons if qualified. Students should contact their local Department of Workforce Services (formerly Arkansas Employment Security Department) for detailed information.

Active Duty Military, Veterans And Veterans' Dependent's Benefits

All active duty military, veterans and dependents of veterans are encouraged to inquire about educational benefits to attend ASUMH by contacting the Veterans Administration Certifying Official in the Office of Scholarships and Financial Aid.

Veteran's educational benefits can be received by qualifying veterans and dependents of veterans to attend ASUMH. Eligibility for benefits is determined by first applying online at gibill.va.gov through the Veterans Online Application (VONAPP). Once the VONAPP is processed, a Certificate of Eligibility for Veteran's Educational Benefits is issued by a VA regional office. Copies of the Certificate of Eligibility and the veteran's DD 214 (member copy 4) should be provided to the ASUMH VA Certifying Official in the Office of Scholarships and Financial Aid for further assistance. Additional paperwork is required by the ASUMH VA Certifying Official to report eligibility to the Veterans Administration on an individual's benefits.

Active duty military may also be eligible to receive educational benefits to attend ASUMH. To find out more about benefits while serving on active duty, speak with your command's personnel office.

More educational benefits and information devoted to veterans and active duty military at ASUMH is available at http://www.asumh.edu/financial_aid/veterans-affairs.dot.

Workforce Improvement Grant

This Workforce Improvement Grant (WIG/Non Traditional Grant) is offered by the state of Arkansas and provides grants for Arkansas residents aged 24 or older based on financial need. Financial need is determined based upon results of the FAFSA. Recipients are selected through the ASUMH Office of Scholarships and Financial Aid.

Workforce Innovative and Opportunity ACT (WIOA)

The program is designed to help low-income or unemployed persons. Students should contact the WIOA office at their local Arkansas Workforce Center for application information (870-425-3385).



Additional Educational Services



ASU-JONESBORO PROGRAMS AT ASU-MOUNTAIN HOME

Students may complete undergraduate and graduate level programs through the Arkansas State University-Jonesboro Programs at ASUMH. The program is designed so that ASUMH provides the freshman and sophomore courses. ASU-Jonesboro then provides junior, senior, and graduate courses leading to specific bachelors' and masters' degrees. All classes are held on the Mountain Home campus. When the course work is complete, the degree is awarded by ASU-Jonesboro.

Information about any of these degrees offered by ASU-Jonesboro through the ASUMH Degree Center may be obtained by calling (870) 508- 6170.

Degrees Available Through ASUJ at ASUMH

(Hybrid program delivery utilized and may include
face-to-face, Compressed Video Network, online and Web-assisted.)

AAS	Nursing (LPN/RN Transition)
AAS	Nursing
BA	Criminology
BS.....	Accounting
BS.....	Business Management
BS.....	Sports Management
BSE.....	Early Childhood Education (K-6) Middle-Level Education (Grades 4 – 8)
MAT	Mid-Level Education
MSE.....	Reading
EdS.....	Reading

Degrees Previously Available Through ASUJ at ASUMH-Now Available Online

BS.....	Business Administration
BS.....	Interdisciplinary Studies
MBA	Business
MSE.....	Curriculum and Instruction
	Educational Leadership
	Elementary Education
EdS.....	Educational Leadership

Nursing Programs Available Through ASU-Jonesboro

In addition to the previously listed programs, ASU-Jonesboro offers the Bachelor of Science in Nursing (RN-to-BSN Option). For information regarding this program, contact the ASU-Jonesboro nursing faculty at (870) 508-6113.

TECHNICAL & SECONDARY CENTER

ASUMH’s Technical Center, located at 4034 Highway 62 West (two miles west of the main campus), also serves as a secondary center for area high school students. The Technical Center opened for the fall semester in 2014 and is an approved site by the Arkansas Department of Career Education to provide training for area high school juniors and seniors with the opportunity to earn college credit while still in high school.

Programs available to high school students through ASUMH’s secondary center include Automotive Systems Repair, Certified Nursing Assistant (CNA), Heating, Ventilation and Air Conditioning (HVAC), Mechatronics, and Welding,

**BAXTER COUNTY
ADULT EDUCATION CENTER**

Persons who are interested in earning a GED, improving basic math and reading skills, learning English as a second language, learning basic computer literacy or basic keyboarding, and developing resume writing skills should contact the Baxter County Adult Education Center for class schedules. Classes are open entry and exit. For additional information, call (870) 425-7974.

CENTER FOR WORKFORCE EDUCATION

The Workforce Center focuses on building and improving the technical and soft skills of existing and future employees. As businesses and manufacturing firms become more advanced, the need for technically skilled individuals becomes more evident. The Workforce Center can help businesses and manufacturing firms work through these organizational challenges with custom training.

The Workforce Center coordinates customized instruction, which may include the Employability Certificate, delivered on site or on campus, to improve employee productivity through professional development and/or boost technical skills.

Some businesses may even qualify for grants that may substantially reduce the cost of this type of training. For more information regarding customized training, please call 870-508-6106.

COMMUNITY EDUCATION

To enhance and support the joy of lifelong learning, ASUMH offers Community Education. About Community Education courses:

- Short-term personal enrichment classes and workshops
- Begin recurrently throughout the semester
- Non-credit
- No tests or grades
- Easy registration and low fees
- Outstanding instructors

Call 870-508-6105 to register for Community Education classes.

Academic Policies and Regulations



TESTING AND PLACEMENT

Freshman Assessment and Placement

The Freshman Assessment and Placement Program prescribes statewide minimum standards for determining whether entering freshmen should be placed in college-level math and composition courses or in developmental courses in math, composition, and reading. Students whose scores indicate placement in developmental classes **must** enroll in those courses during their first 15 hours of course work. Students in all associate degree and technical certificate programs are required to take and complete all required developmental classes. Contact the Testing Center at (870) 508-6209 to schedule an appointment for admissions testing. **Placement scores that are older than 6 years will no longer be accepted.**

Mathematics

The mathematics courses listed below have replaced MATH 0103 Intermediate Algebra in the following Associate of Applied Science (A.A.S.) degrees:

MATH 1113 Applied Math	A.A.S. in Criminal Justice
MATH 1113 Applied Math	A.A.S. in Funeral Science
BUS 1413 Business Math	A.A.S. in Information Systems Technology
BUS 1413 Business Math	A.A.S. in Management
MATH 1113 Applied Math	A.A.S. in Paramedic Technology
MATH 1103 Technical Math	A.A.S. in Welding Technology
MATH 1103 Technical Math	A.A.S. in Workforce Technology (Automotive, HVAC)
MATH 1113 Applied Math	A.A.S. in Workforce Technology (Mechatronics)

Refer to course descriptions beginning on page 140 for testing and placement instructions for A.A.S. degrees.

Students pursuing an Associate of Arts or Associate of Science degree who score below 21 on the mathematics section of the Enhanced ACT (American College Testing Program's ACT Assessment Test) or below 460 on the quantitative portion of the re-centered SAT (College Board's Scholastic Aptitude Test) or below 48 on the ASSET (American College Testing Program's Assessment of Skills for Successful Entry and Transfer) Intermediate Algebra test, below 59 on the COMPASS Test, or below 100 on the Accuplacer Elementary Algebra test must successfully complete the developmental mathematics course or courses as stated below. Students must earn passing grades ("C" or better) in these courses before advancing to College Algebra.

Mathematics

ACT Math

21 or above	MATH 1023	College Algebra
19 or above	MATH 1024	College Algebra with Review
*19 or above	MATH 1043	Quantitative Reasoning
19-20	MATH 0103	Intermediate Algebra
17 or above	MATH 1113	Applied Math
16 or above	MATH 1103	Technical Math
14-18	MATH 0003	Beginning Algebra
1-16	MATH 0063	Pre-Applied Math (Applied Program)
1-15	MATH 0063	Pre-Applied Math (Tech Program)
1-13	CPT 0053	Basic Math

* 19 or above in Reading also required.

ACCUPLACER Elementary Algebra

100 or above	MATH 1023	College Algebra
77 or above	MATH 1024	College Algebra with Review
*77 or above	MATH 1043	Quantitative Reasoning
77 or above	MATH 0103	Intermediate Algebra
55 or above	MATH 1113	Applied Math
45 or above	MATH 1103	Tech Math
30-76	MATH 0003	Beginning Algebra
1-54	MATH 0063	Pre-Applied Math (Applied Program)
1-44	MATH 0063	Pre-Applied Math (Tech Program)
1-29	CPT 0053	Basic Math

* 19 or above in Reading also required.

ASSET Intermediate Algebra Test

48 or above	MATH 1023	College Algebra
39 or above	MATH 1021	College Algebra with Review
39-47	MATH 0103	Intermediate Algebra
1-38	MATH 0003	Beginning Algebra

ASSET Numerical Test

40 or above	MATH 0003	Beginning Algebra
1-39	CPT 0053	Basic Math

COMPASS Pre-Algebra Test

37 or above	MATH 1103	Technical Math
24 or above	MATH 0003	Beginning Algebra
1-36	MATH 0063	Pre-Applied Math (Applied Program)
1-36	MATH 0063	Pre-Applied Math (Tech Program)
1-23	CPT 0053	Basic Math

COMPASS Algebra Test

47 or above	MATH 1023	College Algebra
38 or above	MATH 1024	College Algebra with Review
38 or above	MATH 1043	Quantitative Reasoning
38-46	MATH 0103	Intermediate Algebra
28 or above	MATH 1113	Applied Math
23 or above	MATH 1103	Technical Math
1-27	MATH 0063	Pre-Applied Math (Applied Program)
1-22	MATH 0063	Pre-Applied Math (Tech Program)
16-37	MATH 0003	Beginning Algebra

English Composition

Students scoring below 19 on the English section of the Enhanced ACT or below 470 on the Verbal section of the SAT or below 45 on the ASSET Language Usage test, below 75 on the COMPASS Writing Skills, or below 83 on the Accuplacer English/Sentence Skills test must successfully complete the college preparatory course in composition as stated below.

ACT English

19 or above	ENG 1003	Composition I
1-18	CPT 0103	College Writing
**1-15 (& 1-15 Reading)	CPT 0243	Foundations of Reading & Writing

ACCUPLACER English / Sentence Skills

83 or above	ENG 1003	Composition I
1-82	CPT 0103	College Writing
	CPT 0243	Foundations of Reading and Writing

ASSET English

45 or above	ENG 1003	Composition I
1-44	CPT 0103	College Writing
**0-34 (&0-34 Reading)	CPT 0243	Foundations of Reading and Writing

COMPASS English

80 or Above	ENG 1003	Composition I
1-79	CPT 0103	College Writing
**1-16 (& 1-62)	CPT 0243	Foundations of Reading and Writing

**Students testing into both CPT 0103 College Writing and CPT 0123 College Reading should enroll in the single course CPT 0243 Foundations of Reading and Writing.

Reading

Students who score below 19 on the Reading section of the Enhanced ACT, below 470 on the Verbal section of the SAT, below 431 on the ASSET Reading Skills test, below 83 on the COMPASS Reading Skills test, or below 78 on the Accuplacer Reading test must enroll in the following college preparatory course:

ACT Reading

19 or above		Exempt
1-18	CPT 0123	College Reading
**1-15 (&1-15 English)	CPT 0243	Foundations of Reading and Writing

ACCUPLACER Reading

78 or above		Exempt
1-77	CPT 0123	College Reading
	CPT 0243	Foundations of Reading and Writing

ASSET Reading

42 or above		Exempt
1-42	CPT 0123	College Reading
**1-34 (&0-34 English)	CPT 0243	Foundations of Reading and Writing

COMPASS Reading

83 or above		Exempt
1-82	CPT 0123	College Reading
**1-64 (&1-64 English)	CPT 0243	Foundations of Reading and Writing

*Students testing into both CPT 0103 College Writing and CPT 0123 College Reading should enroll in the single course CPT 0243 Foundations of Reading and Writing.

PRIOR LEARNING ASSESSMENT (PLA)

ASUMH recognizes students may have gained college-level knowledge through learning outside the university. In order for this learning to be evaluated for possible college-level credit, students should request an evaluation of their previous experience immediately following acceptance into the university to avoid possible duplication of courses.

Students seeking college-level credit must request a document evaluation through the Office of the Registrar. All credit evaluations are considered on their individual merit. All students are required to meet program academic requirements to be awarded college-level credit.

ASUMH recognizes nationally standardized exams such as College-Level Examinations Program (CLEP) and College Board Advanced Placement Program (AP) exams as an integral part of the higher education learning process. To obtain specific information concerning the acceptance of CLEP or AP test results students should contact the Office of the Registrar.

Articulated Credit

ASUMH and eight area high schools have articulated credit agreements whereby students may earn college credit for certain high school courses. To be eligible for articulated credit, students should earn at least a "C" in their high school course, enroll at ASUMH within 18 months of graduation, and successfully complete 12 hours at ASUMH. Articulated credit can be applied towards 16 non-transferable degrees at ASUMH. For more information, please contact the Office of Admissions.



College Level Examination Program (CLEP)

ASUMH awards up to 15 semester hours of college credits through the College Level Examination Program (CLEP). Students may go to <http://www.collegeboard.com> for testing information. Students eligible to receive college credit based on CLEP scores must be enrolled at ASUMH for a full semester prior to the university posting CLEP credit to the student transcript.

ASUMH eligibility requirements for receiving credit by CLEP examination does not allow the award of credit for a course the student has completed or for a course for which the student has completed a more advanced course.

Minimum acceptable scores for awarding CLEP credit will vary by institution and may not be consistent with suggested Educational Testing Service score recommendations.

CLEP Exam	ASUMH Course	Credit Hours Earned	Cut-off Score
American Government	POSC 2103	3	51
College Algebra	MATH 1023	3	50
College Composition	ENG 1003	3	52
College Composition	ENG 1003 & ENG 1013	6	62
History of US I	HIST 2763	3	58
History of US II	HIST 2773	3	51
Humanities	ART 2503	3	51
Humanities	ENG 2003	3	51
Humanities	ENG 2013	3	51
Intro to Psychology	PSY 2013	3	47
Intro to Sociology	SOC 2213	3	53
Principles of Accounting I	ACC 2003	3	50
Principles of Macroeconomics	ECON 2313	3	55
Principles of Microeconomics	ECON 2323	3	55
Western Civilization I	HIST 1013	3	44
Western Civilization II	HIST 1023	3	50

The university awards credit to students who participated in the College Board Advanced Placement Program at their high schools. Students who wish to obtain AP credit must request the College Board (<http://www.collegeboard.com>) forward their test scores to ASUMH after they have been admitted.

Students will be awarded course credit for the courses listed below if they earned the indicated scores on their AP examinations. Students eligible to receive college credit based on AP scores must be enrolled at ASUMH for a full semester prior to the university posting AP credit to the student transcript.

AP credit is not awarded for a course the student has already completed at the college/university level. AP credit granted at other institutions is not automatically transferable to ASUMH. Students who wish to transfer AP credit must submit official documentation of earned scores.

Advanced Placement Exam	AP Test Score Required for Placement	ASUMH Credit
Biology	3	BIOL 1003
Biology	4	BIOL 1003 & BIOL 1001
English Lit/Composition	3	ENG 1003
English Lit/Composition	4	ENG 1003 & ENG 1013
History of Art	3	ART 2583
History of Art	5	ART 2583 & ART 2593
Music Listening & Literature	3	MUS 2503
Studio Art (Drawing Portfolio)	3	ART 1033
Studio Art (General Portfolio)	3	ART 1013
Foreign Language	3** (** plus completion of Intermediate II)	GRM 2013 & GRM 2023**
	3** (** plus completion of Intermediate II)	SPN 2013 & SPN 2023**
World History	4	HIST 1013
American History	3	HIST 2763
American History	4	HIST 2763 & HIST 2773

Calculus AB	4	MATH 2204
Calculus BC	4	MATH 2204 & MATH 2214
Chemistry	3 (*plus departmental validation of lab skills)	CHEM 1013 & CHEM 1011*
Physics B	3	PHYS 2054 *PHYS 2064

Department Challenge Examinations

Some courses at ASUMH allow for the student to register and then demonstrate the ability to meet the learning objectives of the course by successful completion of a challenge exam. The exams are typically offered within the first three weeks of the term in which the student is enrolled. The challenge exam course option is at the discretion of the course instructor. The student will find information in the course syllabus for each course which offers a challenge exam option.

FINAL EXAMINATIONS

All final examinations must follow the final exam schedule. Final exam schedules are available in the semester class schedule, on the university Website, and from the Office of the Registrar.

REGISTRATION

Students are required to register during the scheduled registration periods. A student may not attend any class until his/her registration is complete. Those who enter courses after class work has begun are responsible for all work prior to their entrance. Registration is not officially completed until all registration forms and course enrollments are completed and applicable fees paid. Students must validate their enrollment for their schedule of classes to be confirmed. Enrollment validation is the clearing of tuition and related fees with the Cashier's Office. Students who do not validate their enrollment will be notified that their schedules have been cancelled. Normally, a student will not be permitted to enter a class after the close of the 4th day of classes in a regular semester or after the close of the 2nd day of classes in a summer session.

All students must see an advisor before registration. Faculty advisors are assigned to a student according to the intended major indicated on his/her application for admission. Students who have not declared a major will receive advising from the registrar or someone designated by

the registrar. Students may access their advisor's name by logging on to Campus Connect and selecting the demographics button. Students who misrepresent facts on the application for admission will be dropped from the university and their admission canceled immediately.

PRE-REGISTRATION

Students currently enrolled are strongly encouraged to register for courses for the next semester during designated pre-registration periods. A pre-registration period is scheduled during the fall semester for enrolling in courses for the following spring semester. A pre-registration period is scheduled during the spring semester for enrolling in courses for the following summer and fall semesters. Pre-registration is designed to give currently enrolled students the first option for future course enrollment.

COURSE NUMBERING SYSTEM

Each course is designated by a number composed of 4 digits, and each course number carries the following information: The first digit indicates the course level (0 – no degree credit, 1 – freshman, 2 – sophomore), and the fourth digit indicates the number of semester hours of credit.

CREDIT FOR COURSES

A semester hour is the unit of credit defined as the amount of credit given for one clock-hour (50 minutes) in class per week for 15 weeks (or the equivalent). For example, a class meeting 3 hours per week carries 3 semester hours of credit.

Non-Traditional Credits (Maximum 30 Hours)

Credits earned through non-traditional methods are awarded upon evaluation by the registrar. Credits from technical schools of the armed forces are evaluated according to the recommendations of the American Council on Education in A Guide to the Evaluation of Educational Experience in the Armed Forces.

ACADEMIC LOAD

For tuition and financial aid purposes, 12 credit hours is considered a regular load in a fall or spring semester. However, the regular course load for a student during a fall or spring semester is 15 credit hours. Six credit hours is considered a regular load for a summer session.

Generally, 18 hours is the maximum load that a student may carry during a fall or spring semester although certain technical programs may specify more. Any student outside these technical areas wishing to enroll in more than 18 credit hours must request permission from the vice chancellor for academic affairs. Seven credit hours is the maximum allowed during a summer semester without special permission from VCAA. Courses taken concurrently at other institutions, as well as independent study (correspondence) courses, will be considered in calculating maximum load.

COLLEGE PREPARATORY (DEVELOPMENTAL) COURSE ENROLLMENT

College preparatory (CPT) is now referred to as developmental covering O-level CPT and MATH courses, i.e. CPT 0053, CPT 0103, CPT 0123, CPT 0201, CPT 0243, MATH 0003, MATH 0023, MATH 0033, and MATH 0043. Students enrolled in three O-level developmental courses (CPT or MATH) may not enroll for more than 12 semester hours. Those enrolled in College Writing (CPT 0103) and College Reading (CPT 0123) must enroll in ORT 1011 First Year Experience during that semester. All developmental work must be completed in the student's first 15 hours at ASUMH.

COURSE PRE-REQUISITES

No student may enroll in a course before successfully completing the pre-requisites to that course. Pre-requisites to a course are noted following the description of the course.

TRANSFER CREDIT POLICY

Students who present transcripts of college-level credit from regionally accredited institutions will receive up to 60 hours credit toward a degree under the following conditions:

- Only courses with a grade of "C" or better will be accepted,
- Courses accepted for transfer must fulfill degree requirements at ASUMH,
- Students must complete a minimum of 15 credit hours at ASUMH to be awarded a degree from the university.

The total number of credit hours of accepted college-level work will be entered on the student's permanent academic record; however, the transfer credit hours **will not** be included in the cumulative grade point average reflected on the transcript of academic record.

Students may not transfer more than 18 semester credit hours earned per regular semester or 7 semester credit hours earned per summer session without the registrar's approval. To have transfer hours officially assessed, students must be enrolled at ASUMH. Direct questions regarding transfer to the Office of the Registrar.

Transfers to ASUMH

Currently enrolled students should not take courses at other institutions without first checking with their advisor regarding applicability of the courses for ASUMH credit. This will ensure that students do not take inappropriate courses, non-equivalent courses, out-of-sequence courses, courses on an inappropriate level, or a credit overload for the semester.

Transfers from ASUMH

Students who intend to transfer to another institution should contact the receiving institution to determine which courses will be accepted for credit in their programs. Students are advised to contact the receiving institution before registering at ASUMH.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information regarding 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 (**See applicable ACTS course numbers at the end of course descriptions.**) 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 Arkansas Department of Higher Education Website and selecting Course Transfer (<http://adhe.edu>).

Roger Phillips Transfer Act of 2009

The Roger Phillips Transfer Act of 2009 requires Arkansas public four-year universities to accept all credits earned for a designated transfer degree upon transfer to a baccalaureate degree program. Designated transfer degrees include Associate of Arts, Associate of Arts in Teaching, and Associate of Science.

AUDITING COURSES

Students auditing a course pay the regular course fee. No credit is awarded for courses audited. The letters “AU” are 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. However, audited courses do not count for financial aid purposes. Credit students are allowed to enroll prior to audit students.

CHANGES IN SCHEDULE/DROPPING A COURSE

Students are strongly advised to meet with their instructors and discuss their options before dropping or withdrawing from a course. A student dropping a course must obtain a Withdrawal Form from the Office of Admissions, obtain the signature of a financial aid officer, and promptly return the form to the Office of Admissions.

Students must be officially withdrawn to avoid receiving an “F” in a course. **The schedule for the final date for dropping a course may be found on the academic calendar of this catalog.** Please see the university Website or course schedule for refund periods.

If a student withdraws from a course, his/her grade will be recorded on the transcript as “W” (withdrawal).

CHANGES IN SCHEDULE/WITHDRAWING FROM THE UNIVERSITY

A student withdrawing from the university must obtain a Withdrawal Form from the Office of Admissions, obtain the signature of the financial aid officer, and promptly return the form to the Office of the Admissions.

Students must be officially withdrawn to avoid receiving an “F” in a course. The schedule for the final date for withdrawing from a course may be found on the academic calendar of this catalog. Please see the university Website or course schedule for refund periods.

If a student withdraws from a course, his/her grade will be recorded on the transcript as “W” (withdrawal).

Students Called Into Military Duty

When any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary education institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed:

1. Such student shall receive a complete refund of tuition and such general fees as assessed against all students at the institution.
 - (a) Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the students, based on the date of withdrawal.
 - (b) If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
2. If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

When a student is required to cease attendance because of such military activation without completing and receiving a grade in one (1) or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

A student activated during the course of a semester shall be entitled, within a period of two (2) years following deactivation, to free tuition for one (1) semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

GRADING ABCDFPAUIW

GRADES AND GRADING SYSTEM

Students may access their grades through myCampus Portal on the ASUMH Website (www.asumh.edu). A student may request an official transcript by contacting the Office of Admissions at (870) 508-6104. ASUMH is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

A	Excellent	for outstanding achievement	4 grade points per credit hour
B	Good	for less than outstanding but demonstrably better performance than the normal competency required for satisfactory progress toward graduation	3 grade points per credit hour
C	Average	for performance that demonstrates normal competency required for satisfactory progress toward graduation	2 grade points per credit hour
D	Below Average	for performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation	1 grade point per credit hour
F	Failure	for performance that does not meet minimum course requirements and for which no degree credit is justified	0 grade point
P	Pass	for non-credit classes	0 grade point

In addition to the letter grades listed, the grading system utilizes the following symbols:

AU	Audit	for meeting requirements as established by the instructor	0 grade point
I*	Incomplete	for non-completion of no more than the last 25% of course requirements for reasons beyond the student's control	0 grade point
W	Withdrawn	for non-completion of course	0 grade point

*An incomplete grade not removed within one semester will be recorded as an "F"

Developmental (CPT) courses are non-credit classes. Failing grades in developmental classes will be calculated into the semester grade point average (GPA) but not the cumulative GPA.

GRADE POINT AVERAGE COMPUTATION

Each letter grade awarded to a student is assigned a point value. A student may determine the grade points for each course by multiplying the number of points the grade is worth by the number of credit hours the course carries. Thus, an "A" letter grade (worth 4 points) in a 3-credit hour course is worth 12 points, and a "B" letter grade (worth 3 points) in the same course is worth 9 points. The GPA is determined by adding the total point values for all courses and dividing the total point values by the total number of credit hours attempted during the same period of time (See table below). Developmental courses are not included in the computation of cumulative grade point averages, but are calculated in the semester GPA.

Grading Computation Schedule

Course			Credit Hours		Grade & Value		Grade Points
CIS	120 3	Intro to Computers	3	x	B(3)	=	9
CIS	120 6	CISCO Networking II	6	x	A(4)	=	24
HIST	288 3	Arkansas History	3	x	B(3)	=	9
MATH	102 3	College Algebra	3	x	A(4)	=	12
Total			<u>15</u>				<u>54</u>
Divide the total hours (15) into the total grade-points (54) = 3.60 grade point average (GPA).							

INCOMPLETE

A grade of "I" (incomplete) may be recorded when a student who has successfully completed 75% of the requirements of a course is unable to meet all course requirements for reasons beyond his/her control. Examples of such reasons would be the prolonged illness of the student or serious illness or death in the family. Procrastination, pressure of work in other courses, or employment are not satisfactory reasons. A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of that semester.

The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Office of Admissions.

The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

REPEATING OF COURSES

Students may repeat courses. The last grades earned become the official grades. The last grades are used in computing the cumulative grade point average.

CHANGE OF GRADE

If a student discovers a final grade discrepancy, he/she must contact the instructor. The instructor must submit a Grade Change Report form prior to the close of the regular (fall or spring) semester immediately following the one in which the original grade was recorded.

RECOGNITION OF ACADEMIC ACHIEVEMENT

An honor roll consisting of the Chancellor's List and the Vice Chancellor's List is published at the close of each semester. The names of those students who have requested non-disclosure on their applications for admission will not be published. Recognition of academic achievement is noted on the student's official transcript. Eligibility for the Chancellor's List and the Vice Chancellor's List requires at least 12 credit hours of college-level courses, not including courses beginning with a "0." The honor roll lists are based on the following criteria:

Chancellor's List:	Full-time students whose grade point average for the semester is 4.00.
Vice Chancellor's List:	Full-time students whose grade point average for the semester is within the range of 3.60 through 3.99.

ACADEMIC PROBATION AND SUSPENSION

ASUMH reserves the right to deny further attendance to a student who lacks the personal qualities, professional characteristics, or scholastic attainments essential for success.

A student will be placed on academic probation at the end of the first semester in which the student's cumulative grade point average (GPA) drops below 2.0. Academic probation does not prevent a student from enrolling in the next semester.

A student who is on academic probation must earn a minimum 2.0 semester grade point average at the end of the first semester on probation and each succeeding semester until the cumulative GPA is at a minimum of 2.0. Probation status is removed at the end of the semester when the cumulative GPA reaches a minimum 2.0.

A student who is on academic probation and does not achieve a minimum 2.0 semester GPA in the next or any succeeding semester will be academically suspended.

A student who is academically suspended will be suspended from enrollment for one semester (not counting summer terms). After one semester, the suspended student must meet with the vice chancellor for academic affairs before being re-admitted. Re-admittance is not automatic. If the student is re-admitted, he/she will be on academic probation and must adhere to the directions listed in paragraphs #2 and #3 above.

A student who is academically suspended for a second time will be academically dismissed from ASUMH for 2 years. After 2 years, the student must petition the vice chancellor for academic affairs in writing to be considered for re-admittance.

ACADEMIC CLEMENCY

Academic clemency means that students may petition to have previously earned credits and grades removed from the calculations of their cumulative grade point averages under the following guidelines:

1. Academic clemency may be granted to a returning student who has not been enrolled in an institution of higher education for a period of 2 years.
2. Returning students must petition for clemency upon application for re-admission by submitting a letter to the vice chancellor for academic affairs. The letter should include the student's past educational mistakes and resolutions for future educational success.
3. Transcripts will reflect all grades and credits although the forgiven credits will not count toward graduation or in the grade point average.
4. All credits earned in the semester for which clemency is requested are eliminated from the grade point average and from meeting graduation requirements.
5. Clemency petitions must be submitted to the Office of Academic Affairs for review.
6. Students receiving academic clemency are not eligible for the Chancellor's or Vice Chancellor's list or the Fran Coulter Honors Program.

TRANSCRIPT POLICIES

Transcripts are issued at the written request of the student or appropriate institutions and officials. Students may complete a transcript request form at the Office of the Registrar. Telephone requests for transcripts are not accepted.

Official transcripts of the student's ASUMH permanent record are issued on security paper with the embossed seal of the university.

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.

Transcripts or other evidence of attendance will not be issued to or for a student who is in debt to the university.

GRADUATION

REQUIREMENTS FOR AN ASSOCIATE DEGREE

For an associate degree, each candidate must meet the following general requirements:

1. Complete the curriculum as listed under the description of the associate degree program.
2. Complete at least 15 credit hours at ASUMH. *Note:* No more than 15 formal non-collegiate hours for an associate degree program may be earned through examination (including CLEP, Advanced Placement, Prior Learning Assessment, Articulated Credit, Industry Certification, evaluated military service credits, police academy credits, DANTES, and USAFI courses.)
3. Earn a grade of “C” or better in ENG 1003 and ENG 1013.
4. Submit an Intent to Graduate application by the date stated in the academic calendar to the Office of the Registrar before completing all degree requirements. (If the student is unable to graduate at the end of the semester for which application has been made, a new application must be filed during the semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar at least 6 weeks before the degree is to be granted.
5. Have a cumulative grade point average of 2.0; some majors require a “C” or better in all course work, and, if a transfer student, on all work taken from the transferring institution. If a student does not have the required grade point average when the Intent to Graduate application is filed, the student’s name will not appear on the graduation list published for the enrollment period.
6. Complete graduation requirements under the provisions of an ASUMH catalog that is not more than 5 years old at the time of the student’s graduation. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.
7. Students may participate in Commencement exercises with up to 4 credit hours remaining on their course work. However, the degree will not be awarded until completion of all outstanding coursework.

REQUIREMENTS FOR A TECHNICAL CERTIFICATE

For a technical certificate, each candidate must meet the following general requirements:

1. Complete the curriculum as listed under the description of the technical certificate.
2. Complete at least 25 percent of course work at ASUMH.
3. Submit an Intent to Graduate application by the date stated in the academic calendar to the Office of the Registrar before completing all degree requirements. (If the student is unable to graduate at the end of the semester for which application has been made, a new application must be filed during the semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar at least 6 weeks before the certificate is to be granted.
4. Have a cumulative grade point average of 2.0. If a student does not have the required grade point average when the Intent to Graduate application is filed, the student may participate in the Commencement exercise, but will not officially graduate until a 2.0 GPA is obtained.
5. Complete graduation requirements under the provisions of an ASUMH catalog that is not more than 5 years old at the time of the student's graduation. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.
6. Students may participate in Commencement exercises with up to 4 credit hours remaining on their coursework. However, the degree or certificate will be not awarded until completion of all outstanding coursework.

GRADUATION REQUIREMENTS

Student Responsibility for Meeting Graduation Requirements

Each student should thoroughly study this catalog and become completely familiar with the organization, policies, and regulations of ASUMH. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

Through academic advising, ASUMH assists each student in planning academic programs, developing course schedules, anticipating graduation requirements, and making decisions affecting educational growth and development. Academic advisors endeavor to provide such assistance in

a timely and accurate manner. Meeting requirements for graduation is the responsibility of the student.

Candidates for Degrees

Students must initiate, complete, and file an Intent to Graduate application as indicated on the academic calendar. (If the student is unable to graduate at the end of the semester for which application has been made, a new Intent to Graduate application must be filed during the next semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar 6 weeks before the degree is to be granted.

SECOND ASSOCIATE DEGREE

Students who wish to complete a second associate degree in another field of study must satisfy degree requirements for the first degree and earn at least 15 additional semester hours while satisfying requirements for the second degree. The additional hours may be earned concurrent with or subsequent to completing the first associate degree. A candidate for a second associate degree must graduate under the provisions of an ASUMH catalog in effect during the time the student is pursuing the second degree.

DOUBLE MAJOR

Students may desire to complete a double major or a second emphasis within a degree. Students must meet all course requirements for both majors. Courses that are common to the 2 majors can be applied to both, but the student pursuing a double major must complete a minimum of 12 credit hours beyond those required for the first major. Students completing a degree with an emphasis area will only be awarded 1 diploma and will only be allowed to participate in commencement once.

GRADUATION WITH ACADEMIC DISTINCTION

ASUMH recognizes the academic achievement of graduating associate-degree students. To receive any of the following designations, students seeking their first associate degree must have completed at least 24 semester hours of graded course work offered by ASUMH.

1. Students with a grade point average of 4.00 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating summa cum laude.
2. Students with grade point averages of 3.80 – 3.99 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating magna cum laude.

3. Students with grade point averages of 3.60 – 3.79 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating cum laude.



Academic Programs



DEGREE PROGRAMS

ACADEMIC PROGRAMS

AA	Associate of Arts
AGS	Associate of General Studies
AS	Associate of Science in Agricultural & Natural Resources Natural Resources Track Agricultural Resources Track Associate of Science in Business Associate of Science in Criminal Justice
ASE	Associate of Science in Education • Elementary Education (K-Grade 6) • Middle School Education (4-8)
AAS	Associate of Applied Science in Criminal Justice Associate of Applied Science in Funeral Science Associate of Applied Science in Information Systems Technology • Graphic Design • Networking Specialist • Web Development Associate of Applied Science in Management • Accounting/Finance • Business Development • Hospitality • Office Associate of Applied Science in Paramedic Technology Associate of Applied Science in Registered Nursing Associate of Applied Science in Welding Technology • Gas Tungsten • Pipe Welding Associate of Applied Science in Workforce Technology • Automotive Systems Repair • Heating, Ventilation, and Air Conditioning (HVAC) • Mechatronics

TECHNICAL CERTIFICATE PROGRAMS

Accounting/Finance
Automotive Systems Repair
Funeral Science
General Business
Health Professions
Heating, Ventilation, and Air Conditioning (HVAC)
Hospitality
Information Systems Technology
Mechatronics (Advanced Manufacturing)
Paramedic Technology
Practical Nursing
Welding

CERTIFICATES OF PROFICIENCY

A+ Computer Technician
Automotive Systems Repair
Certified Nursing Assistant (CNA)
Certified Nursing Assistant (CNA) Medication Assistant
CISCO Networking
Graphic Design
Emergency Medical Technician
Heating, Ventilation, and Air Conditioning (HVAC)
Mechatronics (Advanced Manufacturing)
Phlebotomy
Professional Medical Coder
Web Development
Welding

FRAN COULTER HONORS PROGRAM

The Fran Coulter Honors Program was created to recognize academic excellence and to provide courses to challenge highly-motivated, intellectually-talented, academically well-prepared, and/or creative students. An additional purpose is to enhance the image of the community college as a place associated with quality scholarly pursuits and activities.

Through participation in the program, students are encouraged to develop their full potential in leadership and scholarship through a variety of educational activities by working with a select group of dedicated faculty, both within and outside of the classroom setting, and through interaction with other honors program students.

ONLINE COURSES

Blackboard Learning System™ is a learning management system that was selected by ASUMH to deliver online course content. With many tools and features, Blackboard is able to emulate an in-class setting within an online environment.

Blackboard is an integrated set of Web-based tools for course management and delivery. It was built by educators at the University of British Columbia as a tool to allow other educators to build sophisticated Web-based learning environments without a lot of time, resources or technical expertise. It also allows any student who knows how to navigate the Internet to be able to participate in an online class. It is used both in a distance learning setting (completely Web-based) and as a supplement to lecture-based courses at ASUMH.

Blackboard provides a platform which supports both online and seated classes at ASUMH. All students access Blackboard through the ASUMH MyCampus Portal using a unique username and password.

ASSESSMENT

Each academic program has an assessment program to collect information that will be used to make decisions to improve the curriculum and instruction. The assessment program is designed to help instructors in the academic programs and those teaching general education courses focus on what is taught and whether it is being taught successfully. Students participate in a variety of assessment activities designed to assess learning.

GENERAL EDUCATION PHILOSOPHY AND OUTCOMES

ASUMH believes general education is the hallmark of any educational program. Students use these foundation skills to build upon as they advance in their continued education, careers, or personal endeavors. The general education curriculum at ASUMH is routinely evaluated to determine its rigor; also, the Arkansas Department of Higher Education evaluates all academic programs on a rotational basis.

Not only does general education play a pivotal role in the Associate of Arts program, but it also has relevance in the other degree programs. All Associate of Applied Science degrees at ASUMH require that at least 18 hours of the programs be devoted to general education core courses. Every effort is made to ensure that students are exposed to the foundation courses generally required of all well-rounded educated individuals.

ASUMH offers a comprehensive general education core that challenges students to acquire skills and knowledge that allow them to flourish in their professional and personal lives. The general education core [18 hours] is designed to give students the ability to master basic skills in English/

communications, mathematics, science, and social science. The general education core is the foundation of all Associate Degree programs at ASUMH.

The General Education Outcomes:

- 1. Students will learn basic skills in English/communications, mathematics, social science, and the sciences.
- 2. Students will communicate in written and verbal forms.
- 3. Students will be exposed to diversity issues.
- 4. Students will use technology for academic and personal purposes.

STATE MINIMUM CORE CURRICULUM FOR BACCALAUREATE DEGREES

Arkansas Act 98 of 1989 provides that the State Board of Higher Education “shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions.” The required courses total 35 semester hours.

The following ASUMH courses have been approved by the Arkansas Department of Higher Education to meet the 35-hour core requirement.

English/Communications – Nine (9) credit hours required from the following:

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Math – Three (3) credit hours required from the following:

MATH	1023	College Algebra or any higher level mathematics course for which College Algebra is a pre-requisite.
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Science - Eight (8) credit hours required from the following:

Four (4) credit hours required (Select 1 course)

BIOL	1004	Biological Science & Lab
BIOL	2004	Human Anatomy & Physiology & Lab I
BIOL	2014	Human Anatomy & Physiology & Lab II
BIOL	2104	Microbiology & Lab

Four (4) credit hours required (Select 1 Course)

GEOL	1004	Physical Geology & Lab
PHYS	1204	Physical Science & Lab
CHEM	1004	Chemistry for Healthcare Professions & Lab (only for selected programs—see advisor)
CHEM	1014	General Chemistry & Lab
CHEM	1024	General Chemistry II & Lab

Fine Arts/Humanities – Six (6) credit hours required from the following:

Three (3) hours required (Select 1 course)

ENG	2003	World Literature to 1660
ENG	2013	World Literature since 1660

Three (3) hours required (Select 1 Course)

PHIL	1103	Introduction to Philosophy
ART	2503	Fine Arts – Visual
MUS	2503	Fine Arts – Music
THEA	2503	Fine Arts – Theatre

Social Science – Nine (9) credit hours required from the following:

Three (3) credit hours required (Select 1 course)

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660

Three (3) credit hours required (Select 1 course)

HIST	2763	The United States to 1876
HIST	2773	The United States since 1876
POSC	2103	United States Government

Three (3) credit hours required (Select 1 course)

ECON	2313	Principles of Macroeconomics
ECON	2333	Economic Issues and Concepts
GEOG	2613	Physical Geography
GEOG	2703	World Geography
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology
SOC	2223	Social Problems
SOC	2233	Introduction to Cultural Anthropology
*POSC	2103	United States Government

*If not selected to meet U. S. History/Government requirement.

ASSOCIATE OF ARTS DEGREE PROGRAM

The Associate of Arts degree is designed for students who wish to continue their education after completion of the degree. Satisfactory completion of an Associate of Arts degree will be accepted as satisfying the general education requirements of participating four-year institutions. Students should select their electives based on the specific degree requirements at the institution expected to award the baccalaureate degree.

Composition (6 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II

Mathematics (3 credit hours)

MATH	1023	College Algebra or
MATH	1043*	Quantitative Reasoning
(Students may substitute a higher level mathematics course for which College Algebra is a pre-requisite.)		
*Quantitative Reasoning is an alternative to College Algebra for some four year degrees. Check with the receiving institution to see which math class is preferred.		

Fine Arts/Humanities (6 credit hours)

(Students must select at least one fine arts and one humanities course.)

Fine Arts:

ART	2503	Fine Arts – Visual or
MUS	2503	Fine Arts – Music or
THEA	2503	Fine Arts – Theatre

Humanities:

ENG	2003	World Literature to 1660 or
ENG	2013	World Literature since 1660

Social Science/Understanding Global Issues (9 credit hours) (Select 3 courses)

ECON	2313	Principles of Macroeconomics
ECON	2333	Economic Issues and Concepts
GEOG	2613	Physical Geography

GEOG	2703	World Geography
HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology
SOC	2233	Introduction to Cultural Anthropology

U.S. History/Government (3 credit hours) (Select 1 course)

HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876 or
POSC	2103	United States Government

Life Science (8 credit hours)

Life Science:

*BIOL 1004 Biological Science and Lab
(Students may substitute a higher level biology course and its laboratory.)

Physical Sciences: (4 credit hours) (Select one of the following:)

CHEM	1004	Chemistry for Healthcare Professions & Lab (only for selected programs - see advisor)
CHEM	1014	General Chemistry I and Lab
GEOL	1004	Physical Geology and Lab
**PHYS	1204	Physical Science and Lab
PHYS	2054	General Physics I and Lab

ASUMH Institutional Requirements (10 credit hours)

(7 credit hours:)

CIS	1053	Computer Essentials
ORT	1011	First Year Experience
SPCH	1203	Oral Communication

(Select 3 credit hours from the following courses:)

HLT	2203	Basic Human Nutrition or
PE	1002	Concepts of Physical Activity, and

PE	1201	Beginning Weight Training I or
PE	1701	Tae Kwon Do or
PE	1851	Yoga or
PE	1911	Aerobic Exercise (Zumba)

Directed Electives (15 credit hours) (Must select from following areas)
 Courses taken to satisfy U.S. History/Government, General Education Core, and Institutional Requirements cannot fulfill the Directed Elective requirement.

ART - Art
 BIOL - Biology
 CHEM - Chemistry
 ECON - Economics
 ENG - English
 CRJ 1023 Introduction to Criminal Justice - only CRJ course that can be used as an elective
 FRN - French
 GEOG - Geography
 GEOL - Geology
 GRM - German
 HIST - History
 MATH - Mathematics
 MUS - Music
 PHIL - Philosophy
 PHYS - Physics
 POSC - Political Science
 PSY - Psychology
 SOC - Sociology
 SPCH - Oral Communication
 SPN - Spanish
 THEA - Theatre

General Education Total 35 Hours

Program Total 60 Hours

*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

**This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Degree (A.G.S.) offers students maximum flexibility in selecting courses to meet their individual employment and educational goals. Although many courses leading to the Associate of General Studies Degree may be transferable on an individual basis, sometimes the combination of courses will not complete a major area suitable for transfer. Students should see an advisor pertaining to the transfer of courses taken to complete the Associate of General Studies Degree.

General Education Requirements (15 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or
MATH	1023	College Algebra or
MATH	1043	Quantitative Reasoning
CIS	1203	Introduction to Computers , or
CIS	1053	Computer Essentials
		Social Science elective
		(Choose any three credit hour course from GEOG, HIST, ECON 2313, POSC, PSY, or SOC)

Directed Electives (45 credit hours)

45 credit hours of general education and/or occupation-related courses approved by an advisor to meet the student's educational/occupational goals.

Program Total 60 Hours

ASSOCIATE OF SCIENCE IN AGRICULTURAL & NATURAL RESOURCES

This program of study emphasizes the application of both business and scientific principles to the problems/issues confronting natural resource agencies and agribusinesses. Students will have an opportunity to pursue a rigorous program of study in both natural sciences and business administration leading to a career with a wide range of employment opportunities. The program will ready students to serve entities such as the USDA, National Park Service, and the U.S. Fish and Wildlife Service while also laying the academic foundation for a transfer to several 4-year programs.

General Education Requirements (35 credit hours)

Composition (6 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II

Mathematics (3 credit hours) (select 1 course)

MATH	1023	College Algebra
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Science (8 credit hours)

BIOL	1004	Biological Science and Lab
CHEM	1014	General Chemistry I and Lab

Fine Arts (select 1 course):

ART	2503	Fine Arts – Visual or
MUS	2503	Fine Arts – Music or
THEA	2503	Fine Arts – Theatre

Humanities (select 1 course):

ENG	2003	World Literature to 1660 or
ENG	2013	World Literature since 1660

Social Science (6 credit hours)

ECON	2313	Principles of Macroeconomics
HIST	1013	World Civ to 1660 or
HIST	1023	World Civ since 1660

U.S. History/Government (3 credit hours) (select 1 course)

HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876 or
POSC	2103	United States Government

Communication (3 credit hours)

SPCH	1203	Oral Communication
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Choose one of two Tracks:

1 - Agricultural Resources Track

2 - Natural Resources Track - (temporarily inactive)

1 - Agricultural Resources Track

Institutional Requirements (4 credit hours)

CIS	1053	Computer Essentials	and
ORT	1011	First Year Experience	

Ag Business Core (13 credit hours)

AGRI	1003	Introduction to Agricultural Economics
AGRI	1204	Introduction to Animal Science
AGRI	1303	Introduction to Plant Science
AGRI	2813	Soils

Emphasis 1 - Agricultural Business (9 credit hours)

ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II
ECON	2323	Principles of Microeconomics

OR

Emphasis 2 - Agricultural Science (9 credit hours)

AGRI	2213	Feeds and Feeding
AGRI	2623	Equine Health and Management
AGRI	2803	Field Crops

Program Total: 61 hours

ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science Degree in Business is designed for students preparing to transfer to a 4-year institution to obtain a baccalaureate degree in the field of business. This degree is accepted at most 4-year public universities in Arkansas upon completion of the entire degree. Students pursuing this degree should contact the university where they plan to transfer to obtain the baccalaureate degree(s) aligned with the AS in Business.

General Education Requirements (38 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
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ENG	1013	Composition II
SPCH	1203	Oral Communication or
BUS	2563	Business Communications

Mathematics (6 credit hours)

MATH	1023	College Algebra
MATH	2143	Business Calculus

Science (8 credit hours)

* BIOL	1004	Biological Science & Lab
**PHYS	1204	Physical Science & Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts – Visual, or
MUS	2503	Fine Arts – Music, or
THEA	2503	Fine Arts - Theatre

Humanities (3 credit hours)

ENG	2003	World Literature to 1660 or
ENG	2013	World Literature since 1660

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, or
HIST	2773	The United States since 1876, or
POSC	2103	United States Government
SOC	2213	Principles of Sociology

Business Core Requirements (24 credit hours)

ACC	2003	Principles of Accounting I
ACC	2013	Principles of Accounting II
BUS	2023	Legal Environment of Business
BUS	2113	Business Statistics
CIS	2503	Microcomputer Business Applications
ECON	2313	Principles of Macroeconomics
ECON	2323	Principles of Microeconomics
One 3 credit hour Directed Elective***		

Program Total 62 Hours

*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

**This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

***Based on the requirement of the 4-year transfer university.

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE (A.S)

The Associate of Science Degree in Criminal Justice is designed for students preparing to transfer to ASU-Jonesboro to obtain a baccalaureate degree in the field of criminology. While ASU-Jonesboro accepts this transfer degree in its entirety, it is not given that the A.S. degree will transfer to other baccalaureate programs.

General Education Requirements (35 credit hours)

English (6 credit hours)

ENG	1003	Composition I (must earn a "C" or better)
ENG	1013	Composition II (must earn a "C" or better)

Mathematics (3 credit hours)

MATH	1023	College Algebra or
MATH	1043	Quantitative Reasoning

Science (8 credit hours)

Life Science (4 credit hours)

BIOL	1004	Biological Science and Lab
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Physical Sciences (4 credit hours) (Select 1 course)

CHEM	1014	General Chemistry I and Lab, or
GEOL	1004	Physical Geology and Lab, or
PHYS	1204	Physical Science and Lab, or
PHYS	2054	General Physics I and Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts – Visual or
MUS	2503	Fine Arts – Music or
THEA	2503	Fine Arts – Theatre

Humanities (3 credit hours) (Select 1 course)

ENG	2003	World Literature to 1660 or
ENG	2013	World Literature since 1660 or
PHIL	1103	Introduction to Philosophy

Social Sciences (12 credit hours) (The student must select one United States History course)

HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876
POSC	2103	United States Government
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology

Criminal Justice Core (25 credit hours)

Required courses (12 credit hours)

CRJ/SOC	1023*	Introduction to Criminal Justice This course is a pre-requisite for CRIM 4103 Criminal Justice Systems for students planning to complete the Arkansas State University – Jonesboro Bachelor of Arts in Criminology degree.
CRJ	2263*	Criminal Evidence and Procedure
CRJ	1053	Criminology
SPN	2023	Intermediate Spanish II Student must complete Intermediate Spanish II for degree completion. However, if student does not have the pre-requisite courses required for Intermediate Spanish II, he/she must complete courses according to placement. The pre-requisite Spanish courses may be used as elective credits. To determine placement, student must provide official transcript from high school or college with successful course(s) completed ("C" or better). [Note: If student has not completed lower level Spanish course(s) but is proficient in Spanish, Spanish instructor may recommend placement based on proficiency exam.]

Criminal Justice/Spanish Electives** (at least 13 credit hours)

CRJ	2033*	Juvenile Delinquency
CRJ	2043	Community Relations in Law Enforcement
CRJ	2253*	Criminal Investigation
SPN	1013**	Elementary Spanish I
SPN	1023**	Elementary Spanish II
SPN	2013**	Intermediate Spanish I
SOC	2223	Social Problems

Program Total 60 hours

* Students who are employed law enforcement officers and have completed Police Academy Training may be eligible to receive credit for some of these courses. See the Registrar before enrolling.

** Students should choose Spanish based on placement. (See Spanish instructor to determine placement.)

ASSOCIATE OF SCIENCE IN EDUCATION ELEMENTARY EDUCATION (K – GRADE 6)

The Associate of Science in Education degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in elementary or mid-level education and teacher certification. The program incorporates foundation coursework in teacher education, field-based experience, and content coursework in a selected certification area. While this degree is widely accepted at 4-year public universities and colleges in Arkansas, student should check with transfer institution to ensure best choices of courses. A 2.75 GPA is required for graduation from the ASE program.

Students must successfully pass the Praxis I to be accepted for transfer with junior classification. The ASE degree does not guarantee acceptance into a 4-year teacher education program.

General Education Requirements (35 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (3 credit hours)

MATH 1023 College Algebra

Lab Sciences (8 credit hours)

* BIOL 1004 Biological Science and Lab

**PHYS 1204 Physical Science and Lab

Fine Arts (3 credit hours) (Select 1 course)

ART 2503 Fine Arts – Visual **or**

MUS 2503 Fine Arts – Music **or**

THEA 2503 Fine Arts – Theatre

Humanities (3 credit hours) (Select 1 course)

ENG 2003 World Literature to 1660 **or**

ENG 2013 World Literature since 1660

Social Sciences (9 credit hours)

HIST 1013 World Civilization to 1660 **or**

HIST 1023 World Civilization since 1660

HIST 2763 The United States to 1876 **or**

HIST 2773 The United States since 1876

POSC 2103 United States Government

Education Requirements (27-28 credit hours)

Education Core (12 credit hours)

EDU 2033 Introduction to Education

EDU 2043 Exceptional Child
(Not required of UCA mid-level)

EDU 2803 Introduction to K-12 Educational Technology

HIST 2883 Arkansas History

K-6 Specialty Content (15-16 credit hours)

EDU 2113 Child Growth and Learning

MATH 2113 Mathematics for Teachers I

MATH 2123 Mathematics for Teachers II

BIOL 2004 Human Anatomy and Physiology and Lab I **or**

GEOG 2613 Physical Geography **or**

GEOL 1104 Earth Science and Lab (required of UCA)

ECON	2313	Principles of Macroeconomics or
GEOG	1103	Introduction to Geography

Program Total 62-63 Hours

*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

**This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

ASSOCIATE OF SCIENCE IN EDUCATION MIDDLE SCHOOL 4-8

The Associate of Science in Education degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in elementary or mid-level education and teacher certification. The program incorporates foundation coursework in teacher education, field based experience, and content coursework in a selected certification area. While this degree is widely accepted at 4-year public universities and colleges in Arkansas, student should check with transfer institution to ensure best choices of courses. A 2.75 GPA is required for graduation from the ASE program.

General Education Requirements (35 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (3 credit hours)

MATH	1023	College Algebra
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Lab Sciences (8 credit hours)

*BIOL	1004	Biological Science and Lab
**PHYS	1204	Physical Science and Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts - Visual or
MUS	2503	Fine Arts - Music or
THEA	2503	Fine Arts - Theatre

Humanities (3 credit hours) (Select 1 course)

ENG	2003	World Literature to 1660 or
ENG	2013	World Literature since 1660

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660 or
HIST	1023	World Civilization since 1660

HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876

POSC	2103	United States Government
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Education Requirements (26 credit hours)**Education Core** (12 credit hours)

EDU	2033	Introduction to Education
EDU	2043	Exceptional Child (Not required of UCA mid-level)
EDU	2803	Introduction to K-12 Educational Technology
HIST	2883	Arkansas History

*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

**This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

NOTE: Students pursuing a degree in middle level education must take PSY 2513 AND select from TWO of the four content blocks below and complete a minimum of 15 credit hours therein. Any courses listed in the TWO chosen blocks that are not completed as a part of the General Education requirements of the Associate of Science in Education may be chosen as specialty content courses.

Middle Level Specialty Content (18-19 credit hours)

PSY	2513	Introduction to Psychology
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1. Middle Level Language Arts

ENG	2003	World Literature to 1660 (if not used as 3-credit hour Humanities course)
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ENG	2013	World Literature since 1660 (If not used as 3-credit hour Humanities course)
ENG	2323	American Literature I
ENG	2363	American Literature II
ENG	2373	Comparative Modern Grammars
ENG	2113	Introduction to Fiction (not accepted at UCA)

2. Middle Level Mathematics

MATH	2113	Mathematics for Teachers I
MATH	2123	Mathematics for Teachers II
MATH	2194	Survey of Calculus
MATH	2204	Calculus I

3. Middle Level Science

BIOL	2004	Human Anatomy and Physiology & Lab I
CHEM	1014	General Chemistry I and Lab
GEOL	1104	Earth Science and Lab

4. Middle Level Social Studies

ECON	2313	Principles of Macroeconomics or
GEOG	1103	Introduction to Geography
HIST	1013	World Civilization to 1660 or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876

Program Total 65-66 hours

THE ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

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 a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degree are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance from the institution to which they wish to transfer.

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

The program is designed for graduates to pursue a career in criminal justice. Credit will be awarded to those students who have completed applicable course work at the Arkansas Police Academy.

Students pursuing an A.A.S. in Criminal Justice should be aware that a criminal history might prevent them from eligibility for completing CRJ 2273 Criminal Justice Internship. This course requires a criminal background check.

Student Learning Outcomes for Criminal Justice Program

1. Students will increase their knowledge of the Criminal Justice System.
2. Students will demonstrate knowledge of theories associated with the causes of crime.
3. Students will develop an understanding of various approaches to addressing crime.
4. Students will be able to identify primary branches of the Criminal Justice System and their respective role.

General Education Requirements (24 credit hours)

CIS	2503	Microcomputer Business Apps
ENG	1003	Composition I
ENG	1013	Composition II
HIST	2763	The United States to 1876 or
HIST	2773	The United States since 1876 or
POSC	2103	United States Government
MATH	1113	Applied Math or higher level mathematics course
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology
SPCH	1203	Oral Communication or
BUS	2563	Business Communications

Police Science Core (36 credit hours)

CRJ/SOC	1023	Introduction to Criminal Justice
CRJ	1053	Criminology
CRJ	1223	Police Organization and Administration
CRJ	2033	Juvenile Delinquency
CRJ	2043	Community Relations in Law Enforcement
CRJ	2233	Criminal Law I

CRJ	2253	Criminal Investigation
CRJ	2263	Criminal Evidence and Procedure
CRJ	2273	Criminal Justice Internship
SOC	2223	Social Problems
		Electives (6 credit hours)

Program Total 60 hours

ASSOCIATE OF APPLIED SCIENCE IN FUNERAL SCIENCE

The A.A.S. in Funeral Science is a two-year degree that offers the theoretical and practical application of funeral service education. The central aim of the Funeral Science program is the recognition of the importance of funeral service personnel as members of a human services profession; members of the community in which they serve; participants in the relationship between bereaved families and those engaged in the funeral service profession; professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice; and professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. Students are prepared for entry into the profession after graduation.

The Associate of Applied Science in Funeral Science degree program at Arkansas State University Mountain Home is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org

Student Learning Outcomes for Funeral Science Program

The Funeral Science Program has the following objectives:

- (1) To enlarge the background and knowledge of students about the funeral service profession
 - (a) To provide a basic understanding of human behavior and care of the bereaved
- (2) To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined by the industry and the American Board of Funeral Science Education (ABFSE)
 - (a) To prepare students for immediate employment as funeral directors and embalmers
- (3) To educate students concerning the responsibilities of the funeral service profession to the community at large
 - (a) To assist funeral science students to realize their professional responsibilities to the community
 - (b) To promote the understanding of personal and public health and regulatory standards
- (4) to emphasize high standards of ethical conduct

- (a) To instill high ethical, professional, and technical standards
- (b) To develop a reverence for the deceased, showing proper dignity, sympathy, competence, and confidence in their skills
- (5) To provide a curriculum at the postsecondary level of instruction
- (6) To encourage student and faculty research in the field of funeral service

General Education Requirements (30 credit hours)

ACC	1013	Accounting for Funeral Science
BIOL	1013	Introduction to Human Anatomy and Physiology for Non-Health Majors
BIOL	1113	Pathology & Microbiology I (Theory)
BUS	2823	Fundamentals of Small Business Management
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or higher level mathematics course
SOC	2263	Comparative Religions
SPCH	1203	Oral Communication

Funeral Science Core (35 credit hours)

FUS	1001	Funeral Service Clinical I
FUS	1003	Embalming I
FUS	1012	Restorative Art I
FUS	1022	Funeral Service History, Ethics and Sociology
FUS	1033	Mortuary Chemistry
FUS	1143	Business and Funeral Service Law
FUS	2001	Funeral Service Clinical II
FUS	2011	Comprehensive Review 1: Sciences
FUS	2021	Comprehensive Review 2: Arts
FUS	2022	Restorative Art II
FUS	2113	Pathology & Microbiology II (Applications)
FUS	2123	Embalming II
FUS	2171	Practicum I
FUS	2181	Practicum II
FUS	2223	Funeral Service Management and Merchandising
FUS	2242	Funeral Directing
FUS	2253	Funeral Service Psychology and Counseling

Program Total 65 Hours

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION SYSTEMS TECHNOLOGY

The program is designed for those students seeking a two-year degree in specific skills areas of computer technology. The program is flexible to accommodate individual student needs. The student may choose from three different degree emphases: Graphic Design, Networking Specialist or Web Development.

Student Learning Outcomes for Information Systems Technology Program

The Associate of Applied Science in Information Systems Technology program prepares graduates for entry-level employment and advancement in the computer graphics, Web development or networking fields. Students receive a foundation in networking technology or computer graphics, computer operations and technology security, as well as, general education. Successful completion of the program should enable students to:

1. Be employable in an entry-level computer graphics, computer technician, Web development or network technology environment.
2. Have a working knowledge of operating systems, hardware, software, networking technology or computer graphic applications in basic print and/or Web design.
3. Apply classroom theory with practical application through job-related experiences.
4. Have a working knowledge of security issues, risks, tools, policies and online resources.

Students may choose from three different degree emphases: Graphic Design, Networking Specialist or Web Development.

General Education Requirements (18 credit hours)

BUS	1413	Business Math
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II

SPCH	1203	Oral Communication or
BUS	2563	Business Communications

Social Science elective (Select any 3 credit hour course from GEOG, HIST, POSC, PSY, ECON 2313 or SOC)

Computer and Business Core (18 credit hours)

BUS	1013	Introduction to Business
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CIS	1033	Introduction to Computer Programming
CIS	1113	A+ Computer Technician I
CIS	1503	Introduction to Operating Systems
CIS	2503	Microcomputer Business Applications
CIS	2673	Computer Security

Area of Emphasis (24 credit hours)

Graphic Design

ART	1013	Design I or
ART	1033	Drawing I
BUS	2513	Fundamentals of Marketing
CIS	1702	Introduction to Digital Media
CIS	1803	Introduction to Digital Photography/Photoshop
CIS	2313	Desktop Publishing
CIS	2333	Computer Illustration
CIS	2353	Design/Layout
CIS	2601	Graphic Internship
CIS	2623	Website Design

Networking Specialist

CIS	1103	Networking Concepts
CIS	1106	CISCO Network Academy I
CIS	1206	CISCO Network Academy II
CIS	1223	A+ Computer Technician II
CIS	1312	A+ Analysis and Application
CIS	2703	Networking Applications
CIS	2801	Networking Internship

Web Development

CIS	1702	Introduction to Digital Media
CIS	1803	Introduction to Digital Photography/Photoshop
CIS	2353	Design/Layout
CIS	2563	E-Commerce and Web Marketing
CIS	2613	Programming for the Internet
CIS	2623	Website Design
CIS	2643	Advanced Programming for the Internet

CIS	2663	Advanced Website Design
CIS	2701	Web Development Internship

Program Total 60 Hours

ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

The program is designed for those students seeking a two-year program in business or office management. The Business Development emphasis teaches the management of resources as well as the steps in starting a new business. The office emphasis focuses on working and managing in an office environment. Hospitality focuses on the management and customer service needs of the hospitality/tourism market. The needs for proper financial recordkeeping affects every business. The Accounting/Finance emphasis prepares students for an entry-level career in the financial services industry.

Student Learning Outcomes for Management Program

The Associate of Applied Science in Management program prepares graduates for entry-level employment and advancement in the business field. Students receive a foundation in business technology and management principles, computer operations, as well as general education. Successful completion of the program should enable students to:

1. Be employable in an entry-level management or business environment.
2. Have a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
3. Have a working knowledge of computers using software packages to create spreadsheets, written reports, letters, presentations, communications with clients and co-workers, and other general office duties.
4. Be able to apply critical thinking to decision making.
5. Apply basic technical and theoretical aspects of the accounting field, including financial and managerial accounting, as well as implement basic accounting software.

General Education Requirements (18 credit hours)

BUS	1413	Business Math
CIS	1053	Computer Essentials or
CIS	1203	Introduction to Computers

ENG	1003	Composition I
ENG	1013	Composition II
BUS	2563	Business Communications or
SPCH	1203	Oral Communication
ECON	2313	Principles of Macroeconomics

Business Core (24 credit hours)

ACC	2003	Principles of Accounting I
BUS	1013	Introduction to Business
BUS	2103	Human Relations in Business
BUS	2203	Applied Business Ethics
BUS	2833	Principles of Management
BUS	2853	Business Leadership & Decision Making
CIS	1003	Computerized Office Accounting
CIS	2503	Microcomputer Business Applications

Accounting/Finance (19 credit hours)

ACC	2013	Principles of Accounting II
ACC	2113	Basic Taxation
BUS	1423	Survey of Finance
BUS	2423	Accounting/Finance Analysis and Application
BUS	2413	Principles of Banking
CIS	1403	Spreadsheet Applications
BUS	2481	Accounting/Finance Internship

Business Development (18 credit hours)

ACC	2013	Principles of Accounting II
BUS	2023	Legal Environment of Business
BUS	2513	Fundamentals of Marketing
BUS	2823	Fundamentals of Small Business Management
Six (6) credit hours from ACC, BUS, CIS, ECON		

Hospitality (18 credit hours)

BUS	1703	Introduction to Hospitality Management
BUS	1723	Dining Service Management

BUS	1732	Food/Beverage Sanitation and Safety
BUS	2723	Lodging and Facilities Management
BUS	2733	Convention/Conference Sales and Service
BUS	2781	Hospitality Management Internship
Three (3) credit hours from ACC, BUS, CIS, ECON		

Office (18 credit hours)

BUS	1513	Business Records Management
BUS	2302	Professional Office Procedures
BUS	2851	Office Internship
CIS	2413	Word Processing
CIS	1403	Spreadsheet Applications
Six (6) credit hours from ACC, BUS, CIS, ECON, OTS or HSA 2013		

Program Total 60-61 Hours

ASSOCIATE OF APPLIED SCIENCE IN PARAMEDIC TECHNOLOGY

Graduates of this program are eligible to apply to the Arkansas Department of Health, EMS Division, and the National Registry of EMTs for the Paramedic Certificate Examination. Upon successfully passing the examination, the graduate will possess a paramedic certificate and can function

as a team member on an ALS ambulance and within the pre-hospital environment. Interested applicants should see instructor for cost estimates.

Student Learning Outcomes for Paramedic Technology Program

1. The paramedic student will understand his/ her roles and responsibilities within the Emergency Medical Services System.
2. The paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.
3. The paramedic student will be able to take a proper history and perform a comprehensive physical exam on any patient, and communicate the findings to other healthcare professionals.
4. The paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma, medical, neonatal, pediatric, geriatric, diverse, and chronically ill patients and patients with common complaints.
5. The paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for

- neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients.
6. The paramedic student will be able to safely manage the scene of an emergency.
 7. The paramedic student will assess and manage patients in the clinical area and in the field environment based on age, complaint, and pathophysiology.
 8. The paramedic student will complete a specified set of skills while in the clinical area and in the field environment.

Pre-requisite (17 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab (Anatomy and Physiology I and II with Labs will be accepted.)
EMT	1007	Emergency Medical Technician
HSA	2013	Medical Terminology
PHRM	1103	Introduction to Pharmacology

General Education Requirements (18 credit hours)

CIS	1053	Computer Essentials or
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or higher level mathematics course
PSY	2513	Introduction to Psychology
SPCH	1203	Oral Communication

Paramedic Technology Requirements (43 credit hours)

First Fall Semester (15 credit hours)

PAR	1013	Foundations of the Paramedic with Lab
PAR	1103	Paramedic Pharmacology with Lab
PAR	1104	Clinical Preparatory for Paramedics with Lab
PAR	1105	Medical Emergencies for Paramedics I with Lab

Spring Semester (15 credit hours)

PAR	1213	Cardiovascular Care with Lab
PAR	1223	Medical Emergencies for Paramedics II with Lab
PAR	1303	Trauma for Paramedics with Lab

PAR	2003	Assessment Based Management
PAR	2113	Clinical Practicum I

Second Fall Semester (13 credit hours)

PAR	2212	Clinical Practicum II
PAR	2316	Paramedic Field Internship
PAR	2395	Paramedic Operations Management with Lab

Program Total 78 Hours

ASSOCIATE OF APPLIED SCIENCE IN REGISTERED NURSING LPN/PARAMEDIC TO RN

The AAS in Registered Nursing offers licensed practical nurses and paramedics an alternative to traditional nursing programs. Students have the option of maintaining full-time employment while completing the nursing program in one academic year. The Associate of Applied Science in Nursing (AASN) graduate is prepared to provide and manage direct care to individuals with common well-defined problems. The AASN graduate functions as a team member using nursing diagnoses and established protocols for individuals in acute care and community-based settings.

Students applying for entrance to the Registered Nursing program must meet the standards and requirements for admission to ASUMH prior to completing the required program application.

All pre-requisite general education courses must be completed with a grade of "C" or better. All general education pre-requisites must be completed prior to the student's entry into the program.

Note: All RN courses have an additional \$100 per credit hour fee.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. Students will be required to sign a statement, before beginning the nursing program, that states they have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. Students may access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

Student Learning Outcomes for Registered Nursing Program

1. Provide high quality, evidence-based, patient-centered nursing care to diverse populations while incorporating technology to improve interdisciplinary communication, transition of care, and patient outcomes
2. Advocate for patients and families to promote human dignity, self-determination, and integrity of the person by providing caring, holistic nursing interventions, and assisting in navigating healthcare systems
3. Implement a prescribed plan of care by utilizing knowledge of evidence-based practice, pathophysiology, pharmacology, quality improvement, and the ability to interpret physician and inter-professional orders
4. Utilize therapeutic communication to build rapport with patients and families, function as a team member within the interdisciplinary team and with physicians, to deliver patient education, and resolve conflicts
5. Apply critical thinking skills and clinical judgment to interpret assessment data, recognize changes in patient status, make patient care decisions, anticipate risks and recognize unsafe practice in self and others to deliver safe, high quality nursing care to patients and their families
6. Demonstrate professional nursing identity by reflecting integrity, responsibility, ethical and legal practices, accountability, customer service, respect for diversity, and teamwork through active participation in professional nursing organizations
7. Organize patient care by delegating effectively, prioritizing tasks and responsibilities, timely completion of tasks and documentation, evaluating patient response to care and modifying care as indicated

General Education Requirements (30 credit hours)

BIOL	2004	Human Anatomy and Physiology & Lab I
BIOL	2014	Human Anatomy and Physiology & Lab II
BIOL	2104	Microbiology & Lab
CIS	1203	Introduction to Computers or
CIS	1053	Computer Essentials
ENG	1003	Composition I
ENG	1013	Composition II
HLT	2203	Basic Human Nutrition
MATH	1113	Applied Math or
MATH	1023	College Algebra

PSY 2513 Introduction to Psychology

Nursing Requirements (30 credit hours)

RN	2119	Nursing Theory I
RN	2123	Nursing Practicum I
RN	2215	Nursing Theory II
RN	2221	Nursing Practicum II
RN	2319	Nursing Theory III
RN	2323	Nursing Practicum III

Program Total 60 Hours

ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY

The program is designed to prepare students for careers in welding and metal fabrication. Curriculum for the A.A.S in Welding Technology degree is based on American Welding Society (AWS) standards. Course content emphasizes both the underlying theory as well as the hands-on repetition needed to build welding proficiency.

Student Learning Outcomes for Welding Program

1. Demonstrate safe and proper use of welding, cutting and grinding equipment.
2. Demonstrate sufficient skill and proficiency in the Shielded Metal Arc Welding or Gas Metal Arc Welding or Gas Tungsten Arc Welding process to successfully complete certification requirements in accordance with industry-recognized standards.
3. Demonstrate the ability to make accurate measurements to within 1/16" tolerance using a tape measure and utilize essential mathematic concepts required in the welding, fabrication, and manufacturing industries.
4. Read and interpret fabrication blueprints to create layouts to specifications.
5. Identify and select suitable welding consumable materials and set up and operate welding equipment in such a manner as to produce a quality weld in accordance with established industry standards.
6. Demonstrate the proper procedures for preparing a welding test plate in accordance with established industry standards.
7. Identify the cause of various weld defects including slag inclusions, porosity, undercut and cracking.
8. Produce an acceptable weld to industry standards in the 1G (flat), 2G (horizontal), 3G (verti-

cal up), and 4G (overhead) welding positions.

9. Select the appropriate rod or wire type and shielding element for Gas Metal Arc Welding, Shielded Metal Arc Welding, and Gas Tungsten Arc Welding processes.

General Education Requirements (18 credit hours)

CIS	1203	Introduction to Computers	or
CIS	1503	Computer Essentials	
ENG	1003	Composition I	
ENG	1013	Composition II	
MATH	1103	Technical Math	
SPCH	1203	Oral Communication	
		Social Science elective	
		(Select any three (3) credit hour course from GEOG, HIST, ECON 2313, POSC, PSY or SOC)	

Welding Core (26 credit hours)

TECH	1012	Employment Strategies
TECH	1021	Industrial and Shop Safety
TECH	1032	Blueprints and Layouts
TECH	1042	Computer Aided Design (CAD)
WELD	1024	Shielded Metal Arc Welding (SMAW)
WELD	1204	Gas Metal Arc Welding (MIG)
WELD	1404	Gas Tungsten Arc Welding (TIG)
		Welding elective (4 credit hours)
		Welding elective (3 credit hours)

Pipe Welding Emphasis (16 credit hours)

WELD	2104	Pipe Welding 5G
WELD	2114	Pipe Welding 2G
WELD	2124	Pipe Welding 6G
		Welding elective (4 credit hours)

Gas Tungsten Arc Welding Emphasis (16 credit hours)

WELD	1434	Intermediate Gas Tungsten Arc Welding
WELD	1504	Advanced Gas Tungsten Arc Welding

WELD	1604	Metal Fabrication Welding elective (4 credit hours)
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Gas Metal Arc Welding Emphasis (16 credit hours) *

WELD	1234	Intermediate Gas Metal Arc Welding
WELD	1304	Advanced Gas Metal Arc Welding
WELD	1604	Metal Fabrication Welding elective (4 credit hours)

Program Total 60 Hours

*Pending ADHE Approval

ASSOCIATE OF APPLIED SCIENCE IN WORKFORCE TECHNOLOGY

Students may choose from three different degree emphases: Automotive Systems Repair, Heating, Ventilation, Air Conditioning (HVAC), or Mechatronics.

General Education (18 Credit Hours)

CIS	1203	Introduction to Computers	or
CIS	1053	Computer Essentials	
ENG	1003	Composition I	
ENG	1013	Composition II	
MATH	1103	Technical Math (HVAC and Automotive)	or
MATH	1113	Applied Math (Mechatronics)	
SPCH	1203	Oral Communication Social Science Elective (Choose from any three credit hour course from GEOG, HIST, ECON 2313, POSC, PSY or SOC)	

Automotive Emphasis (43 credit hours)

AUTO	1013	Introduction to Automotive Technology
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AUTO	1024	Brakes and Braking Systems
AUTO	1034	Suspension and Steering
AUTO	1104	Engine Performance I
AUTO	1204	Automatic Transmission / Transaxle
AUTO	1304	Electrical Systems I
AUTO	1404	Automotive HVAC
AUTO	2104	Engine Performance II
AUTO	2204	Manual Transmission and Drive Axles
AUTO	2304	Electrical Systems II
AUTO	2404	Engine Rebuild

HVAC Emphasis (42 credit hours)

BUS	2103	Human Relations in Business
HVAC	1014	Principles of Air Conditioning and Refrigeration
HVAC	1024	Principles of Heating
HVAC	1034	Commercial Refrigeration
HVAC	1104	Introduction to Air Distribution Systems
HVAC	1204	Residential HVAC
HVAC	2004	HVAC Electrical Circuits
HVAC	2204	Commercial HVAC
HVAC	2404	Residential / Commercial Load Calculations
HVAC	2504	Advanced Troubleshooting in HVAC
TECH	1012	Employment Strategies
TECH	1021	Industrial and Shop Safety

Mechatronics Emphasis (42 credit hours)

TECH	1012	Employment Strategies
TECH	1021	Industrial and Shop Safety
TECH	1512	Schematics and Mechanical Diagrams
TECH	1042	Computer Aided Design (CAD)
TECH	1504	DC Electronics
TECH	1514	AC Electronics
TECH	2014	Digital Electronics
TECH	2134	Industrial Electronic Devices or
TECH	2144	Industrial Electricity

TECH	2154	Industrial Mechanical Systems
TECH	2314	Programmable Logic Controllers
TECH	2424	Hydraulic and Pneumatic Systems
TECH	2444	Robotic Technology

Special Topics Class – Created by Industry Need (3 credit hours)

Program Total 60-61 Hours

TECHNICAL CERTIFICATES

All certificate-seeking students must meet the freshman assessment and placement requirements. If deficiencies exist, the student must complete the required CPT courses.

ACCOUNTING/FINANCE

The Technical Certificate in Accounting and Finance is designed to prepare students for entry level employment in bookkeeping or account service positions. Students are given the foundations of the banking and financial services industry as well as the importance of accounting as a reporting and decision making tool.

ENG	1003	Composition I
BUS	1413	Business Math
ACC	2003	Principles of Accounting I
ACC	2013	Principles of Accounting II
BUS	1423	Survey of Finance
BUS	2423	Accounting/Finance Analysis and Application
BUS	2413	Principles of Banking
CIS	1003	Computerized Office Accounting
CIS	1053	Computer Essentials or
CIS	1203	Introduction to Computers
CIS	2503	Microcomputer Business Applications

Program Total 30 Hours

AUTOMOTIVE SYSTEMS REPAIR

This program is designed to provide students with entry and advanced-level marketable skills. Hands-on training, combined with laboratory and classroom experience, provide students knowledge in steering, suspension, electrical, and braking systems; transmissions and drive-trains; engine performance; air conditioning; and safety.

General Education (6 credit hours)

ENG	1003	Composition I – 3 credit hours
MATH	1103	Technical Math – 3 credit hours

Automotive Emphasis (43 credit hours)

AUTO	1013	Introduction to Automotive Technology
AUTO	1024	Brakes and Braking Systems
AUTO	1034	Suspension and Steering
AUTO	1104	Engine Performance I
AUTO	1204	Automatic Transmission / Transaxle
AUTO	1304	Electrical Systems I
AUTO	1404	Automotive HVAC
AUTO	2104	Engine Performance II
AUTO	2204	Manual Transmission and Drive Axles
AUTO	2304	Electrical Systems II
AUTO	2404	Engine Rebuild

Program Total 49 Hours

FUNERAL SCIENCE

This program is designed to allow students the option to serve as funeral directors without the embalming portion of the curriculum. The courses in the Technical Certificate will also meet the pre-requisites for the A.A.S. in Funeral Science. The American Board of Funeral Service Education does not accredit this certificate since it does not include embalming. Therefore, students completing this certificate will not be eligible to sit for the National Board Exam or any other state board exam. However, students may be employed by funeral homes as funeral directors. According to the ABFSE, "This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examina-

tion or any state board examination for which graduation from an ABFSE accredited program is required.”

ACC	1013	Accounting for Funeral Science
CIS	1203	Introduction to Computers
ENG	1003	Composition I
MATH	1113	Applied Math or higher level mathematics course
SOC	2263	Comparative Religions
SPCH	1203	Oral Communication
FUS	1143	Business and Funeral Service Law
FUS	2223	Funeral Service Management and Merchandising
FUS	2242	Funeral Directing
FUS	2253	Funeral Service Psychology and Counseling

Program Total 29 Hours

GENERAL BUSINESS

This program is designed to prepare students for a variety of positions in the field of business management.

ACC	2003	Principles of Accounting I
BUS	1013	Introduction to Business
BUS	1413	Business Math
BUS	2103	Human Relations in Business
BUS	2203	Applied Business Ethics
BUS	2563	Business Communications or
SPCH	1203	Oral Communication
CIS	1003	Computerized Office Accounting
CIS	1053	Computer Essentials or
CIS	1203	Introduction to Computers
CIS	2503	Microcomputer Business Applications
ENG	1003	Composition I

Program Total 30 Hours

HEALTH PROFESSIONS

This program is designed to prepare students for a variety of positions in the field of healthcare. Students should work with their advisor to design an individualized program of study in order to meet specific career goals.

General Education (15 credit hours)

CIS	1203	Introduction to Computers or
CIS	1053	Computer Essentials
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or higher level mathematics course
PSY	2513	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 or
POSC	2103	United States Government

Area of Emphasis (15-21 credit hours) (Choose one emphasis area)**

Emphasis One: Professional Medical Coding (17 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab I
HSA	2013	Medical Terminology
OTS	2007	Professional Medical Coder
OTS	2013	Healthcare Billing, Compliance, and Reimbursement

Emphasis Two: Phlebotomy (15 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab
BIOL	2104	Microbiology & Lab
PHL	1007	Phlebotomy

Emphasis Three: Certified Nursing Assistant (16 credit hours)

CNA	1007	Nursing Assistant
HSA	1003	Introduction to Health Professions
HSA	1013	Medical Procedures
HSA	2013	Medical Terminology

Emphasis Four: PN Prerequisites (15 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab or
BIOL	2004	Human Anatomy and Physiology I & Lab and
BIOL	2014	Human Anatomy and Physiology II & Lab*
CNA	1007	Nursing Assistant
*Directed Electives		

Emphasis Five: Paramedic Prerequisites (17-21 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab or
BIOL	2004	Human Anatomy and Physiology & Lab I and
BIOL	2014	Human Anatomy and Physiology & Lab II
EMT	1007	Emergency Medical Technician
HSA	2013	Medical Terminology
PHRM	1103	Introduction to Pharmacology

Emphasis Six: General Health Science Transfer (16 credit hours)

Choose 16 hours from this list:

BIOL	2004	Human Anatomy and Physiology & Lab I
BIOL	2014	Human Anatomy and Physiology & Lab II
BIOL	2104	Microbiology & Lab
CHEM	1004	Chemistry for Healthcare Professions & Lab
CHEM	1014	General Chemistry I & Lab
CHEM	1024	General Chemistry II & Lab
PHYS	1104	Physics for Healthcare Professions & Lab
PHYS	2054	General Physics I & Lab
PHYS	2064	General Physics II & Lab

Program Total 30-35 Hours

HEATING, VENTILATION, AIR CONDITIONING (HVAC)

This program is designed to provide students with entry and advanced-level marketable skills. Hands-on training, combined with laboratory and classroom experience teaches the student sheet metal fabrication; principles of residential and commercial air conditioning, refrigeration, heating, and ventilation; troubleshooting, blueprint reading, and safety.

General Education (6 credit hours)

ENG	1003	Composition I
MATH	1103	Technical Math

Applied Technology Core (3 credit hours)

TECH	1012	Employment Strategies
TECH	1021	Industrial and Shop Safety I

HVAC Emphasis (32 credit hours)

HVAC	1014	Principles of Air Conditioning and Refrigeration
HVAC	1024	Principles of Heating
HVAC	1034	Commercial Refrigeration
HVAC	1104	Introduction to Air Distribution Systems
HVAC	1204	Residential HVAC
HVAC	2204	Commercial HVAC
HVAC	2404	Residential / Commercial Load Calculations
HVAC	2004	HVAC Electrical Circuits

Program Total 41 hours

HOSPITALITY

This program is designed to prepare students for a variety of positions in the hospitality industry ranging from lodging management and dining service management, to convention and conference sales and service.

ENG	1003	Composition I
BUS	1413	Business Math
BUS	1703	Introduction to Hospitality Management

BUS	1723	Dining Service Management
BUS	2733	Convention/Conference Sales and Service
BUS	1732	Food/Beverage Sanitation and Safety
BUS	2723	Lodging Facilities Management
BUS	2103	Human Relations in Business
BUS	2563	Business Communications
BUS	2781	Hospitality Internship
CIS	1003	Computerized Office Accounting
CIS	2503	Microcomputer Business Applications

Program total 33 hours

INFORMATION SYSTEMS TECHNOLOGY

This program is designed to prepare or update students with marketable computer skills combined with technical hardware skills. The elective component can be utilized to tailor six credit hours to their specific career objective.

BUS	1013	Introduction to Business
BUS	1413	Business Math
CIS	1033	Introduction to Computer Programming
CIS	1113	A+ Computer Technician I
CIS	1203	Introduction to Computers
CIS	1503	Introduction to Operating Systems
CIS	2503	Microcomputer Business Applications
CIS	2673	Computer Security
ENG	1003	Composition I
CIS electives (6 credit hours)		

Program Total 33 Hours

MECHATRONICS

The program is designed for students seeking the knowledge and skills necessary to be employed in the laboratory and field- testing, manufacturing and assembly, quality assurance, manufacturing technician and other related fields. Students should be able to apply this knowledge and perform basic tests, troubleshooting, and repair of electronic equipment and machinery often found in advanced manufacturing firms.

CIS	1053	Computer Essentials or
CIS	1203	Introduction to Computers
ENG	1003	Composition I
MATH	1113	Applied Math
TECH	1012	Employment Strategies
TECH	1021	Industrial & Shop Safety
TECH	1042	Computer Aided Design (CAD)
TECH	1504	DC Electronics
TECH	1512	Schematics and Mechanical Diagrams
TECH	1514	AC Electronics
TECH	2314	Programmable Logic Controllers
TECH	2424	Hydraulic and Pneumatic Systems

Program Total 32 Hours

PARAMEDIC TECHNOLOGY

Graduates of this program are eligible to apply to the Arkansas Department of Health, EMS Division and the National Registry of EMTs for the Paramedic Certificate Examination. Upon successfully passing the examination, the graduate will possess a paramedic certificate and can function as a team member on an ALS ambulance and within the pre-hospital environment.

Pre-requisite (17 credit hours)

EMT	1007	Emergency Medical Technician
BIOL	1024	Human Anatomy and Physiology for Healthcare Professions with Lab (Anatomy and Physiology I and II with Labs will be accepted)
HSA	2013	Medical Terminology
PHRM	1103	Introduction to Pharmacology

Course Requirements (43 credit hours)

FIRST FALL SEMESTER (15 credit hours)

PAR	1013	Foundations of the Paramedic with Lab
PAR	1103	Paramedic Pharmacology with Lab
PAR	1104	Clinical Preparatory for Paramedics with Lab
PAR	1105	Medical Emergencies for Paramedics I with Lab

SPRING SEMESTER (15 credit hours)

PAR	1213	Cardiovascular Care with Lab
PAR	1223	Medical Emergencies for Paramedics II with Lab
PAR	1303	Trauma for Paramedics with Lab
PAR	2003	Assessment Based Management
PAR	2113	Clinical Practicum I

SECOND FALL SEMESTER (13 credit hours)

PAR	2212	Clinical Practicum II
PAR	2316	Paramedic Field Internship
PAR	2395	Paramedic Operations Management with Lab

Program Total 60 Hours**PRACTICAL NURSING**

Graduates of this program are eligible to apply for the National Council Licensure Examination – Practical Nursing (NCLEX-PN). Upon successfully passing this examination, the graduate can function under the supervision of a registered nurse and/or a physician and work in hospitals, doctor's offices, nursing homes, and other healthcare agencies. Information about the cost of the program is included in the nursing application packet.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. Students will be required to sign a statement, before beginning the nursing program, that states they have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. Students may access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

PRACTICAL NURSING COURSE OF STUDY
Fall Entry (Application deadline May 15)

Pre-requisites (11-15 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab or
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BIOL	2004	Human Anatomy and Physiology I & Lab and
BIOL	2014	Human Anatomy and Physiology II & Lab
CNA	1007	Certified Nursing (certification required)

FALL SEMESTER (15 credit hours)

LPN	1305	Foundation of Nursing Procedures w/Lab
LPN	1402	Med-Surg Nursing Concepts I
LPN	1502	Maternity & Pediatrics I
LPN	1603	Nursing of Older Adults
LPN	1713	Clinical I

SPRING SEMESTER (15 credit hours)

LPN	2302	Mental Health Nursing/Net
LPN	2405	Med-Surg Nursing Concepts II
LPN	2503	Maternity & Pediatrics II
LPN	2715	Clinical II

EXTENDED SUMMER SEMESTER (8 credit hours)

LPN	2412	Med-Surg Nursing Concepts III
LPN	2714	Clinical III
LPN	2902	Basic Nursing Management/IA

Program Total 49-53 Hours

PRACTICAL NURSING COURSE OF STUDY
Spring Entry (Application deadline October 15)

Pre-requisites (11-15 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab or
BIOL	2004	Human Anatomy and Physiology I & Lab and
BIOL	2014	Human Anatomy and Physiology II & Lab
CNA	1007	Certified Nursing (certification required)

SPRING SEMESTER (15 credit hours)

LPN	1305	Foundation of Nursing Procedures w/Lab
LPN	1402	Med-Surg Nursing Concepts I
LPN	1502	Maternity & Pediatrics I
LPN	1603	Nursing of Older Adults
LPN	1713	Clinical I

EXTENDED SUMMER SEMESTER (8 credit hours)

LPN	2412	Med-Surg Nursing Concepts III
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LPN	2503	Maternity & Pediatrics II
LPN	2713	Clinical II

FALL SEMESTER (15 credit hours)

LPN	2302	Mental Health Nursing/NET
LPN	2405	Med-Surg Nursing Concepts II
LPN	2716	Clinical III
LPN	2902	Basic Nursing Management/IA

Program Total 49-53 Hours**WELDING**

This program is designed to provide students with job-ready welding skills and the opportunity to earn various welder certifications recognized by local industry.

ENG	1003	Composition I
MATH	1103	Technical Mathematics
TECH	1012	Employment Strategies
TECH	1021	Industrial and Shop Safety
TECH	1032	Blueprints and Layouts
TECH	1042	Computer Aided Design (CAD)
WELD	1024	Shielded Metal Arc Welding (SMAW)
WELD	1204	Gas Metal Arc Welding (MIG)
WELD	1404	Gas Tungsten Welding (TIG)
		Welding electives (5 credit hours)

Program Total 30 Hours

CERTIFICATES OF PROFICIENCY

The Certificate of Proficiency may be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The program of study can be a stand-alone program or part of a technical certificate or associate degree curriculum and is designed to enhance a person's skill set to make him/her more productive and marketable.

A+ Computer Technician

CIS	1113	A+ Computer Technician I
CIS	1223	A+ Computer Technician II
CIS	1312	A+ Analysis and Application

Automotive Systems Repair

AUTO	1013	Introduction to Automotive Technology
AUTO	1024	Brakes and Braking Systems
AUTO	1104	Engine Performance I
AUTO	1304	Electrical Systems I

Certified Nursing Assistant (CNA)

CNA	1007	Nursing Assistant
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Certified Nursing Assistant (CNA) Medication Assistant

CNA	2007	Medication Assistant
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CISCO Networking

CIS	1106	CISCO Network Academy I
CIS	1206	CISCO Network Academy II

Community Paramedic*

PAR	2963	Introduction to Community Paramedic
PAR	2973	Community Assessment and Resources for the

		Community Paramedic
PAR	2983	Advanced Health Assessment for the Community Paramedic
PAR	2993	Community Paramedic Practicum

*Pending approval by ADHE

Emergency Medical Technician

EMT	1007	Emergency Medical Technician
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Gas Metal Arc Welding *

WELD	1024	Shielded Metal Arc Welding
WELD	1234	Intermediate Gas Metal Arc Welding
TECH	1012	Employment Strategies

*Pending ADHE approval

Graphic Design

CIS	1702	Introduction to Digital Media
CIS	1803	Introduction to Digital Photography/Photoshop
CIS	2313	Desktop Publishing
CIS	2333	Computer Illustrator
CIS	2353	Design/Layout

Heating, Ventilation, Air Conditioning (HVAC)

HVAC	1014	Principles of Air Conditioning and Refrigeration
HVAC	1024	Principles of Heating
HVAC	1104	Introduction to Air Distribution Systems
HVAC	1204	Residential HVAC

Mechatronics (Basic Manufacturing)

TECH	1504	DC Electronics
TECH	1514	AC Electronics
TECH	2314	Programmable Logic Controllers
TECH	2424	Hydraulic and Pneumatic Systems

Phlebotomy

PHL	1007	Phlebotomy
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Professional Medical Coder

OTS	2007	Professional Medical Coder
OTS	2013	Healthcare Billing, Compliance, and Reimbursement

Web Development

CIS	1702	Introduction to Digital Media
CIS	2623	Website Design
CIS	2353	Design/Layout
CIS	2563	E-Commerce and Web Marketing
CIS	2613	Programming for the Internet

Welding

WELD	1024	Shielded Metal Arc Welding
WELD	1204	Gas Metal Arc Welding (MIG)
WELD	1404	Gas Tungsten Welding (TIG)

Course Descriptions



COURSE DESCRIPTIONS

A frequency-of-course-offerings statement appears at the end of each course description. The information reflects the normal scheduling of the course. However, circumstances may from time to time dictate scheduling changes, and the university reserves the right to change course scheduling when circumstances dictate such changes.

The code symbols are as follows:

F = Fall Semester

SU = Summer Semester

S = Spring Semester

D = On Demand ~ based on appropriate faculty
and sufficient student enrollment

ACTS = Arkansas Course Transfer System numbers

(ACC) ACCOUNTING

1003 Introduction to Accounting Surveys the basic concepts of accounting, petty cash, accounts payable, accounts receivable, payroll, bank reconciliation, and preparation of financial statements. Designed for entry level students or preparation for ACC 2003. (D)

1013 Accounting for Funeral Science Surveys the basic concepts of accounting as it relates to sole proprietorships and partnerships within the funeral service industry. Examines the recording of financial data during the accounting cycle including: sales and accounts receivable, purchases and accounts payable, cash and banking procedures, payroll and taxes, preparation and analysis of financial statements. Meets the requirements of the AAS in Funeral Science degree as stipulated by the American Board of Funeral Service Education. (D)

2003 Principles of Accounting I Studies accounting for merchandising and service-oriented business organizations. Primary emphasis is on accounting principles applicable to measuring assets, liabilities, equity, and income. (F, S) **ACTS: ACCT 2003**

2013 Principles of Accounting II Covers special measurement problems for partnerships and corporations. The course also covers rudimentary accounting and reporting for manufacturing companies. A part of the course is devoted to special reports and managerial uses of accounting data for the decision-making function. Pre-requisite: ACC 2003 with a grade of "C" or better. (F, S) **ACTS: ACCT 2013**

- 2113 Basic Taxation** Introduces the concepts of federal income taxation and tax preparation, including the definition of income, the computation of tax liabilities, exclusions from income, basis, deductions available for individuals in computing taxable income, and the assignment of income. Upon successful completion, students will be certified through the IRS to prepare simple tax returns. (F)

(AGRI) AGRICULTURAL AND NATURAL RESOURCES

- 1003 Introduction to Agricultural Economics** Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems. (D)
- 1204 Introduction to Animal Science** Deals 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. (D)
- 1303 Introduction to Plant Science** Introduction to agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations and production/protection practices. (D)
- 2213 Feeds and Feeding** Principles of animal nutrition, composition, and digestibility of feeds, balanced rations and feed of farm animals. Pre-requisite: AGRI 1204. (D)
- 2623 Equine Health and Management** Covers aspects of equine health, diseases, soundness, first aid, preventive maintenance, and management of horses in domestic situations. (D)
- 2803 Field Crops** A study of field crops, types and varieties, seed of small grains, and green manure crops. Lecture two hours, laboratory two hours per week. (D)
- 2813 Soils** A study of origin, classification and physical and chemical properties of soil. Lecture three hours per week. Pre-requisite: CHEM 1003 or CHEM 1014. (D)

(ART) ART

- 1013 Design I** Introduces the fundamental principles of design and the theory of color. (S)

- 1023 Design II** Develops awareness of space and concept of form, with analysis and application of tools and materials appropriate to three-dimensional projects. Pre-requisite: ART 1013. (S)
- 1033 Drawing I** Applies the principles of perspective, outdoor sketching, object drawing, and figure sketching using various materials and techniques. Beginning drawing course. (F)
- 1043 Drawing II** Focuses on light and shade drawing, monochromatic color sketches, still life, with emphasis on original illustration. Pre-requisite: ART 1033 or portfolio review. (F)
- 1063 Painting I** Studies introductory color and composition for painting with opportunities for the student to explore personal interests. (May be repeated for credit; however, no more than 3 hours may be applied toward a degree in a field other than art.) Pre-requisite: ART 1033 or portfolio review. (F)
- 1073 Painting II** Continues color and composition studies with a focus on oil painting. Pre-requisite: ART 1063. (S)
- 2503 Fine Arts-Visual** Introduces visual arts to all students regardless of background or experience. (F, S) **ACTS: ARTA 1003**
- 2583 Survey Art I** Studies and examines in-depth art from the prehistoric period in Europe through the Gothic period. The course acquaints students with the history of western art, the process in the production of art, the social and cultural contexts, and art terminology. (D)
ACTS: ARTA 2003
- 2593 Survey Art II** Studies and examines in-depth art from Early Renaissance through Modern (20th century) art. The course continues to acquaint students with art history, production, social and cultural context, and terminology. Offers a well-balanced approach as art relates to the development of western culture. (D) **ACTS: ARTA 2103**

(AUTO) AUTOMOTIVE SYSTEMS REPAIR

- 1013 Introduction to Automotive Technology** Introduces the automobile from a technical perspective. Subjects covered include automotive technical career ex-

ploration, minor maintenance and safety inspection, and an introduction to technical systems. Also includes automotive history and current environmental issues associated with the automobile. Presents both theory and practice using handheld and stationary equipment in most topics. Safety incorporating OSHA standards is emphasized. (SU)

- 1024 Brakes and Braking Systems** Introduces the fundamentals of basic brakes and braking systems, including hydraulic theory. Includes various disc, drum and parking brake systems. Mechanical, hydraulic, and anti-lock systems are included. Safety incorporating OSHA standards is emphasized. (F)
- 1034 Suspension and Steering Systems** Introduces the fundamentals of suspension and steering systems. Includes wheels, tires, hubs, bearings, seals, springs, front and rear alignment, and various manual and power steering systems. Includes both theory and practice in most topics. Safety incorporating OSHA standards is emphasized. (F)
- 1104 Engine Performance I** Studies fuel systems, electronic engine/emission controls, proper engine performance, tune-up and automotive safety devices. Diagnostics will be extensively covered. Knowledge needed to perform repair work in general engine diagnosis, computerized engine control diagnosis and repair, ignition and repair, and engine related service will be introduced. (F)
- 1204 Automatic Transmission/Transaxle** Introduces the theory and operation of automatic transmissions. Teaches the purpose and operation of a torque converter, and how the clutches, bands, servos, solenoids, pump valve body and modulators work. The laws governing planetary gears and how torque is routed through and automatic transmission are studied. Learning about the relationship of hydraulic components and planetary control devices helps the student to properly diagnose problems in the transmission. Safety is emphasized. (S)
- 1304 Electrical Systems I** Introduces the fundamentals of electricity, including electrical circuits, Ohm's Law, wiring diagrams, and common electrical symbols. Familiarization with test equipment as well as diagnosis and troubleshooting are emphasized. Safety incorporating OSHA standards is emphasized. Systems include starting, charging, microprocessor, power distribution, sensors, and actuators. (SU)
- 1404 Automotive HVAC** Introduces the theory and practice of modern vehicle heating and air-conditioning systems, including the theory of refrigeration. Various components including compressors, lines, expansion valves, condensers, evaporators, blower

motors, and distribution systems are covered. Student will practice the operation, diagnosis and repair aspects of modern air-conditioning systems. Includes both theory and practice using handheld and stationary equipment in most topics. Safety incorporating OSHA standards is emphasized. (SU)

- 2104 Engine Performance II** Studies fuel systems, electronic engine/emission controls, proper engine performance, tune-up, and automotive safety device. Diagnostics are extensively covered. Skills needed to perform repair work in general engine diagnosis, computerized engine control diagnosis and repair, ignition systems diagnosis and repair, air/fuel and exhaust system diagnosis and repair, emission control system diagnosis and repair, and engine related service will be covered. (S)
- 2204 Manual Transmission and Drive Axles** Introduces the components and power flow of both the manual transmission and transaxle. Teaches how to inspect, diagnose problems, service, disassemble, repair and test the transmission and transaxles. Identifies the components of the clutch and teaches how they function in relation to each other. Drivelines and U joints of both front wheel and rear wheel drive trains are taught. The different types of u-joints, CV-joints and differentials are covered. Covers how to diagnose and service problems and repair all this equipment. (S)
- 2304 Electrical Systems II Application** Presents the fundamentals of the automotive wet cell battery, its construction, ratings, charging, testing, maintenance and safety will be covered in this course. Introduces the construction and operation of the various components of the starting system, including the starter motor, starter drives, solenoids and relays. Component testing, diagnosing and overhaul will also be covered. Presents the construction, operation and testing of the charging systems and its components and regulators. Major components of the vehicle's lighting systems, the different forms of driver warning devices, electronic instrumentation and the fundamentals of the ignition system will be taught. Testing and troubleshooting these systems will be practiced. (F)
- 2404 Engine Rebuild** Covers the theory and operation of the internal combustion gasoline engine. Instruction will be given on the different classifications and measurements involved in gasoline engines. Introduces cooling and lubrication systems, how the engine block is constructed and the reasons for multiple cylinders. Relationship between the friction bearing, crankshaft, connecting rods, pistons and piston ring for the lower end of the engine is taught. In addition, the relationship between valve lifter, cylinder heads and valves of the upper end of the engine is presented. Teaches to properly inspect, clean, measure, service and repair all the

various components of the engine. Different types of gaskets, seals and sealants used in today's engine repair are taught. (S)

(BIOL) BIOLOGY

- 1001 Biological Science Laboratory** Accompanies BIOL 1003 Biological Science. Pre-requisite or co-requisite: BIOL 1003 (Credit for this course is contingent upon earlier or simultaneous completion of BIOL 1003.) BIOL 1001 and BIOL 1003 may be taken in lieu of BIOL 1004. (F, S)
- 1003 Biological Science** Examines the structure of living things, beginning at the chemical level and progressing to the organismic and community (ecological) levels. Emphasis placed on a survey of the five kingdoms of life, with particular attention given to plants, animals, and the ecological relationships existing among and between them. BIOL 1001 and BIOL 1003 may be taken in lieu of BIOL 1004. (F, S)
- 1004 Biological Science and Lab** A survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology, and the scientific method are included. Not appropriate for biology or pre-med majors. Lab required (F, S) **ACTS: BIOL 1004**
- 1013 Introduction to Human Anatomy and Physiology for Non-Healthcare Majors** Studies general human anatomy. Includes anatomical terminology. Offers non-medical-related students an overview of all body structures, systems, and functions. Anatomical terminology and etymology are included. (S)
- 1014 Introduction to Entomology and Lab** Explores various aspects of insects and other arthropods, including insect anatomy and morphology, life cycles, diversity, taxonomy, and their roles in the environment and in human affairs. Places emphasis in the laboratory on identification of the major insect groups and on field methods of insect collection. Course requirements include, in part, group projects, in-class field trips, and an insect collection. Lecture three hours per week, lab two hours per week. (D)
- 1024 Human Anatomy and Physiology for Healthcare Professions and Lab** Studies the fundamentals of anatomy and physiology of the human body with emphasis on body structure, functions of each body system, and basic chemistry. (D)

- 1104 Introduction to Botany and Lab** Investigates the principles of plant biology, including form, structure, metabolism, and reproduction. Areas of emphasis include plant cells and tissues, genetics, ecology, evolution, and plant diversity. Some field trips required. Lecture three hours per week, lab two hours per week. (D) **ACTS: BIOL 1024**
- 1113 Pathology and Microbiology I: Theory** Covers basic pathology principles including an understanding of the basic course of diseases and the affects these diseases may have upon living and dead human bodies. Investigates the fundamentals of pathology, the infection process and the human immune system. Studies methods of transmission with an emphasis on protecting the public and individuals working in environments of potential exposure. Offers non-medical-related students an overview of pathology, indigenous microorganisms, pathogens, and self-protective measures. (F)
- 1114 Introduction to Zoology and Lab** Introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution and animal phyla. Course designed for biology majors, but may also be taken for general education. Lab required. (D) **ACTS: BIOL 1054**
- 1134 Biology of the Cell** Explores the structure and function of prokaryotic and eukaryotic cells. Emphasis given to the biologically important molecules, structure and function of the plasma membrane, organelle structure and function, cellular energy, enzymes, and protein synthesis. (D)
- 2003 Introduction to Microbiology** Investigates the fundamentals of the infectious process and the human immune system. Methods of transmission are studied with an emphasis on protecting the public and individuals working in environments of potential exposure. Offers non-medical-related students an overview of indigenous microorganisms, pathogens, and host-parasite interactions. (D)
- 2004 Human Anatomy and Physiology & Lab I** Introduces the biology of atoms and molecules; organelles and cellular functions; tissues; blood; and studies the structure and function of integumentary system, skeletal system, muscular system, and lymphatic system. Lecture three hours per week, lab two hours per week. Pre-requisite: high school biology within the past five years, BIOL 1004 with a grade of "C" or better, successful completion of the LPN degree, or consent of the instructor. (F, S) **ACTS: BIOL 2404**

- 2014 Human Anatomy and Physiology & Lab II** Studies the structure and function of major sense organs, nervous system, endocrine system, respiratory system and cardiovascular system, digestive system, urinary system and reproductive system. Lecture three hours per week, lab two hours per week. Pre-requisite: completion of BIOL 2004 with a grade of "C" or better. (F, S) **ACTS: BIOL 2414**
- 2104 Microbiology & Lab** Focuses on bacteria, viruses, rickettsiae, chlamydiae, molds, yeasts, and protozoans as they relate to human health. Lecture three hours per week, lab two hours per week. Pre-requisite: high school biology within the past five years, BIOL 1004 with a grade of "C" or better, successful completion of the LPN degree, or consent of the instructor. (F, S) **ACTS: BIOL 2004**
- 2114 Introduction to Ecology and Lab** Investigates relationships of living organisms with each other and with their environment. Emphasis is placed on studies of plant and animal ecology, data collection from lab and field experiments, data manipulations, statistical analyses, and research reporting. Lecture three hours per week, lab two hours per week. Pre-requisites: Grades of "C" or better in BIOL 1004 and MATH 1023 or equivalents. (D)
- 2903 Natural Resources Internship** Participation in a professional educational, management or research program activity. Internship is arranged by the student and may be a volunteer or paid position. Entails a minimum of 160 work hours. Special course fees may apply. Must be approved by advisor or dean. (F, S, SU)
- 2913 Legal Aspects of Environmental Management** Policy, law and regulations relating to society 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. Special course fees may apply. Prerequisite: BIOL 1004 or equivalent. Lecture two hours per week. Spring, even years.

(BUS) BUSINESS ADMINISTRATION

- 1013 Introduction to Business** Acquaints beginning students with the major institutions and practices in the business world. Provides elementary concepts of business and serves as an orientation course for selection of a specific major. (F, S) **ACTS: BUSI 1013**
- 1413 Business Math** Applies mathematical concepts in a practical manner for both personal and business use. Topics include percentages, interest, payroll, taxes, mortgages,

and the time value of money. Pre-requisite: ACT score in Math of 19 or completion of Beginning Algebra with a grade of "C" or better. (F, S)

- 1423 Survey of Finance** Introduces principles of financial management, financial systems, flow of funds, time value of money and its application in business decision making. (F, S)
- 1513 Business Records Management** Introduces the field of records management; filing, life cycle of records, and importance of file management using alphabetic filing rules compatible with the Association of Records Managers and Administrators (ARMA). Introduces basic business record keeping methods applicable to small business management. (S)
- 1703 Introduction to Hospitality Management** Introduces students to an overview of the hospitality industry, which includes various operational segments, historical perspectives on tourism and hospitality, and a comprehensive look at each department within the foodservice and lodging industry. Students will receive an overview of the forces that shape the hospitality industry, and investigate the major trends in the hospitality and tourism industry while assisting the students with locating the tools to analyze and interpret those trends. (F)
- 1723 Dining Service Management** Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. (S)
- 1732 Food/Beverage Sanitation and Safety** Introduces the student to the study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination and work place safety standards. Introduces the student to the fundamentals of responsible alcohol service. (F)
- 2023 Legal Environment of Business** Studies the fundamental elements of the Anglo-American legal system and its common law origins. Includes the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States government. (F, S) **ACTS: BLAW 2003**
- 2103 Human Relations in Business** Studies the understanding of behavior in organizations, focusing on the interaction of the individual and the organization. Directed primarily toward the human problems of supervisors and middle manag-

ers. Includes a historical background, major theories of motivation, job satisfaction, leadership, organizational and social environments, group processes, customer service and communications. (F, S)

- 2113 Business Statistics** Introduces statistical methods used with business and economic data, descriptive statistics, probability theory, discrete and continuous distributions, estimation, sampling concepts and hypothesis testing, linear regression and correlation. Pre-requisites: MATH 1023 and CIS 2503. (F,S) **ACTS: MATH 2103 or BUSI 2103**
- 2123 Human Resources Management** Addresses modern methods of selection, testing and solving various human resources problems. Designed to give the student a knowledge and understanding of how to manage human resources effectively. (D)
- 2203 Applied Business Ethics** Introduces the fundamental concepts of business ethics, relating these issue to current events in today's society. Designed to help students develop the tools and techniques they will need when facing various ethical dilemmas in today's business environment. (S)
- 2413 Principles of Banking** Teaches the fundamental principles and practices of banking and credit in the United States. Topics include an overview of financial services including human resources, marketing, and ethics, negotiable instruments, mortgages, commercial lending, bank security. Pre-requisite: ACC 2003 or consent of instructor. (S)
- 2423 Accounting/Finance Analysis and Applications** Students follow a role playing scenario to create an accounting practice set. The financial statements are then utilized as an analytical tool in making business investment and credit decisions. (S)
- 2481 Accounting/Finance Internship** Applies classroom knowledge to the actual work situations. A minimum of 40 hours of supervised work experience is an approved training situation is required. Should be taken the final semester. Pre-requisites: BUS 2423 Analyzing Financial Statements, BUS 1423 Introduction to Finance, CIS 1403 or consent of instructor. (S)
- 2513 Fundamentals of Marketing** Investigates all aspects of marketing concerning the flow of goods from producer to consumers or other users. Discusses the various functions of marketing, marketing institutions, and the different aspects of the marketing mix. Emphasizes the kinds of decisions for which a marketing manager may be responsible. (F) **ACTS: MKTG 2003**

- 2533 Principles of Sales and Retailing** Provides an overview of salesmanship including: explaining the steps involved in a sale; understanding customer psychology and how to use creative selling techniques; understanding the importance of closing a sale; discussing the business processes involved in the retail industry including - inventory management, store layout and design, merchandise planning and e-commerce. (D)
- 2563 Business Communications** Reviews basic grammar and punctuation. Investigates theory, principle, and application of oral and written communications used in business. Pre-requisite: ENG 1003. (F, S) **ACTS: BUSI 2013**
- 2613 Customer Service** Introduces the student to the issues of problem solving, strategy, empowerment, communications, motivation, and leadership necessary for the delivery of excellent customer service and customer retention. (D)
- 2653 Small Business Development** Provides knowledge and skills needed to develop and manage a small business or to function in a business which cultivates entrepreneurship. Instruction will include developing the business idea and researching feasibility, finding the right funding sources for the business, branding, marketing, and advertising for the business, managing growth and expansion, and developing an exit strategy. Project oriented capstone course that must be taken in the student's final semester. Pre-requisites: ACC 1003, BUS 1013, BUS 2513, BUS 2833. (D)
- 2723 Lodging and Facilities Management** Introduces students to an overview of the lodging management industry. Students will explore various aspects of hotel/motel management; marketing, communications, and ethics, as well as, a detailed look into the important role that housekeeping plays in effective hotels and resorts. The course covers how to efficiently care for guestrooms and public spaces; and procedures to ensure a comfortable and pleasant guest experience. (S)
- 2733 Convention/Conference Sales and Service** Introduces students to the concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase the financial environment of the facility. (S)
- 2743 Behind the Scenes in Hospitality** Provides the student with a brief introduction to three behind-the-scenes areas of hospitality: hospitality regulations, marketing and software. (F)

- 2781 Hospitality Management Internship** Applies classroom knowledge to the actual work situation. A minimum 40 hours of supervised work experience in an approved training situation is required. Should be taken the final semester. (F)
- 2823 Fundamentals of Small Business Management** Emphasizes the development of managerial skills uniquely important to small firms. Discusses problems of starting a new business and of buying an ongoing one. . Management pre- or co-requisites: ACC 1003 or ACC 2003, BUS 2513, and BUS 2833. Funeral Science pre- or co-requisites: ACC 1013, FUS 1143, and FUS 2223. (F, S)
- 2833 Principles of Management** Analyzes the various elements necessary for managerial action and the importance of management as a distinct activity. Addresses the various functions of management including planning, staffing, organizing, directing, and controlling. (F)
- 2851 Office Internship** Applies classroom knowledge to the actual work situation. A minimum of 40 hours of supervised work experience in an approved training situation is required. Co-requisite: BUS 2302. (S)
- 2853 Business Leadership and Decision Making** Explores the behaviors and skills necessary to be an effective leader and manager. Motivation, decision-making, problem-solving, conflict/negotiation strategies and meeting management is examined. Course materials and activities will challenge students to connect theory to practice. (S)
- 2903 Fundamentals of International Business** Introduces students to fundamental aspects of international business including international economics, finance, management, marketing, law, and accounting. Also examines how cultural diversity affects business around the world. (D)

(CHEM) CHEMISTRY

- 1003 Introduction to Chemistry** Focuses on the fundamentals of chemical terms and applications to laboratory studies. Extensive drills on calculations and use of hand-held calculators in problem solving. Recommended for those with no prior study of chemistry. Pre-requisite: MATH 0003. Co-requisite: MATH 0103 or higher. (S)
- 1004 Chemistry for Healthcare Professions and Laboratory** Studies the concepts of chemistry from the point of view of their application and relevance to medicine and

the human body. Topics in organic and inorganic chemistry are covered in enough depth to give students a good foundation. (D) **ACTS: CHEM 1214**

- 1011 General Chemistry I Laboratory** Accompanies CHEM 1013 (General Chemistry I) (Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1013.) (F)
- 1013 General Chemistry I** Studies chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry, and thermochemistry. Pre-requisites: MATH 0103 with a grade of "C" or better and CHEM 1003 with a grade of "C" or better (high school chemistry may be substituted for CHEM 1003.) Co-requisite: MATH 1023 or higher. Lecture three hours per week. (F)
- 1014 General Chemistry I & Laboratory** Studies chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry, and thermochemistry. Pre-requisites: MATH 0103 with a grade of "C" or better and CHEM 1003 with a grade of "C" or better (high school chemistry may be substituted for CHEM 1003). Co-requisite: MATH 1023 or higher. Lecture three hours per week, lab three hours per week. (F) **ACTS: CHEM 1414**
- 1021 General Chemistry II Laboratory** Accompanies CHEM 1023 (General Chemistry II.) Pre-requisite or co-requisite: CHEM 1023 (General Chemistry II). (Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1023.) (D)
- 1023 General Chemistry II** Examines liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry. Pre-requisites: CHEM 1013 or CHEM 1014 with a grade of "C" or better. Lecture three hours per week. (S)
- 1024 General Chemistry II & Laboratory** Examines liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry. Pre-requisite: CHEM 1014 with a grade of "C" or better. Lecture three hours per week, lab three hours per week. (D) **ACTS: CHEM 1424**
- 1031 Laboratory for Introduction to Organic and Biochemistry** Accompanies Introduction to Organic and Biochemistry. Three hours per week. Co-requisite or pre-requisite: CHEM 1033 (Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1033). (D)

- 1033 Introduction to Organic and Biochemistry** Emphasizes applications to body functions. Lecture three hours per week. May not satisfy requirements for chemistry major. Pre-requisite: CHEM 1014. (D)
- 1034 Introduction to Organic and Biochemistry & Laboratory** Emphasizes applications to body functions. Lecture three hours per week, lab three hours per week. May not satisfy requirements for chemistry major. Pre-requisite: CHEM 1014 with a grade of "C" or better. (S) **ACTS: CHEM 1224**

(CIS) COMPUTER INFORMATION SYSTEMS

- 1003 Computerized Office Accounting** Studies the basic office accounting /record keeping skills of amortization, petty cash, payroll, time cards, accounts receivable, accounts payable, bank reconciliation, and inventory. (F)
- 1033 Introduction to Computer Programming** Introduces students to problem solving, analytical thinking, design and planning, coding, and debugging of modern object-oriented programming. Pre-requisite: CIS 1203 or consent of the instructor. (F)
- 1053 Computer Essentials** Provides an understanding of basic computer skills necessary to be a successful college student including basic skills using latest Windows software, file management, Microsoft Office, campus email, campus learning management system and appropriate uses of the Internet in an academic setting. (F, S)
- 1103 Networking Concepts** Studies networking terminology, communication protocols and standards, topologies and architectures, network equipment and operating systems, principles of local and wide area networks and how emerging technologies will impact the networks of the future. (F, S)
- 1106 CISCO Network Academy I** Prepares students for the CISCO Certified Network Associate (CCNA) certification exam. Familiarizes students with networking concepts and components, terminology, topology, and basic design and maintenance. Teaches router technologies, including configurations, protocols, and introduction to LAN switching and VLANs. Students install, configure, and maintain network hardware and wiring. Pre-requisites for degree-seeking students only: CIS 1103 and CIS 1203, or consent of instructor. (F)
- 1113 A+ Computer Technician I** Introduces students to information technology and data communications. Emphasis will be to assemble a personal computer and install operating system. Effective troubleshooting and maintenance fundamentals are stressed

using system tools and diagnostic software. This is a hands-on, lab-oriented course to help prepare students for the Comp TIA A+ Certification Exam. (F)

- 1203 Introduction to Computers** Introduces computer hardware, software, procedures, systems, and required human resources. Emphasis is on computer literacy, historical development of computers, data processing methods, the processing cycle, operations considerations, storage and retrieval methods, systems security, and computer-based support systems. (F, S) **ACTS: CPSI 1003**
- 1206 CISCO Network Academy II** Prepares students for the CISCO Certified Network Associate (CCNA) certification exam. Includes advanced router configurations advanced LAN and WAN design and technologies, IPv4 and IPv6 addressing, single-area and multi-area OSPF, EIGRP, PPP, Frame Relay and network troubleshooting. Pre-requisite: CIS 1106. (S)
- 1223 A+ Computer Technician II** Emphasizes advanced hardware and networking fundamentals, adding multimedia services and peripherals, connecting the computer to the Internet and sharing resources in a networked environment, troubleshooting and maintenance. Implements basic physical and software security principles This is a hands-on, lab-oriented course to help prepare students for the Comp TIA A+ Certification Exam. Pre-requisite: CIS 1113. Co-requisites: CIS 1312. (S)
- 1312 A+ Analysis and Application** Demonstrates knowledge of installing, configuring, upgrading, troubleshooting and repairing desktop systems through discussion, computer-based testing, simulations, hands-on review and textbook references. Provides a summary of the core elements found on the Comp TIA A+ Certification Exam. Pre-requisite: CIS 1113. Co-requisite: CIS 1223. (S)
- 1403 Spreadsheet Applications** Introduces electronic spreadsheet concepts and terminology using current applications software. Emphasis is on building worksheets, working with formulas, and preparing graphs and databases using good problem-solving skills. Pre-requisite: CIS 1203 or consent of instructor. (F)
- 1503 Introduction to Operating Systems** Provides introduction to microcomputer operating systems concepts using Microsoft, Linux and Macintosh products. Students will gain knowledge of Microsoft Operating Systems and their essential elements through hands-on experience. Pre-requisite: CIS 1203 or consent of instructor. (S)
- 1702 Introduction to Digital Media** Introduces concepts, terminology, production methods and design theory relating to the field of digital media ranging from print and web design. Reviews the profession, career options and industry trends. Pro-

vides students an orientation to Adobe Creative suite software applications. Pre-requisite: CIS 1203 or consent of instructor. (F, S)

- 1803 Introduction to Digital Photography/Photoshop** Introduces basic digital photographic concepts, terminology, and techniques. Includes instruction on input, output, workflow, organization and management of digital files. Emphasis is placed on photographic composition and the manipulation of digitized images for print and online publication utilizing digital cameras, scanners, and Adobe Photoshop software. Pre-requisite: CIS 1203 and 1702 or consent of the instructor. (F)
- 2033 Visual Basic Programming I** Introduces programming of business applications utilizing Visual Basic's interactive, object-oriented language (OOP) methodology. Pre-requisite: MATH 0103 or consent of instructor. (D)
- 2043 Programming in C++** Introduces programming of commercial software using the programming language C++ and object-oriented programming (OOP) methodology. Pre-requisites: CIS 1033, MATH 0103, or consent of instructor. (D)
- 2053 JAVA** Provides a detailed review of object-oriented programming using the JAVA programming language incorporating instantiable classes, applets, selection statements, repetition statements, reusable classes, inheritance and polymorphism, and recursive algorithms. Pre-requisite: CIS 1033 or consent of instructor. (D)
- 2133 Visual Basic Programming II** Introduces the ADO Programming Object Model, the development and maintenance of database programs using ADO, and multi-tier database applications. Introduces creating and managing ActiveX code components, documents, and controls, as well as a discussion of programming for the Internet. Pre-requisites: CIS 2033 and CIS 2403. (D)
- 2203 Principles of COBOL Programming** Studies COBOL computer language, including input-output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasizes program structures and techniques of program design applied to typical business applications. Pre-requisites: CIS 1033, MATH 0103, or consent of instructor. (D)
- 2313 Desktop Publishing** Teaches practical application and techniques of design and layout in creating multi-page documents, flyers, pamphlets, newspaper ads and other publications using the Adobe InDesign software application. Pre-requisite: CIS 1702 or consent of instructor. (S)

- 2323 Advanced Desktop Publishing** Provides students with advanced application and skill development using graphic and desktop publishing software. Covers use of tools and commands to create and enhance digital images, such as color correction, image selection, and multiple layering. Emphasizes independent work and decision making in the revision and creation of newsletters, forms, multi-page documents, and other business publications. Also covers designing publications for the Web. Pre-requisite: CIS 2313. (D)
- 2333 Computer Illustration** Emphasizes knowledge and skills necessary for creating vector based graphics using drawing tools in the Adobe Illustrator software application. Pre-requisite: CIS 1702 or consent of instructor. (F)
- 2343 Digital Imaging (Photoshop)** Introduces the basic elements of Adobe Photoshop, an image-editing program with the capability of creating original digital artwork, retouch or modify digital artwork, and merge and edit color images. Pre-requisite: CIS 1203. (D)
- 2353 Design/Layout** Presents methodology and techniques in graphic design applied to an extended visual communication project including print and/or Web applications. Preparation of comprehensive layouts and oral/visual presentation of projects. Creative problem solving using hand tools and Adobe Creative Suite will be covered. Pre-requisites for Graphic Design emphasis: ART 1013 or ART 1033, CIS 1702, CIS 2313, CIS 2333, CIS 1803 or consent of instructor. Co-requisite: CIS 2601. Pre-requisites for Web Development emphasis: CIS 1702, CIS 2613, CIS 2623 or consent of instructor. Co-requisites: CIS 2663 and CIS 2701. (S)
- 2403 Database Management** Introduces the fundamentals of database design and management exposes the student to Access, and introduces SQL. Discusses entity-relationship models. Pre-requisites: CIS 1523 and one other computer course, or consent of instructor. (D)
- 2413 Word Processing** Introduces the uses and applications of word processing software in the production of documents for business and personal use. Pre-requisite: CIS 2503 or consent of instructor. (F)
- 2503 Microcomputer Business Applications** Provides fundamental hands-on experience using a major software suite, Microsoft Office. Introduces word processing, spreadsheet application, presentation design and database management. Pre-requisite: CIS 1203 or consent of instructor. (F, S)

- 2523 Advanced Microcomputer Business Applications** Provides students with advanced instruction and skill development using the command and techniques of Microsoft Office. Measures the student's abilities in extensive hands-on application projects and exercises in Word, Excel, PowerPoint, and Access. Designed for the student to use in preparation of the Microsoft Office User Specialist Exam (MOUS). Pre-requisite: CIS 2503. (D)
- 2553 Visual Basic Programming and .NET** Studies the fundamentals of using the .NET environment and the Microsoft .NET platform to create Web applications that deliver dynamic content to a Website. Introduces students to the foundations of the .NET framework. Introduces ASP.NET, ADO.NET and Visual C+ to demonstrate the development of .NET applications. Pre-requisite: CIS 2033. (D)
- 2563 E-Commerce and Web Marketing** Introduces the terminology and concepts of how businesses can provide an online commerce presence. Includes an overview of how the Internet can be used for web marketing tools, understand the use of digital money, review ethical, privacy and security issues that relate to electronic commerce. Various digital resources will be used for hands on activities. Pre-requisite: CIS 1203 or consent of the instructor. (F)
- 2601 Graphic Internship** Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 40 hours of supervised work experience in an approved training situation. Capstone course for the last semester after meeting prior degree emphasis requirements. (S)
- 2613 Programming for the Internet** Introduces various programming techniques and languages used on the Internet. Focus on HTML5 and advanced CSS3. Pre-requisites: CIS 1033 and CIS 2673 or consent of the instructor. (F)
- 2623 Website Design** Introduces Website development concepts, Web design theory and best practices for the modern Web including preparation, organization, design, implementation, publishing and continual improvement. Using Adobe Creative Suite software students will create and publish basic Web pages. Pre-requisite: CIS 1702 or consent of instructor. (Web Development emphasis students must meet the pre-requisite. Office emphasis students will need consent of instructor.) (F)
- 2643 Advanced Programming for the Internet** Explores advanced techniques for creating dynamic content for the modern web with JavaScript, PHP and MySQL (including

database creation). Pre-requisite: CIS 2613 or consent of instructor. (S)

- 2663 Advanced Website Design** Provides advanced techniques for enhancing and extending Website design. Refined techniques and configuration of graphics and Web font management for the modern Web including dynamic, responsive Web design practices. Course will incorporate use of Adobe Creative Suite software and advanced scripting languages. Pre-requisite: CIS 2623 or consent of instructor. (S)
- 2673 Computer Security** Studies security threats to a computing infrastructure and the defenses against these threats. Introduces how the Internet and networks support protected business activities with an emphasis on security concepts. Pre-requisite: CIS 1203. (F, S)
- 2701 Web Development Internship** Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 40 hours of supervised work experience in an approved training situation. Capstone course for the last semester after meeting prior degree emphasis requirements. (S)
- 2703 Networking Applications** Introduces the concepts of networking and telecommunications with emphasis on design, architecture, "hands-on" installation, and maintenance. Introduces the student to the Windows server-based network operating system. Pre-requisites: CIS 1103 and CIS 1203, or consent of instructor. (S)
- 2801 Networking Internship** Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 40 hours of supervised work experience in an approved training situation. Pre-requisite: CIS 1113 and CIS 1206. Co-requisites: CIS 1223 and CIS 1206. (S)

(CNA) NURSING ASSISTANT

- 1007 Nursing Assistant** Provides instruction with an emphasis on technical skills, professional relationships, and workplace ethics. Graduates of the program are eligible to complete the Arkansas skills test to become a Certified Nursing Assistant (CNA). Graduates of the program are prepared to work in long-term care, acute care, and home-health care settings. (F,S,SU)

- 2007 Medication Assistant** Provides the theory and clinical experiences required by the Arkansas State Board of Nursing for the medication assistant-certified (MA-C) training course. Theory content includes the role and responsibilities of the MA-C along with the concepts necessary for the safe and effective administration of medications. Supervised clinical experience is provided administering medications in nursing home settings. Pre-requisite: Completing of at least 1 continuous year of full-time experience as a certified nurse aide (CNA) in the state of Arkansas and currently listed in good standing on the Arkansas certified nurse aid registry. (D)

(CPT) COLLEGE PREPARATORY (DEVELOPMENTAL)

Basic Math, College Writing, College Reading , Composition Lab, and Foundations of Reading and Writing are non-credit/pass-fail classes. Grades for non-credit/pass-fail courses will be calculated into the semester grade point average (GPA) but not the cumulative GPA. Placement test scores determine students who will be required to take these courses (see TESTING AND PLACEMENT for further information). A grade of "C" or better is required to pass these courses. Students enrolled in these courses must also take an exit exam.

- 0053 Basic Math (non-credit/pass-fail)** Provides students with instruction in basic arithmetical concepts and a smooth transition to beginning algebra. Students also learn problem-solving skills and strategies. (F, S, SU)
- 0103 College Writing (non-credit/pass-fail)** Focuses on parts of speech, subject/verb agreement, pronoun/antecedent agreement, and basic sentence patterns. Also, students will study the process for writing and revising academic paragraphs. In addition, students will practice paragraph structures, development of ideas in a paragraph, and sentence improvements. Students will submit papers using word processing software. (F, S, SU)
- 0123 College Reading (non-credit/pass-fail)** Provides students with detailed instruction in and examples of the reading skills they must master to be successful in college. Provides active reading strategies, such as finding main ideas and supporting details, to improve textbook comprehension. Focuses on developing techniques for enlarging vocabulary, creating study tools, note taking, and mapping to comprehend longer college-level reading selections. (F, S, SU)
- 0201 Composition Lab (non-credit/pass/fail)** Provides strategies for improving content, organization, voice, grammar, and editing essays. Provides supplemental practice of the skills and content introduced in ENG 1003 Composition I. Students enrolled in

this course must be concurrently enrolled in ENG 1003 Composition in the same semester. Required for students who are enrolled in ENG 1003 Composition I with a placement score of 16, 17 or 18 on the English section of the Enhanced ACT or comparable COMPASS scores. (D)

- 0243 Foundations of Reading and Writing (non-credit/pass-fail)** Emphasizes the reciprocity of reading and writing in an academic environment. Students will analyze a variety of academic texts and complete a series of writing assignments designed to teach them how to interpret arguments, identify important details in text, organize and present evidence, and compose focused academic writing pieces. Coursework focuses on applying critical reading skills to narrative and expository text in order to use the writing process to clearly express ideas. Students who score 15 or above on the reading and writing portion of the Enhanced ACT or a comparable test score will enroll in this class. (D)

(CRJ) CRIMINAL JUSTICE

- 1023 Introduction to Criminal Justice** Introduces students to the criminal justice system by describing the various agencies of the American criminal justice system and the procedures used to identify and treat criminal offenders. Explores and analyzes the critical issues in criminal justice and their impact on the justice system by focusing on critical policies and issues including shock incarceration, community policing, alternative sentencing, gun control, the war on drug, and the death penalty. (F, S) **ACTS: CRJU 1023**
- 1053 Criminology** Introduces students to the various components that comprise the scientific study of crime and criminal offenders in the American criminal justice system. The focus is on the order and disorder within American society. Featured topics include criminological theory, types of crimes, and an analytical examination of the criminal justice system including police, courts, and correctional systems. (F, S)
- 1223 Police Organization and Administration** Introduces students to the various components of police organization and administration. Examines multiple organization strategies used in policing and organization structures. Topics include historical perspectives, police roles, police management, planning, performance measurement, and general organization principles and doctrines as applied to all aspects of police functions and managements. (F)

- 2013 Institutional Corrections** Provides an examination of the context, structure, and dynamics of local, state, and federal criminal confinement facilities. Explores the various forms of correctional interventions used in America and is designed to understand context, practices, issues and perspectives. (F)
- 2023 Community Corrections** Examines non-institutional correctional agencies, including probation, parole, diversion, pretrial release, community service, restitution, halfway house, and similar programs. (S)
- 2033 Juvenile Delinquency** Introduces students to the various components of the American juvenile justice system. Featured topics include historical perspectives, causation, environmental influences, juvenile justice processes, definition and extent of delinquency, and prevention/treatment methodologies. (F, S)
- 2043 Community Relations in Law Enforcement** Teaches students the various components of human relations utilized in law enforcement and the way those relationships interact and collide with public expectations and sentiment about law enforcement. Focuses on the dynamic nature of police relationships with citizens, other police officers, and how those relationships are crucial to maintaining professional policing in America. (S)
- 2233 Criminal Law I** Provides students with an introductory survey of criminal law relevant to a wide variety of occupations within the various areas of criminal justice. The course would incorporate the basic concepts and doctrines of criminal law in the United States: culpability, causation, homicide, justification and excuse, constitutional limitations on criminal law, attempt, complicity, and conspiracy. (S)
- 2253 Criminal Investigation** Examines the fundamentals and various methods used in criminal investigations, procedures incorporated at crime scenes, collection and presentation of physical evidence, and methods used by police service laboratories. Introduces students to practical criminal investigations and the various components thereof. Focuses on the systematic examination and interpretations of crime scenes and their relationship pertaining to crime and people that commit criminal acts. (F, S)
- 2263 Criminal Evidence and Procedure** Provides an in depth look at the rules of evidence and procedures used within the operational level of law enforcement and other legal professions. Examines criminal procedures, professional conduct of witnesses, and the importance of safeguarding personal constitutional liberties. Introduces students to the various aspects of criminal procedure. It is mostly concerned with United States court decisions and their relevance to arrests, searches/seizures, interrogations, sentencing practices, and civil liabilities. Analyzes legal safeguards and impediments

facing legal professionals and how they affect the performance of their duties. (F,S)

- 2273 Criminal Justice Internship** Includes a combination of work and study based methods of learning. Students observe, participate, and critically analyze the experience, which ultimately leads to the written evaluation of their experiences. Allows students the opportunity to apply various criminal justice concepts and principals of knowledge, which are learned in the AAS in Criminal Justice. Students are required to complete 120 hours at a criminal justice agency of their choosing. Pre-requisites: CRJ 1023, CRJ 1223, CRJ 2263, and CRJ 1053 or CRJ 2033. (F, S)

(ECON) ECONOMICS

- 1013 Personal Finance and Economics** Practical applications of personal financial planning, budgeting, and control. Emphasis in this course is placed on the use of credit, insurance, savings, investments, retirement planning and housing finance. (D)
- 2313 Principles of Macroeconomics** Studies how economic systems operate, with emphasis placed on money, banking, and national income. Designed to increase awareness of economic problems and encourage the student to analyze alternative solutions. (F, S) **ACTS: ECON 2103**
- 2323 Principles of Microeconomics** Emphasizes value, prices, distribution, international economics, and current problems. (F, S) **ACTS: ECON 2203**
- 2333 Economics Issues & Concepts** Provides a basic understanding of our economic system. Explores basic economic concepts and examines contemporary economic problems and issues in light of the concepts learned. (D)

(EDU) EDUCATION

- 2013 Survey of Early Childhood Education** Surveys the history, theory, and practice of early childhood education. (F, S)
- 2033 Introduction to Education** Provides students with an overview of teaching as a profession, providing them with an opportunity to observe the educational process. (20 clock hours of observation and directed assignments required). Gives students

the opportunity to ascertain if the Education profession is an appropriate vocational choice. Pre-requisite: sophomore standing. (F, S)

2043 Exceptional Child Assists teacher candidates in acquiring the foundational concepts of special education law and structure of special education delivery. The history and treatment of persons with disabilities, legal foundations of special education, evaluation process, special education language and service delivery models will be emphasized. Requires teacher candidates to reflect on professional role expectations, responsibilities and obligations. Pre-requisite: EDU 2033. (F,S)

2113 Child Growth & Learning Studies the nature and development of children from pre-birth to the middle years of childhood. Includes physical, cognitive, and psychosocial development. Prepares students to understand the complex, dynamic process of child development and helps students understand when departures from normal childhood behavior are significant. (D)

2305 Child and Young Adult Literature Reviews the major theories and concepts related to cognition, metacognition, and motivation for reading for students in K-12 settings, including students with special needs. Teaches candidates how to analyze and integrate developmentally appropriate literature across a standards-based curriculum-dig-
itally and through traditional print. (F)

2803 Introduction to K-12 Educational Technology Provides students with an overview of the technologies that can enhance teaching and learning. Teaches basic computer skills and the uses of various software applications (i.e., word processing, database, spreadsheet, graphics, multimedia, etc.) in the educational setting. (F, S)

(EMT) EMERGENCY MEDICAL TECHNICIAN

1007 Emergency Medical Technician Provides the basic program approved by the Arkansas Department of Health, EMS Division, and the National Registry of Emergency Medical Technicians. This course provides for lecture and practical training to adhere to the 1994 U. S. Department of Transportation EMT – Basic National Standard Curriculum. Focus is placed on the knowledge and skills an individual needs to possess in pre-hospital emergency care to function as part of a team providing pre-hospital care to the ill and injured. Students successfully completing the program will be eligible to take the required State and National examination.
(F, S)

(ENG) ENGLISH

1003 Composition I Studies and practices the fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. (F, S) **ACTS: ENGL 1013**

Pre-requisites:

1. Test scores as outlined under admissions policies in this catalog or completion of CPT 0023 and/or CPT 0033 with a grade of "C" or better.
2. Keyboarding skills are required before enrolling in this class. Students who are non-typists or novice typists may enroll in the course but will be required to spend a minimum of one hour per week in the Schlieman Learning Center practicing typing skills. Attendance in the tutoring center is a required component of the class for non and novice typists.

Requisites:

1. Students must enroll in Composition I within their first 15 hours of credit work. If they fail or withdraw from Composition I, they must re-enroll in Composition I for the following semester and must continue enrollment in the course until they pass it.
2. Students must earn a grade of "C" or better in ENG 1003 before enrolling in ENG 1013.

1013 Composition II Develops further the skills learned in Composition I. Based on reading and discussion of various types of writing, the students' essays will provide practice in different kinds of rhetorical development including research and documentation. Pre-requisite: Keyboarding skills are required before enrolling in this class (see ENG 1003) and completion of ENG 1003 with a grade of "C" or better.

Requisite: Students must earn a grade of "C" or better to pass the course. (F, S)

ACTS: ENGL 1023

2003 World Literature to 1660 Introduces students to the analysis and interpretation of literary works from several historical periods ranging from early civilizations through the Renaissance. (F, S) **ACTS: ENGL 2113**

2013 World Literature since 1660 Introduces students to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present. (F, S) **ACTS: ENGL 2123**

2103 Introduction to Poetry Studies the major poetic forms and trends and is

designed to deepen the students' understanding of and appreciation for this most ancient of the literary arts. (D)

- 2113 Introduction to Fiction** Focuses on short fiction and the novel. Discusses various modes and concepts of fiction; investigates reader expectations; analyzes form and theory. (D)
- 2123 Introduction to Drama** Studies the theatre as a literary phenomenon. Investigates the form and theories of what makes good drama; analyzes structures and meanings based on various critical modes. (D)
- 2133 Special Studies** Offers the student a chance to investigate specific genres, specific groups of writers, and/or specific authors. Genre (such as science fiction), groups of writers (such as Native American authors), and specific authors (such as Shakespeare) change from semester to semester. May be taken twice for 6 hours of credit. (D)
- 2323 American Literature I** Studies major American authors, genres, and movements from the beginning through the Civil War. (D) **ACTS: ENGL 2653**
- 2363 American Literature II** Studies major American authors, genres, and movements from the Civil War to the present. (D) **ACTS: ENGL 2663**
- 2373 Comparative Modern Grammars** Studies major grammatical systems: traditional, structural, and transformational. (D)

(FRN) FRENCH

- 1013 Elementary French I** Provides a listening-speaking-reading-writing approach to developing basic language skills. (D) **ACTS: FREN 1013**

(FUS) FUNERAL SERVICE

- 1001 Funeral Service Clinical I** This course broadens students' death-care experience by performing daily duties in a funeral home under the supervision of licensed funeral directors. Supervisors/preceptors assist faculty by providing students practical work-based experiences and direct client care. Professional duties are supervised and evaluated for progress. Upon successful completion, students will be able to demonstrate fundamental techniques of funeral arranging and directing, preparation of the dead, and funeral home operation. Requires 20 clock hours which may be unpaid at the dis-

cretion of the host funeral home. Pre-requisites: FUS 2242 (may be concurrent). (F,S,SU)

- 1003 Embalming I** Introduces the embalming profession through a study of the responsibilities, conduct and qualities of a professional embalmer. Special emphasis is given to federal and state governmental regulations with proper training in OSHA and FTC requirements. A complete study of post mortem changes, various types of death and its effect upon the human organism is discussed, followed by case analysis, proper procedure and sequence in embalming, instruments, the preparation room, chemicals and landmarks of the human body. (S)
- 1012 Restorative Art I** Studies the anatomy and physiognomy of the face and head and techniques for reconstruction. Focuses on the bones, muscles, measurements, proportions, markings, and head shapes. Special laboratory skills explored in anatomical wax modeling. (S)
- 1022 Funeral Service History, Ethics and Sociology** Examines the history of funeral activities of various cultures and areas, sociological aspects of religious customs and cultures as they pertain to the funeral, death, and final disposition, and the ethical considerations facing the funeral service profession, both from a personal and a professional standpoint. Emphasis on the growth of the American funeral profession and funeral service ethics. (D)
- 1033 Mortuary Chemistry** Provides a basic understanding of inorganic, organic, and biochemistries and how their theories and laws form a sound scientific basis for the embalming procedure. Open to Funeral Science majors only. (S)
- 1143 Business and Funeral Service Law** Introduces the critical areas of business law that relate to the daily operations of the funeral service profession. Covers the law of contracts, torts, trusts, sales, secured transactions, negotiable instruments, agency, corporations and other business associations, bailments, probate and estate property rights, criminal violations as well as an examination of our courts and civil procedure. Specific instruction given to the areas of law dealing with funeral service including regulations dealing with disposition of dead bodies, rights and responsibilities of the funeral director, and state and federal regulations governing the industry. Although the course is structured for students from any state, reference will be made to applicable Arkansas laws. (F)
- 2001 Funeral Service Clinical II** Further broadens students' death-care experience by performing daily duties in a funeral home under the supervision of licensed funeral

directors. Supervisors/preceptors assist faculty by providing students practical work-based experiences and direct client care. Professional duties are supervised and evaluated for progress. Upon successful completion, students will be able to demonstrate techniques of funeral arranging and directing, preparation of the dead and funeral home operation. Requires 20 clock hours which may be unpaid at the discretion of the hos funeral home. Pre-requisites: FUS 2223, (may be concurrent) (F, S, SU)

- 2011 Comprehensive Review I: Sciences** Reviews all funeral science curricula covered by the sciences section of the National Board Examination (NBE) utilizing multiple study materials and practice tests. Requires passing of the sciences portion of the NBE in order to receive a completed passing grade in the class. Travel to and participation in the NBE will be part of class activities. (D)
- 2021 Comprehensive Review II: Arts** Reviews all funeral science curricula covered by the arts section of the National Board Examination (NBE) utilizing multiple study materials and practice tests. Requires passing of the arts portion of the NBE in order to receive a completed passing grade in the class. Travel to and participation in the NBE will be part of class activities. (D)
- 2022 Restorative Art II** Emphasizes the use of color and cosmetic theory as it applies to funeral service. Includes extensive laboratory skills in cosmetic application and wax reconstruction. Pre-requisite: FUS 1012. (F)
- 2113 Pathology and Microbiology II: Applications** Covers pathology and microbiology principles, including an understanding of how diseases and pathogens affect embalmers and the embalming process. Methods of combating the effects of microbes, diseases, and the drugs used to fight them are studied with an emphasis on ensuring safety and optimizing embalming results. Pre-requisite: BIOL 1113. (S)
- 2123 Embalming II** Emphasizes principles and techniques of embalming. Topics covered include linear and anatomical guides, case analysis, formulating chemical solutions, complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Pre-requisite: FUS 1003. (F)
- 2143 Pathology** Studies basic pathology principles as applied to the funeral service profession. The course includes an understanding of the basic course of diseases and the effect these diseases may have upon the embalmer. (D)

- 2171 Practicum I** Offers students practical training and experience in embalming and restorative art while working in local mortuaries under the supervision of licensed preceptors. Emphasis is placed on development and improvement of skills which reinforce classroom learning. Students must consult their advisor before enrolling in this course. Pre-requisites: FUS 1003 and FUS 1012 (may be concurrent). (F, S, SU)
- 2181 Practicum II** As a continuation of Practicum I, this course offers students continued practical training and experience in embalming and restorative art while working in local mortuaries under the supervision of licensed preceptors. Emphasis is placed on further development and improvement of skills which reinforce classroom learning. Completion requires verification of students' skills by a university representative. Students must consult their advisor before enrolling in the course. Pre-requisite: FUS 2171. (F, S, SU)
- 2223 Funeral Service Management and Merchandising** Studies funeral service management and operational procedures as they relate to funeral service procedures, client families, staff personnel, community and professional associates. Explores funeral merchandising, which includes the types, construction and parts of funeral merchandise, how prices are determined and quoted, and how merchandise is mixed, displayed, monitored, and evaluated. Guest lectures and field trips are an integral part of this course. (S)
- 2242 Funeral Directing** Serves as an orientation to the funeral service environment, including the duties, responsibilities, skills, and ethical obligations. Practices the study of the history of funeral service and procedures used in military, fraternal, and religious funerals in the United States. (F)
- 2253 Funeral Service Psychology and Counseling** Studies the natural grieving process in adults and children, adjustment mechanisms, bereavement, and the role of the funeral director in counseling the bereaved. General Psychology will not be allowed as substitution for FUS 2253. (D)

(GEOG) GEOGRAPHY

- 1103 Introduction to Geography** Emphasizes the patterns of human societies and physical environments of the earth. (D) **ACTS: GEOG 1103**

- 1233 Introduction to Geographic Information Systems** Uses the most current version of Arc View software and state of the art GPS receivers. Provides hands-on training in the operation of the GPS receiver to include data collection and the downloading of data into the ArcView database. 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. (D)
- 2613 Physical Geography** Describes and interprets how man interrelates with the physical features of the surface zone of the earth, including land forms, weather, climate, soils, vegetation, and water. (F, S) **ACTS: GEOG 2223**
- 2703 World Geography** Examines the world's major regions. The topics covered in each region include geographic interpretation of population, cultures, climate, and economic activities in the physical setting. (D) **ACTS: GEOG 2103**

(GEOL) GEOLOGY

- 1004 Physical Geology & Lab** Introduces the basic principles and processes acting to produce man's physical environment. Includes an introduction to minerals, rocks, and topographic maps. Lecture three hours, lab two hours per week. (D) **ACTS: GEOL 1114**
- 1014 Historical Geology & Lab** Studies the history and sequence of development of the earth and its inhabitants, including an introduction to the taxonomy and morphology of common fossils from plant and animal kingdoms. Lecture three hours, lab two hours per week. (D)
- 1104 Earth Science & Lab** Investigates Earth's major physical systems, including the lithosphere, hydrosphere, and atmosphere, as well as Earth's place in the solar system. As such, this course provides a brief synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. Lecture three hours per week, lab two hours per week. (D) **ACTS: PHSC 1104**

(GRM) GERMAN

- 1013 Elementary German I** Provides a listening, speaking, reading and writing approach to developing basic language skills. This course is designed for students with no

previous knowledge of German. (D) **ACTS: GERM 1013**

- 1023 Elementary German II** Continues GRM 1013. Pre-requisite: GRM 1013 or consent of the instructor. (D) **ACTS: GERM 1023**
- 2013 Intermediate German I** Continues the development of the basic language skills, with increasing emphasis on the written language. This course is recommended for students who have had high school German and who seek to improve their speaking and writing skills. Pre-requisite: GRM 1013 or 1023 or two years of German in high school or consent of the instructor. (D) **ACTS: GERM 2013**
- 2023 Intermediate German II** Furthers the development of basic language skills with applications of knowledge in both speaking and writing. Pre-requisite: GRM 2013 or three years of German in high school or consent of the instructor. (D) **ACTS: GERM 2023**
- (HIST) HISTORY**
- 1013 World Civilization to 1660** Explores ancient, medieval, and early modern civilizations in both the Western and non-Western world with emphasis on historical trends influencing modern society. (F, S) **ACTS: HIST 1113**
- 1023 World Civilization since 1660** Examines Western and non-Western civilizations from the early modern era to the present with emphasis on inter-relationships and shifting bases of power. (F, S) **ACTS: HIST 1123**
- 2103 American Military History** Studies the American military in war and peace focusing on battle strategies, rules of engagement, logistics, nation building, and leadership and how these factors influenced changes in the military and its activities from colonial times to the present. (D)
- 2133 Global History Since 1900** Provides a survey of important developments in political, social, economic, and cultural history from 1900 to the present day with special emphasis on the increasing interconnectedness of societies throughout the world and the development of a global economy and culture. (D)
- 2763 The United States to 1876** Investigates social, economic, and political development from new world exploration to Reconstruction with emphasis on historical trends influencing modern society. (F, S) **ACTS: HIST 2113**

- 2773 The United States since 1876** Studies social, economic, and political development from Reconstruction to the present with emphasis on the changes and adjustments required by the evolving American experience. (F, S) **ACTS: HIST 2123**
- 2883 Arkansas History** Examines the political, social, economic, and cultural development of Arkansas from the pre-colonial era to the present. (online: F, SU; seated classroom: S)
- 2893 American Minorities** Involves the study of several minority groups in American society from colonial times to the present. Major emphasis will be on African Americans and Native Americans. Will also examine the contributions of Asian and Hispanic minorities to the development of American Culture. (F)

(HLT) HEALTH

- 2203 Basic Human Nutrition** Examines basic concepts of nutrition including factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs. Open to nursing and non-nursing majors. (F, S)

(HSA) HEALTH SERVICES ADMINISTRATION

- 1003 Introduction to Health Professions** Provides students with an overview of the health professions. Emphasis will be placed on patient care, health-related skills, medical history and events, health care systems, health care careers, personal qualities, medical ethics and legal responsibilities, professionalism and technology related to health professions. (D)
- 1013 Medical Procedures** Assists students in developing specific skills needed in health care professions. Emphasis is given to the development of competencies related to infection control, medical math, abbreviations, and charting. (D)
- 2013 Medical Terminology** Uses the body systems approach to learning medical terms using word roots, prefixes, and suffixes. Pathological, surgical, and diagnostic terms are also learned as well as related abbreviations. (F, S)

(HVAC) HEATING, VENTILATION, AIR CONDITIONING

- 1014 Principles of Air Conditioning and Refrigeration** Introduces the student to the

whole process of air conditioning and refrigeration. Presents the concepts behind diagnosing problems and troubleshooting. Safety, proper specialty tool usage and EPA Section 608 licensing requirements will be covered. The process of identifying tubing and pipe using a practical approach is presented. Introduces sizing and fitting tubing and pipe to different configurations using mechanical fittings. (F)

- 1024 Principles of Heating** Develops a basic understanding of residential and commercial heating and cooling systems. Operation, maintenance and installation of gas, electric, oil and heat pump systems will be covered. The Psychometric Chart will be introduced. (F)
- 1034 Commercial Refrigeration** Covers mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Troubleshooting techniques, such as testing procedures, parts removal and installation, special system components, are covered in depth. Covers commercial use equipment such as ice machines and cooler boxes service and repair. (S)
- 1102 Introduction to Sheet Metal** Provides the student with basic knowledge and skill with tools and equipment found in a metal shop. Students will be familiar with basic techniques of brazing and soldering. How to build a plenum or simple transition will be covered. (D)
- 1104 Introduction to Air Distribution Systems** Provides the student with the basic knowledge and skill to determine air flow requirements. Students will become familiar with air flow measurement tools and ductwork sizing to match system needs. Indoor air quality requirements and air balancing will be covered. (F)
- 1204 Residential HVAC** Teaches the student to understand the mechanics of a residential air conditioner. Teaches how to service and repair air conditioner or heat pump, as well as the technician's role in maintaining HVAC systems. EPA Section 608 licensing will be covered in-depth and students given the opportunity to take the test. Introduces sizing and fitting tubing and pipe to different configurations. (F)
- 2004 HVAC Electrical Circuits** Emphasizes understanding the basics of diagnosing air conditioning electrical problems. Teaches how to read schematics and apply that knowledge for troubleshooting and installation purposes. Schematic wiring diagrams found in air conditioning and refrigeration will be used to interpret, read, and draw schematics; schematics wiring diagrams used for troubleshooting techniques. Energy Management Systems will be introduced. (S)

- 2102 Tubing and Pipe** Covers the process of identifying tubing and pipe using a practical approach. Introduction to sizing and fitting tubing and pipe to different configurations using mechanical fittings. (D)
- 2204 Commercial HVAC** Introduces large tonnage air conditioning systems used in commercial structures and related components. Chilled water piping, pumps and cooling tower operation and maintenance will be covered. VAV systems and their control methods are introduced. EPA Section 608 Type III licensing requirements will be covered. Pre-requisites: HVAC 1014 Principles of Air Conditioning and Refrigeration, or instructor approval. (S)
- 2404 Residential/Commercial Load Calculation** Focuses on understanding heat loss and gain, sensible and latent load, and how residential construction relates to the selection of properly sized HVAC equipment. Teaches how to perform a Manual J Load, both manually and with an ACCA approved Wrightsoft computer program. The Psychometric Chart will be emphasized. Pre-requisites: HVAC 1014, HVAC 1024, HVAC 1104 and HVAC 1204 or instructor approval. (S)
- 2504 Advanced Troubleshooting in HVAC** Teaches application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HVAC 1014, HVAC 1024, HVAC 1104 and HVAC 1204, or instructor approval. (S)

(LPN) PRACTICAL NURSING

- 1305 Foundations of Nursing Procedures** Covers the theory content necessary for the safe and effective delivery of nursing care. Includes nursing process, infection control, assessment, medication administration and intravenous therapy. Safety, hygiene and basic nutrition are introduced. Provides supervised, hands-on experience in the nursing skills lab to practice and demonstrate mastery of basic, intermediate, and advanced nursing procedures. Medical Terminology is incorporated by systems into this course. (F, S)
- 1402 Med-Surg Nursing Concepts I** Emphasis on nursing care of adult medical, surgical and oncology patients. Includes disease processes, diagnostic tests, and introduces cultural considerations. (F,S)

- 1502 Maternity and Pediatrics I** Encompasses core aspects of evidence based maternal child and pediatric nursing in health and illness, incorporating updates in clinical care and technology. Anatomy, physiology and psychology are highlighted in caring for infant, child and pregnant women with a focus on health promotion and risk reduction, family-centered care, women's health issues and growth and development of child and parent. (F,S)
- 1603 Nursing of Older Adults** Examines the health care needs of older adults with the focus on wellness promotion, restorative care, and promoting optimum function. Pharmacology for the geriatric patient will be included. (F,S)
- 1713 Clinical I** Provides clinical experiences in fundamentals of nursing and gerontological nursing. Introduces students to the role of the LPN in long-term care. (F,S)
- 2302 Mental Health Nursing** Studies concepts of mental health disorders and treatment modalities. Introduces nursing care of individuals with specific mental health disorders. (F,S)
- 2405 Med-Surg Nursing Concepts II** Continues emphasis on nursing care of adult medical, surgical and oncology patients. Includes disease processes, diagnostic tests, and cultural considerations. Continues to include pharmacology by systems. Pre-requisite: LPN 1402. (F,S)
- 2412 Med-Surg Nursing Concepts III** Continues emphasis on nursing care of adult medical, surgical and oncology patients. Includes disease processes, diagnostic tests and cultural considerations. Continues to include pharmacology by systems. Pre-requisite: LPN 1402. (SU)
- 2503 Maternity and Pediatrics II** A continuation of Maternity and Pediatrics I. Pre-requisite: LPN 1502 (S, SU)
- 2713 Clinical II** Provides clinical experiences in medical-surgical units, pediatrics, mental health, and specialty areas of the hospital to include medication administration and intravenous therapy. Pre-requisite: LPN 1713. (SU)
- 2714 Clinical III** Continues acute care experience in area of maternal/newborn nursing. Preceptorship experience in long-term care. Pre-requisite: LPN 2715. (SU)
- 2715 Clinical II** Provides clinical experiences in medical-surgical units, pediatrics, mental health, and specialty areas of the hospital to include medication administration and intravenous therapy. Pre-requisite: LPN 1713. (S)

- 2716 Clinical III** Continues acute care experience in area of maternal/newborn nursing. Preceptorship experience in long-term care. Pre-requisite: LPN 2713. (F)
- 2902 Basic Nursing Management** Examines the leadership and management roles of the practical nurse in long-term care settings. Introduces disaster management. (F,SU)

(MATH) MATHEMATICS

- 0003 Beginning Algebra (non-credit)** Reviews addition, subtraction, multiplication, and division of real numbers. Focuses on the addition and multiplication principles of polynomials, exponents, and factoring polynomials and quadratic equations. This course is a pass/fail course, passing with at least a "C" and must be completed before students enroll in MATH 0103, if a student's placement scores indicate this course is required. (F, S, SU)
- 0023 Developmental Mathematics I (non-credit)** Covers the first four modules out of the 12-module developmental mathematics sequence. Course format is computer-based with one-on-one help available from the instructor. (D)
- 0033 Developmental Mathematics II (non-credit)** Covers modules five through eight out of the 12-module sequence. Course format is computer-based with one-on-one help available from the instructor.
Prerequisite: Completion of at least four modules and a grade of "C" or better in MATH 0023 Developmental Math I. (D)
- 0043 Developmental Mathematics III (non-credit)** Covers modules nine through twelve out of the 12-module sequence. Course format is computer-based with one-on-one help available from the instructors.
Prerequisite: Completion of at least eight modules and a grade of "C" or better in MATH 0033 Developmental Math II. (D)
- 0051 Developmental Mathematics Selected Modules** Continues Developmental Mathematics for students needing to complete one module as a pre-requisite for BUS 1413, MATH 1113, or MATH 1023. Pre-requisite: Approval of Division Chair of Math and Natural Sciences. (D)
- 0052 Developmental Mathematics Selected Modules** Continues Developmental Mathematics for students needing to complete two modules as a pre-requisite for BUS 1413, MATH 1113, or MATH 1023. Pre-requisite: Approval of Division Chair of Math

and Natural Sciences. (D)

- 0063 Pre-Applied Math** Covers basic arithmetic skills and solving linear equations. (F,S)
- 0103 Intermediate Algebra** Focuses on exponents, radicals, polynomials, rational expressions, linear equations, functions, graphs, factoring, introduction to quadratic equations, and related topics. Taught in a lecture format. (This course may not transfer.) Pre-requisite: MATH 0003 or required placement score. (F, S, SU)
- 0113 FUS Applied Math** Consists of applications, formulas, problem solving and critical thinking skill as applied to Associate of Applied Science programs – especially tailored to Funeral Science majors. Topics covered include mathematics skills such as ratios and proportions, measurements, basic geometry, data analysis, algebra, personal and business finance and an emphasis on fluid measurements and solution dilutions. Pre-requisite: CPT 0053, an ACT score of 14+ or a Compass score of 34+. (D)
- 1023 College Algebra** Studies quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions, combining functions, inverse functions; solving systems of linear and nonlinear equations; and use of matrices and determinants. Emphasis on applications and problem solving. (No credit given if taken following MATH 1054). Pre-requisite: Required placement score or a grade of “C” or better in MATH 0103 or completion of modules one through 12 in Developmental Mathematics. (F, S, SU) **ACTS: MATH 1103**
- 1024 College Algebra with Review** Studies quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions, graphing functions, combining functions, inverse functions; solving systems of linear and nonlinear equations; and use of matrices and determinants. Emphasis on applications and problem solving. (No credit given if taken following MATH 1054.) Pre-requisite: Required placement score or a grade of “C” or better in MATH 0103. (F, S)
- 1033 Plane Trigonometry** Examines trigonometric functions, identities, inverse trigonometric functions, vectors, polar coordinates, and complex numbers. (No credit given if taken following MATH 1054) Pre-requisite: MATH 1023 with a grade of “C” or better, or a score of 23 or above on ACT, or permission of the instructor. (D) **ACTS: MATH 1203**
- 1043 Quantitative Reasoning** Covers at least three (3) of the following four areas

of study: (1) Personal, state, and national finance; (2) Statistics and probability; (3) Mathematical modeling; and (4) Quantities and measurement. Content will be based in the context of everyday life. Pre-requisite: A score of 19 on the Math section of the ACT and a score of 19 on the Reading section of the ACT. (F)

1054 Precalculus Mathematics Examines trigonometric functions, analytical geometry, and a few selected topics from algebra. Pre-requisite: High School Algebra II and score of 22 or above on ACT or 630 or above on SAT, or MATH 1023 with a score of "C" or better. (S) **ACTS: MATH 1305**

1103 Technical Math Focuses on a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, and elementary applications of geometry. (Credit earned not applicable toward an Associate of Arts degree). Pre-requisites: ACT 16 or CPT MATH 0053 or MATH 0063. (F, S)

1113 Applied Math Consists of applications, formulas, problem solving, and critical thinking skills as applied to Associate of Applied Science programs (AAS). Designed to meet the mathematics requirements for certain A.A.S. degrees. Topics covered include mathematics skills such as ratio and proportion, measurements, basic geometry, and data analysis. Topics may also include unit analysis, algebra, probability, personal finance, and right triangle trigonometry. Pre-requisite: ACT score of 17 OR Modules 1-5 of Developmental Math with a grade of C or better OR Math 0063 with a grade of C or better OR Math 0003 with a grade of P. (F,S)

2113 Mathematics for Teachers I Focuses on sets, logic, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. Pre-requisite: MATH 1023 with a grade of "C" or better. This is NOT a methods course. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (F)

2123 Mathematics for Teachers II Focuses on mathematical systems, elementary algebra, probability and statistics, and geometry with applications. For elementary education majors only. Pre-requisite: MATH 2113 with a grade of a "C" or better. This is not a methods course. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (S)

2143 Business Calculus Explores limits, derivatives, and integrals. Emphasizes business calculus applications including marginal analysis, optimization, and extrema and con-

cavity of functions. (Will not satisfy requirements for mathematics degrees. Credit will not be given for both MATH 2143 and MATH 2204 or for MATH 2143 and MATH 2194.) Pre-requisite: MATH 1023 or MATH 1054 with a grade of a "C" or better, a score of 23 or above on ACT, or consent of instructor. (F,S)

2194 Survey of Calculus Surveys the basic concepts of calculus, including limits, derivatives, exponential, logarithmic functions, and integrals. (Credit will not be given for both MATH 2194 and MATH 2204.) Pre-requisite: MATH 1023 or MATH 1054 with a grade of "C" or better, or a score of 23 or above on ACT or permission of the instructor. (S) **ACTS: MATH 2203**

2204 Calculus I Introduces functions, limits, derivatives, and integrals, and transcendental functions with applications. Pre-requisite: MATH 1033 or MATH 1054 with a grade of "C" or better, or a score of 25 or above on the ACT and high school trigonometry within the past five years with a grade of "C" or better. (D) **ACTS: MATH 2405**

2214 Calculus II Continues Calculus I, including hyperbolic functions, techniques of integration, sequences and series, conic sections, polar coordinates, and parametric equations. Pre-requisite: MATH 2204 with a grade of "C" or better. (D) **ACTS: MATH 2505**

MECHATRONICS (see TECHNOLOGY (TECH)

(MUS) MUSIC

2503 Fine Arts-Music Introduces music to the listener who has had no formal training or experience. The purpose is to develop listening skills. (F, S) **ACTS: MUSC 1003**

(ORT) ORIENTATION

1003 Student Success Focuses on practical strategies to help both traditional and nontraditional student's progress successfully through college and into a career. Academic, social and personal skills are studied. (D)

1011 First Year Experience Intended to ease a student's transition to college life. Introduces the first semester student to the ASUMH campus, learning opportuni-

ties, resources, policies, support systems, and student activities. Explains important policies governing campus life and identifies campus resources. Covers topics answering many questions a typical freshman has, assisting in the transition to college life for both traditional and non-traditional students. Includes subject matter of introduction to campus resources, orientation to campus technologies, development of academic skills, and research into choosing a major and career. (F,S,SU)

(OTS) OFFICE TECHNOLOGY SPECIALIST

- 2007 Professional Medical Coder** Provides instruction enabling students to demonstrate the accurate coding skills necessary for obtaining optimum reimbursement for a provider. Students will have a comprehensive understanding ICD-10-CM as well as ICD-9-CM. By combining skills learned in basic anatomy, medical terminology, and the structure of word elements, students will be able to effectively interpret medical documentation for appropriate reporting. Pre-requisite, co-requisite: HSA 2013, or consent of instructor. (F, S)
- 2013 Healthcare Billing, Compliance, and Reimbursement** Provides students the information and practical application in billing and compliance for Medicare/Medicaid, Managed Health Care, and third party payer claims. Introduces students to legal and regulatory issues, coding systems, reimbursement methodologies, coding for medical necessity, and common health insurance plans. Includes presentation of information concerning HIPPA regulations compliance. Pre-requisite or co-requisite: HSA 2013 or consent of instructor. (F, S)
- 2533 Legal Terminology and Document Preparation** Applies legal terminology in creating, maintaining, storing, and retrieving documents as performed in a legal office environment. Pre-requisites: CIS 1523, CIS 2413 or consent of instructor. (D)
- 2713 Introduction to Health Insurance Billing and Medical Transcription** Introduces the career field of health insurance billing and medical transcription. Topics covered include appropriate interaction with patients and medical staff, maintaining patient records, processing insurance claims, billing and collections, and medical transcription. This course is a pre-requisite for OTS 2833 Medical Insurance Coding. Pre-requisite: HSA 2013. (D)
- 2733 Advanced Medical Transcription** Develops advanced skills in medical transcription including various medical reports. Covers autopsy, pathology, neurology, gynecology, cardiology, etc. Pre-requisite: OTS 2713. (D)

(PAR) PARAMEDIC

- 1013 Foundations of the Paramedic** Covers an intro to Para-medicine and EMS systems. It includes an intro into mechanism of injury, assessment, pathophysiology, management and treatment of traumatic injuries, hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury. (F)
- 1103 Pharmacology for the Paramedic with Lab** A review of basic pharmacology moving into a focus on medications used pre-hospital arena for medical and cardiac emergencies. Studies the pathophysiological principles of drug uptake, utilization, and elimination in the body. (F)
- 1104 Clinical Preparatory for Paramedics with Lab** A combination of classroom and clinical laboratory instruction centered on important areas of the pre-hospital environment to include: an introductory study of modern Emergency Medical Services, basic principles, procedures, and techniques of emergency care along with patient assessment and concepts regarding legal/ethical, care delivery, technologies and patient/family expectations. Prepares the student to care for patients in the clinical area by teaching/practicing skills such as intravenous access, medication administration, and airway management. (F)
- 1105 Medical Emergencies for Paramedics I with Lab** At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the respiratory, cardiac and nervous systems. (F)
- 1213 Cardiovascular Care for the Paramedic** covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. Utilizes assessment findings to formulate a field impression, implement and evaluate the management plan for the patient experiencing a cardiac emergency. The student will take *Advanced Cardiac Life Support (ACLS)* in this course. (S)
- 1223 Medical Emergencies for Paramedics II with Lab** At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiologic principles and assessment findings to formulate a field impres-

sion and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the endocrine, gastroenterological, renal/urinary and gynecologic systems, including toxicological emergencies. (S)

- 1303 Trauma for Paramedics with Lab** At the completion of this course, the Paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Advanced management and treatment of traumatic injuries will include: hemorrhage/shock, soft tissue trauma, burns, head/facial trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma. (S)
- 2003 Assessment Based Management** Brings together rapid and advanced patient assessment with an in-depth understanding of multi-system trauma and/or critical diseases. Students put together past learning and use critical thinking to address and treat multi-system trauma or the rapidly deteriorating patient. The student will take AMLS in this course. (S)
- 2113 Clinical Practicum I** Consists of supervised rotations through selected clinical and field areas. Emphasis on developing and improving psychomotor skills which reinforce classroom presentations. (S)
- 2212 Clinical Practicum II** Consists of supervised rotations through selected clinical and field areas. Emphasis on developing and improving psychomotor skills which reinforce classroom presentations. (SU)
- 2316 Paramedic Field Internship** Provides supervised experience in pre-hospital settings. Emphasizes the application of previous course work in the field environment with the student assuming the role of pre-hospital team lead under a preceptor. (SU)
- 2395 Paramedic Operations Management with Lab** This course is the capstone of the program and works in conjunction with the field internship. The student will apply and polish previous learning to realistic simulations and real world scenarios. Brings together all previous course work and applies it to real ambulance operations, medical incident management, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and responding to terrorist attacks. *The student will take ICS 100, 200, 700 and PHTLS and PALS during this course.* (SU)
- 2963 Introduction to Community Paramedic** Explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. Students will learn the roles of other healthcare providers who are part of the health-

care home team. Pre-requisites: Credentialed as a Paramedic. (D)

2973 Community Assessment and Resources for the Community Paramedic Guides the students through the community assessment process. Students will map the community health care services, describe the demographics of the community and assess their impact on the health of the clients. Additionally, the student will gain understanding of community health services in order to advise on health care needs in the community. This course will include a clinical component. Pre-requisites: Credentialed as a Paramedic; PAR 2963. (D)

2983 Advanced Health Assessment for the Community Paramedic Expands on the past knowledge and experience of a paramedic by further exploring chronic conditions commonly encountered in a primary care and public health setting. Pre-requisites: Credentialed as a Paramedic; PAR 2973 (D)

2993 Community Paramedic Practicum Directed clinical experiences in community health areas. Pre- or Co-requisite: Credentialed as a Paramedic; PAR 2983. (D)

(PHIL) PHILOSOPHY

1103 Introduction to Philosophy Studies basic problems of philosophy based upon readings in the works of selected leading philosophers. (F, S) **ACTS: PHIL 1103**

1203 Honors Forum: Philosophy of Great Ideas Draws on ideas and texts from both Western and other cultures to examine broad-ranging topics across political, economic, cultural, and disciplinary boundaries. Pre-requisite: Admission into the Fran Coulter Honors Program or by petition to the Honors Committee. (F)

2023 World Religions Surveys the basic tenants of world religions in the context of historical, spiritual, and philosophical development. (D)

2203 Honors Forum: Philosophy of Leadership Solutions Examines different views of global leadership, investigates conflict management, teaching goal setting and ethical reasoning in tools in defining personal leadership styles, and focuses on service leadership through team building activities. Pre-requisite: Admission into the Fran Coulter Honors Program or by petition to the Honors Committee. (S)

(PHL) PHLEBOTOMY

- 1007 Phlebotomy** Prepares students to collect, transport, handle, and process blood and other specimens for medical laboratory analysis. The curriculum includes classroom instruction and clinical learning experiences. A medical terminology course is recommended, but not required as a pre-requisite. Students who are waiting to enter a health sciences program may want to consider enrollment in this program. (D)

(PHRM) PHARMACOLOGY

- 1103 Introduction of Pharmacology** Examines pharmacological principles essential to the administration of medications, including the calculation of drug doses, legislation relating to drugs, drug forms and classifications. Examines the medications used for disorders of each body system. Covers the classifications, actions, uses, contraindications, safety precautions, adverse reactions, dosage and route, nursing considerations, clients' instruction, and special consideration for selected drugs. (F, S)

(PE) PHYSICAL EDUCATION

- 1002 Concepts of Physical Activity** Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life. Provides opportunities for psychomotor development. (F, S)
- 1201 Beginning Weight Training I** Introduces the student to cardiovascular and resistance training. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. (F, S)
- 1301 Beginning Weight Training II** Continues Beginning Weight Training I. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Pre-requisite: PE 1201. (F, S)
- 1401 Advanced Weight Training I** Continues Beginning Weight Training II. Areas include supersets, interval training, Target Heart Rate Zone, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Pre-requisites: PE 1201 and PE 1301. (F, S)

- 1501 Advanced Weight Training II** Continues Advanced Weight Training I. Areas include supersets, interval training, Target Heart Rate Zone, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Pre-requisites: PE 1201, PE 1301 and PE 1401. (F, S)
- 1601 Tai Chi I** Provides an introduction to the ancient Chinese art of Tai Chi Chuan. With regular practice, Tai Chi provides a means with which to strengthen mind and body, and thereby combat stress and illness. (D)
- 1701 Tae Kwon Do I** Introduction to the fundamentals of Tae Kwon Do. Includes essentials of Tae Kwon Do, personal preparation, and self-defense techniques against an opponent. (D)
- 1851 Yoga I** Instills knowledge and appreciation for the relationship between physical fitness and health. 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. (F, S)
- 1861 Yoga II** Continuation of PE 1851, Yoga I (which is a pre-requisite) (D)
- 1911 Aerobic Exercise I (Zumba)** Relates the principles and concepts of exercise to the enhancement of cardiovascular development. (F, S)
- 1921 Aerobic Exercise II (Zumba)** Continuation of Aerobic Exercise I (which is a pre-requisite) (D)

(PHYS) PHYSICS

- 1104 Physics for Healthcare Professions** Studies physical laws, principles and associated theories (mechanics, fluid dynamics, optics, electricity and sound); and analyzes the principles of physics from the point of view of their application and relevance to medicine and the human body. Lecture three hours per week, lab two hours per week. Pre-requisite: MATH 1023 with a grade of "C" or better. (D)
- 1201 Physical Science Laboratory** Accompanies PHYS 1203 Physical Science. Pre-requisite or co-requisite: PHYS 1003 Physical Science (Credit for this course is contingent upon earlier or simultaneous completion of PHYS 1203.) PHYS 1201 and PHYS

1203 may be taken in lieu of PHYS 1204 (F, S)

- 1203 Physical Science** Develops modern concepts of matter and energy and how this development is related to the social order of which man is a part. (This course does not satisfy science certification for secondary school teachers. It is not accepted as a major requirement in a natural science field. However, elementary education majors must take this course or PHYS 1204 to meet state certification requirements.) Pre-requisite: MATH 0103 with a grade of "C" or better, or ACT Mathematics score of 21 or above. PHYS 1201 and PHYS 1203 may be taken in lieu of PHYS 1204. (F, S)
- 1204 Physical Science & Lab** Develops modern concepts of matter and energy and how this development is related to the social order of which man is a part. (This course does not satisfy science certification for secondary school teachers. It is not accepted as a major requirement in a natural science field. However, elementary education majors must take this course to meet state certification requirements.) Lecture three hours, lab two hours per week. Pre-requisite: MATH 0103 with a grade of "C" or better, or ACT Mathematics score of 21 or above. (F, S) **ACTS: PHSC 1004**
- 2054 General Physics I & Laboratory I** Examines the essentials of mechanics, heat, and sound. Lecture three hours per week, lab two hours per week. Pre-requisite: MATH 1023 with a grade of "C" or better. (D) **ACTS: PHYS 2014**
- 2064 General Physics II & Laboratory II** Studies electricity, magnetism, light, and modern physics. Lecture three hours per week, lab two hours per week. Pre-requisite: PHYS 2054 with a grade of "C" or better. (D) **ACTS: PHYS 2024**

(POSC) POLITICAL SCIENCE

- 2103 United States Government** Focuses on the constitution, government, and politics of the United States. (F, S) **ACTS: PLSC 2003**

(PSY) PSYCHOLOGY

- 2513 Introduction to Psychology** Studies important scientific principles of human behavior, with emphasis on their application to personal and social problems. (F, S) **ACTS: PSYC 1103**
- 2633 Child and Adolescent Development** Examines the nature and development of the child and the adolescent, including physical, cognitive, and psychosocial development.

Recommended pre-requisite: PSY 2513. (D)

2813 Introduction to Abnormal Psychology Reviews the many facets of abnormal behavior, including causation, therapy, and prevention. Pre-requisite: PSY 2513. (F, S)

(RN) REGISTERED NURSING

2119 Nursing Theory I Introduces the LPN/Paramedic to the role of the professional nurse. Explores and develops concepts of caring, clinical judgment, collaboration/teamwork, communication, critical thinking, diversity, ethics, evidence-based practice, healthcare system, holism, informatics, patient-centered care, safety, professionalism, and quality improvement. Reviews and builds upon use of the nursing process and technical skills. Includes disorders of select body systems and mental health conditions. Pre-requisite: Unconditional admission to LPN/Paramedic to R.N Associate Degree Program, Co-requisite: RN 2123 (S)

2123 Nursing Practicum I Emphasis is placed on the application of the nursing process in the provision of direct patient care within a defined scope of practice. Experiences are designed to enhance assessment and technical skills as well as provide the opportunity to develop plans of care, utilize therapeutic communication skills and provide a caring and safe environment for the patient and family throughout the life-span. Opportunities to explore and utilize informatics in the healthcare setting are provided. Co-requisite: RN 2119 (S)

2215 Nursing Theory II Continues the development of concepts of communication, health teaching, professional accountability, ethics, diversity, and clinical judgment. Explores holistic care of the child-bearing family through all stages of pregnancy and postpartum. Includes disorders of select body systems. Pre-requisite: RN 2119, RN 2123, Co-requisite: RN 2221 (SU)

2221 Nursing Practicum II Continued opportunities to apply theoretical knowledge and perform nursing skills are provided through faculty guided learning experiences in acute and/or community based psychiatric health care settings, maternal-newborn care settings, and pediatric care settings. This clinical experience will focus on acute and outpatient treatments for specific populations in health care facilities and in the community by utilizing patient-centered, evidence-based practice. Co-requisite: RN 2215 (SU)

2319 Nursing Theory III Builds on previously acquired knowledge and skills relevant to professional development, including patient-centered care, safety, evidence-based practice, critical thinking, professionalism, and quality improve-

ment. Includes disorders of select body systems. Exploration of job finding strategies, continuing education, leadership, professional nursing association and affiliation, community resources and disaster preparedness are included. Pre-requisite: RN 2215, RN 2221, Co-requisite: RN 2323 (F)

- 2323 Nursing Practicum III** Continued opportunities to apply theoretical knowledge and perform nursing skills are provided through faculty guided learning experiences in acute, critical care and the community. This clinical experience will focus on the care of critically ill patients, moving into the leadership role in health care facilities and in the community by utilizing patient-centered, evidence-based practice. Co-requisite: RN 2319 (F)

(SOC) SOCIOLOGY

- 1023 Introduction to Criminal Justice** Introduces students to the criminal justice system by describing the various agencies of the American criminal justice system and the procedures used to identify and treat criminal offenders. Explores and analyzes the critical issues in criminal justice and their impact on the justice system by focusing on critical policies and issues including shock incarceration, community policing, alternative sentencing, gun control, the war on drug, and the death penalty. (F, S) **ACTS: CRJU 1023**
- 2213 Principles of Sociology** Studies the origin, growth, structure, and function of group life, with emphasis on human socialization, organizations, collective behavior, and institutions. Helps the student understand how social forces affect our lives. (F, S) **ACTS: SOCI 1013**
- 2223 Social Problems** Applies sociological concepts and methods in the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. (F, S) **ACTS: SOCI 2013**
- 2233 Introduction to Cultural Anthropology** Introduces the concept of culture. The core concept of the study of culture, and the ethnographic data from our own and other cultures are organized around three different themes; the impact of culture on human behavior, the interrelationships between the different parts of a culture, and the view of cultures as adaptive systems. (F,S) **ACTS: ANTH 2013**

- 2243 Introduction to Gerontology** Provides an overview of the psychological, sociological, biological, political, and economic aspects of the process of aging. The role of these aspects as determinants of the social capacity and performance of the aging individual are examined. Special emphasis is placed on the impact of aging on auditory performance. (D)
- 2263 Comparative Religions** Examines the historical and philosophical tenets of the world's major religions and the basic beliefs/values of those religions, plus the human condition, spiritually. (D)

(SPEC) SPECIAL TOPICS

Special Topics of study may, upon request, be organized in any academic department to meet the needs of interested groups. All Special Topics courses must be approved through normal curriculum channels. The fourth digit of the course number will show the hours of credit.

(SPCH) SPEECH COMMUNICATION

- 1203 Oral Communication** Develops techniques for effective oral communication through practice in the preparation and presentation of speeches. (F, S) **ACTS: SPCH 1003**
- 2233 Oral Interpretation** Teaches the theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature for performance: reader's theatre concentration. (D)
- 2243 Advanced Oral Interpretation** Continues Oral Interpretation. Pre-requisite: SPCH 2233. (D)

(SPN) SPANISH

- 1013 Elementary Spanish I** Provides a listening-speaking-reading-writing approach to developing basic language skills. (F) **ACTS: SPAN 1013**
- 1023 Elementary Spanish II** Continues SPN 1013. Pre-requisite: SPN 1013 or consent of instructor. (S) **ACTS: SPAN 1023**

2013 Intermediate Spanish I Further develops basic language skills, with increasing emphasis on the written elements of the language. Pre-requisite: SPN 1023 or consent of instructor. (F) **ACTS: SPAN 2013**

2023 Intermediate Spanish II Continues SPN 2013. Pre-requisite: SPN 2013 or consent of instructor. (S) **ACTS: SPAN 2023**

(SWK) SOCIAL WORK

2203 Introduction to Social Work Emphasizes development and organization of public and private welfare services. (D)

(TECH) TECHNOLOGY

1012 Employment Strategies Prepares students to enter the job market by providing effective strategies for successful job seeking. Directs students in systematically gathering information about employment opportunities and develop appropriate job-search skills. Includes topics of effective resume writing, work ethics and professionalism, effective communication skills, use of the Internet for job searching and creating a favorable first impression. (F,S)

1021 Industrial and Shop Safety Introduces safety concepts in the workplace (based on OSHA 1910-General Industrial Safety). Includes topics of hearing and noise safety, power and hand tool safety, fire prevention and protection, hazardous materials safety, and other safety requirements. (F,S)

1032 Blueprints and Layouts Develops basic skills in reading blueprints and introduces students to a variety of working drawings. Develops skills necessary to interpret sketches and prints common to the metal working field. American Welding Society standard weld symbols are introduced for each basic joint for weldment fabrication. (S)

1042 Computer Aided Design (CAD) Introduces CAD 3D fundamental concepts for constructing basic shapes and symbols to creating multi-view drawings. Takes hands-on approach to 3D CAD techniques using the SolidWorks mechanical design automation software to build parametric models of parts and assemblies. Includes techniques to make drawings of those parts and assemblies. (F, S)

- 1504 DC Electronics** Introduces fundamental electrical quantities and the relationships among voltage, current, resistance, and power. Topics include standard, scientific, and engineering notations, resistive circuitry, electrical laws, and theorems. Examines application, the proper use of circuit troubleshooting techniques using analog volt-ohm milliammeter (VOM) and digital multimeter (DMM). A grade of "C" or better is required before a student may advance to TECH 1514 AC Electronics. Pre- or co-requisite: MATH 1113 or higher level math course or consent of instructor. (F)
- 1512 Schematics and Mechanical Diagrams** Students are introduced to basic elements and symbols used in a variety of industrial drawings. Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams. Sketching concepts are presented to support student understanding of basic drawing principles. (F,S)
- 1514 AC Electronics** Introduces the essential concepts of, and computations related to, alternating current electronics. Emphasis placed on AC circuits and theorems, reactive components, phase-shifting, electronic filtering, and the power triangle. Proper operation of the signal generator, dual-trace oscilloscope, and capacitance and inductance meter. Pre-requisite: TECH 1504 DC Electronics. (S)
- 2014 Digital Electronics** Covers basic and combinational gate logic circuitry. Topics include binary, octal, hexadecimal numbering systems and a number of coding systems (BCD, Gray, ASCII). Basic TTL gate circuitry, Truth tables, Boolean algebra, and DeMorgan's theorem will be studied. Application of troubleshooting techniques teaches proper use of the logic probe and logic pulser. Pre-requisite: TECH 1514. (F)
- 2134 Industrial Electronic Devices** Introduces semiconductor-based devices such as general-purpose and special purpose diodes, bipolar junction transistors (BJT's) and field effect transistors (FET's). Emphasis is placed on the theory and operation of rectifiers, small signal amplifiers, DC switching, oscillators, and wave-shaping. Introduces semiconductor device troubleshooting procedures and provides practical application. Pre-requisite: TECH 1514. (D)
- 2144 Industrial Electricity** Studies the use of electricity in the industrial setting. Students are introduced to industrial electricity, electrical power and energy. Students will learn types and methods of wiring, how current is generated and distributed to operate lighting, motors, and other devices. Topics include a review of basic electricity and terminology, wiring methods, AC and DC generators and motors, electrical distribution, lighting and basic industrial electronics. Pre-requisite: TECH 1514. (S)

- 2154 Industrial Mechanical Systems** Covers the role of mechanical components in complex mechatronic systems, the flow of energy in a mechatronic system, calculation of force, accelerations, speed, torque, and basic maintenance and systems-level troubleshooting. Gears, gear drives, chain and sprocket systems, power transmission, pulley drives, synchronous drives, lubrication requirements of mechanical components, and analyzing technical data sheets are also included. Mechanical shafts, couplings and bearings, preventative and predictive maintenance of shafts, couplings, bushings, seals and bearings, and alignment will be covered. Also included are clutches, brakes, linear motion technology, flexible elements and troubleshooting the mechanical components in a complete mechatronic system. Pre-requisite: MATH 1113 (F)
- 2164 Fundamentals of Industrial Maintenance** Covers basic manufacturing and production, basic measurement devices, manufacturing efficiency techniques and industrial supply chain systems. Students will be exposed to simple machines, basic electrical and fluid power systems, basic troubleshooting and problem solving techniques and basic preventive and total productive maintenance. Troubleshooting and problem solving techniques specific to quality control in manufacturing environment. (S)
- 2314 Programmable Logic Controllers** Introduces the programmable logic controller (PLC) and associated applications. Includes numbering systems, basic gate logic, ladder relay logic diagrams, input/output modules, field devices, image tables, PLC programming and troubleshooting. Pre-requisite: TECH 1514 or instructor consent.(F)
- 2424 Hydraulic and Pneumatic Systems** Introduces basic hydraulics and pneumatics from the practical side with minimum emphasis on theory and mathematics. Provides the students with a working understanding of the interaction of components in a basic hydraulic and pneumatic circuit. Covers the principles underlying hydraulics and pneumatics and describes in detail cylinders, tubing, and directional pressure, and flow of control valves. (F)
- 2444 Robotics Technology** Introduces robotics and studies the fundamentals of robotics, programming the robot, industrial applications, the role of the robot in today's manufacturing, electromechanical systems, fluid power systems, fluid power systems, maintenance of robotic systems, sensing systems, end-of-arm tooling, and the future of robotics. Application of digital electronics, PLC programming, hydraulics and pneumatics learned in previous classes extends the students understanding of robot interfacing and vision systems. Pre-requisites: TECH 1042, TECH 1514 and TECH 2424. (S)
- 2863 Principles of Technology** Explores today's engineering and technology fields, as well as the multifaceted role of the technologist. Includes topics of concepts and terminologies used in engineering, applied mathematics, use of the scientific calculator,

units and dimensions used in business and industry, and team-work and problem solving techniques. Introduces students to the use of personal computers and computer applications. Lecture with application 3 hours per week. Pre-requisite: MATH 1113. (D)

- 2883 Introduction to Quality Control** Deals with universal principles of quality assurance in a technical environment. Includes topics of mechanics of a quality system, planning a quality information system, quality practice, system elements and controls, and definitions of quality. Lecture three hours per week. (D)

(THEA) THEATRE

- 1213 Acting I** Explores basic theories and techniques of the art of acting. (D)
- 1313 Acting II** Provides advanced study in the theories and techniques of the art of acting. Pre-requisite: THEA 1213 or consent of instructor. (D)
- 2273 Theatre Practicum** Stresses practical application of the principles of theatrical art, covering all facets of play production from pre-rehearsal stages to performance before an audience. Requires students to participate in the production of a play through performance and/or technical work. (D)
- 2503 Fine Arts-Theatre** Introduces theatre arts to students by providing an appreciation of how various artistic elements combine to produce theatrical productions. (F, S) **ACTS: DRAM 1003**

(WELD) WELDING

- 1004 Introduction to Welding, Cutting and Metals** Provides an overview of several welding processes with particular emphasis on shop safety. Provides students the opportunity to learn and practice oxy-acetylene cutting, plasma arc cutting, basic shielded metal arc welding and basic gas metal arc welding techniques. (D)
- 1024 Shielded Metal Arc Welding (SMAW/Stick)** Teaches the basic knowledge required to operate shielded metal arc welding equipment, function safely in the welding shop and develop basic welding techniques. Requires students study welding nomenclature, design of welding joints, electrode classification and practice fillet welds in the flat and horizontal position. . A grade of "C" or better is required

before a student may advance to WELD 1134. (F, S)

- 1104 Advanced Shielded Metal Arc Welding** Builds on knowledge and skills gained in WELD 1134 Intermediate Shielded Metal Arc Welding. Provides students with the opportunity to learn and practice root beads, hot pass and cap in the vertical up position using 6010 and 7018 rods. Provides students will have the opportunity to test for AWS D1.1 Welding Certification (extra fee required). Pre-requisites: WELD 1134 Intermediate Shielded Metal Arc Welding or consent of instructor (F, S)
- 1134 Intermediate Shielded Metal Arc Welding** Builds on basic knowledge and skills gained in WELD 1024 Shielded Metal Arc Welding. Provides opportunity for students to gain proficiency by welding in the overhead and vertical up welding positions. A grade of "C" or better is required before a student may advance to WELD 1104 Advanced Shielded Metal Arc Welding. Pre-requisites: WELD 1024 Shielded Metal Arc Welding or consent of instructor. (F, S)
- 1204 Gas Metal Arc Welding** Teaches the basic knowledge and skills required to operate Gas Metal Arc Welding (MIG) equipment, function safely in the welding shop and develop basic MIG welding skills. Provides opportunity for students to study welding nomenclature, design of welding joints and practice fillet welds in the flat and horizontal position. A grade of "C" or better is required before a student may advance to WELD 1234 Intermediate Gas Metal Arc Welding. (F, S)
- 1234 Intermediate Gas Metal Arc Welding** Builds on basic knowledge and skills gained in WELD 1204 Gas Metal Arc Welding. Provides students with the opportunity to gain proficiency by welding in the overhead and vertical welding positions. A grade of "C" or better is required before a student may advance to WELD 1304 Advanced Gas Metal Arc Welding. Pre-requisites: WELD 1204 consent of instructor. (F, S)
- 1304 Advanced Gas Metal Arc Welding** Builds on knowledge and skills gained in WELD 1234 Intermediate Gas Metal Arc Welding. Provides students with the opportunity to learn and practice horizontal welds with dragging technique, vertical up beads, and vertical up with root, fill and cap. Provides students with the opportunity to test for AWS MIG Welding Certification (extra fee required). Pre-requisites: WELD 1234 Intermediate Gas Metal Arc Welding or consent of instructor. (F, S)
- 1404 Gas Tungsten Welding (GTAW/TIG)** Teaches the basic knowledge and skills required to operate Gas Tungsten Arc Welding (TIG) equipment, function safely in the welding shop and develop basic TIG welding techniques. Students study welding nomenclature, design of welding joints and practice welding beads in the flat, horizontal, vertical up, and overhead positions. A grade of "C" or better is required before a student

may advance to WELD 1434 Intermediate Gas Tungsten Arc Welding. (F, S)

- 1434 Intermediate Gas Tungsten Arc Welding** Builds on basic knowledge and skills gained in WELD 1404 Gas Tungsten Arc Welding. Students have the opportunity to gain proficiency by learning and practicing root beads, root beads with hot pass and fill and cap on mild steel. A grade of "C" or better is required before a student may advance to WELD 1504 Advanced Gas Tungsten Welding. Pre-requisite: WELD 1404 Gas Tungsten Welding or consent of instructor. (F, S)
- 1504 Advanced Gas Tungsten Welding** Builds on knowledge and skills gained in WELD 1434 (Intermediate Gas Tungsten Arc Welding). Students have the opportunity to learn and practice high frequency TIG welding techniques on aluminum and stainless steel and will practice root beads with stainless steel rods. Students will have the opportunity to test for AWS 17.1 Fusion Welding for Aerospace (extra fee required). Pre-requisite: WELD 1434 Intermediate Gas Tungsten Welding or consent of instructor. (F, S)
- 1604 Metal Fabrication** Covers basic theory and practice of design, layout and fabrication using mild steel, sheet metal or aluminum. Utilizes a variety of different measuring devices. Students will have the opportunity to practice basic blueprint reading skills and will work on an approved welding project. A grade of "C" or better is required before a student may advance to WELD 1704 Advanced Metal Fabrication. (S)
- 1704 Advanced Metal Fabrication** Covers the theory and practice of layout and fit up of structural and piping systems. Students will have the opportunity to learn the process of fabrication of structural and piping systems through a series of competency-based exercises and hands-on projects. Basic blueprint reading skills are required. Pre-requisite: WELD1604 Metal Fabrication or consent of instructor. (D)
- 2024 Certification Welding** Teaches advanced welding techniques to help prepare students to pass American Welding Society welding certification examinations. Pre-requisite: Consent of instructor.(D)
- 2104 Pipe Welding 5G (Horizontal Position)** Develops skills used in the welding of both transmission pipeline and piping systems. Emphasizes skills needed to meet standards of the American Petroleum Institute. Students review root bead, hot pass and cap techniques and learn proper pipe beveling, fitting and tacking methods. A grade of "C" or better is required before a student may advance. Pre-requisites: WELD 1134 Intermediate Shielded Metal Arc Welding or consent of instructor. (F)
- 2114 Pipe Welding 2G (Vertical Position)** Provides students the opportunity to learn and practice root bead, hot pass and cap techniques in the 2G (vertical)

position. A grade of "C" or better is required before a student may advance to the next level. Pre-requisites: WELD 1134 Intermediate Shielded Metal Arc Welding or consent of instructor. (F)

- 2124 Pipe Welding 6G (Inclined Position)** Provides students the opportunity to learn and practice root bead, hot pass and cap techniques in the 6G (inclined) position. Pre-requisites: WELD 2104 Pipe Welding 5G, WELD 2114 Pipe Welding 2G or consent of instructor. (S)

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