



# NORTHWEST ARKANSAS COMMUNITY COLLEGE

2011 - 2012 COLLEGE CATALOG

# IMPORTANT PHONE NUMBERS

## **Main Line**

(479) 636-9222 (Main Line)  
(479) 619-4109 (Front Desk)  
(800) 995-6922 (Toll Free)

## **Admissions**

(479) 619-4386

## **Records**

(479) 619-4398

## **Bookstore**

(479) 636-2222

## **Career Services & Service Learning**

(479) 619-4236

## **Cashiers Office**

479-619-4291

## **Distance Learning**

(479) 619-4299

## **Financial Aid**

(479) 619-4329

## **Foundation**

(479) 619-4184

## **Honors Program**

(479) 619-2231

## **Human Resources**

(479) 619-4296

## **Intramural Office**

(479) 619-4138

## **Learning Lab**

(479)-619-4241

## **Library**

(479) 619-4244

## **Learner Development Center (LDC)**

(479) 619-4324

## **Scholarships**

(479) 619-3103

## **Security**

(479) 619-4229

(On-campus dial 4229)

## **Testing Center**

(479) 619-4317

## **Washington County Center (WCC)**

(479) 936-5131 (from Benton County)

(479) 927-3330 (from Washington County)

## **Weather Hotline**

(479) 619-4377

## **CORPORATE & CONTINUING EDUCATION**

### **Personal Enrichment/Professional Development**

(479) 936-5175

### **Shewmaker Center (SCWT)**

(479) 936-5175

## **ADULT EDUCATION**

(479) 986-6911

## **ADMINISTRATIVE OFFICES**

### **President**

(479) 619-4191

### **Senior Vice President of Learning Provost**

(479) 936-5168

### **Vice President for Learning**

(479) 619-4158

### **Vice President for Learner Support**

(479) 619-4232

### **Executive Director Facilities, Security and Construction**

(479) 619-4130

### **Vice President of Corporate & Continuing Education**

(479) 936-5174

### **Dean of Risk Management**

(479) 619-4127

### **Executive Director for Development**

(479) 619-4176

### **Vice President for Public Relations**

(479) 619-5174

### **Executive Director for Public Relations**

(479) 619-2220

### **Director for Marketing & Advertising**

(479) 936-5116

### **NWACC Foundation**

(479) 619-4184

## **OFF-CAMPUS PROGRAMS**

### **College at the Crossing**

(479) 855-1903

### **Farmington**

(479) 266-1860

### **Jones Trust Center**

(479) 419-9000

### **Washington County Center**

(479) 927-3330

Catalog 2011–2012

# LEARNING FOR LIVING

**NORTHWEST ARKANSAS COMMUNITY COLLEGE**

ONE COLLEGE DRIVE  
BENTONVILLE, AR 72712  
479-636-9222  
WWW.NWACC.EDU

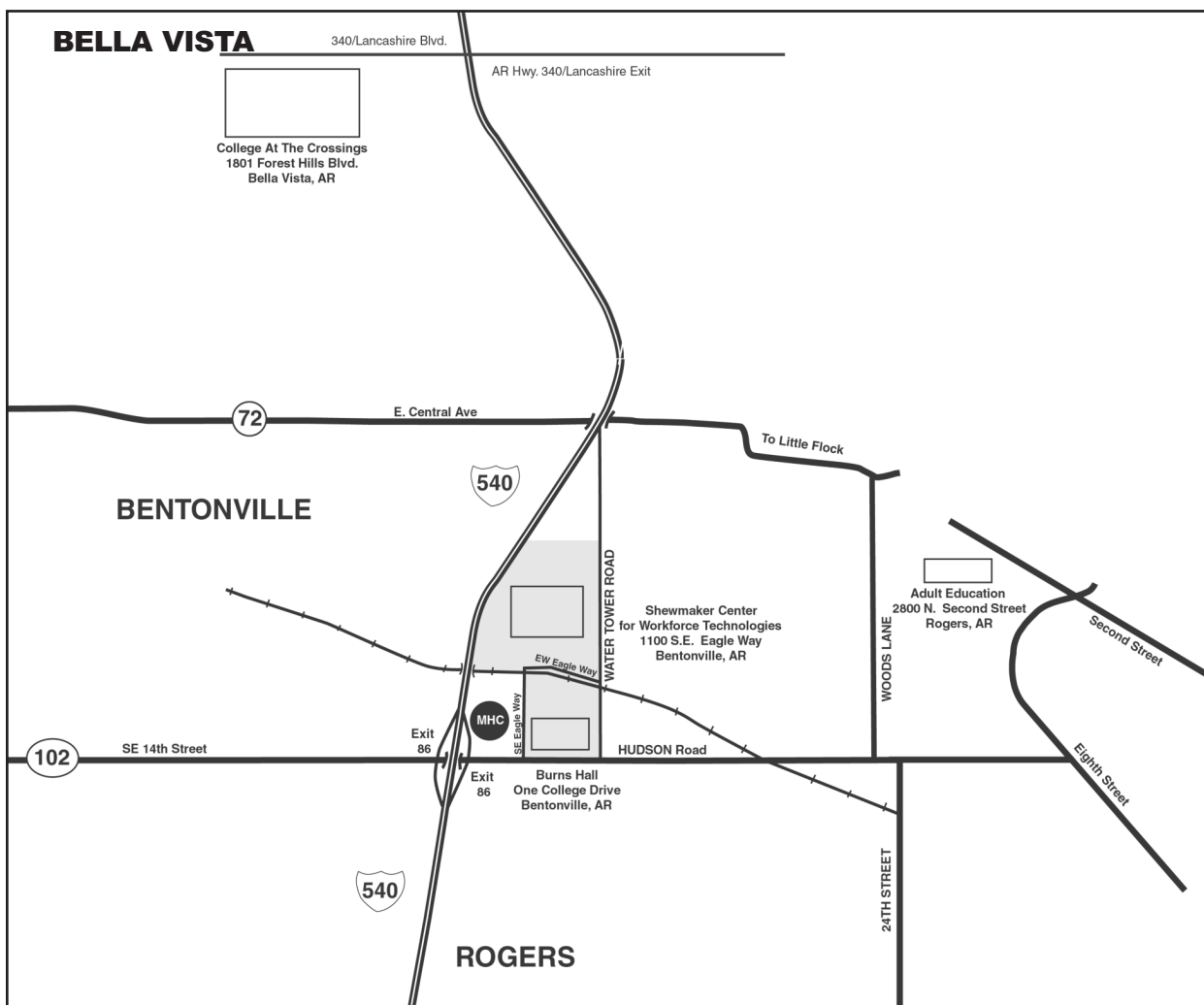
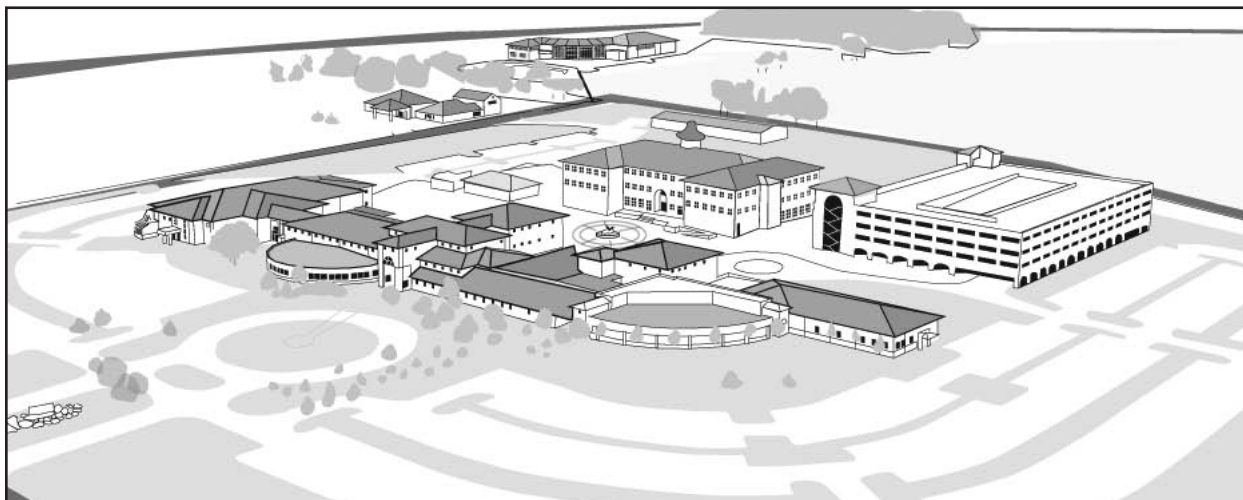
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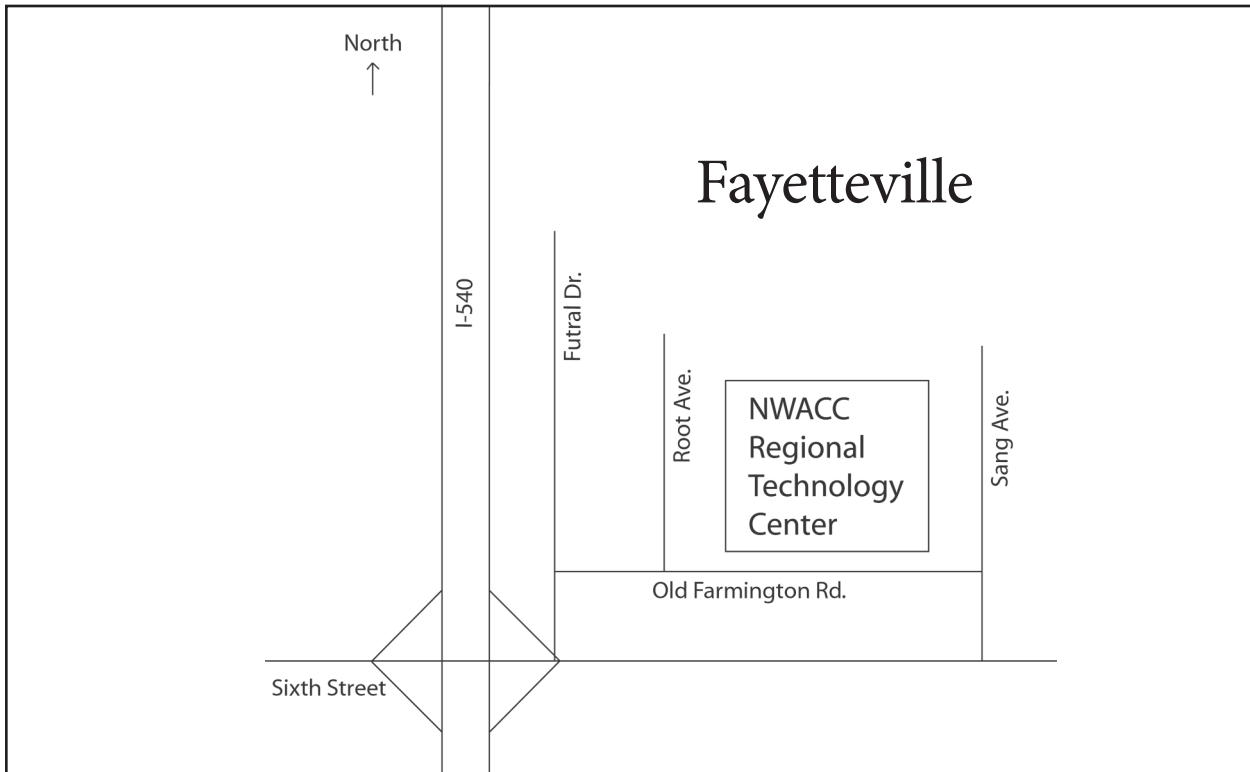
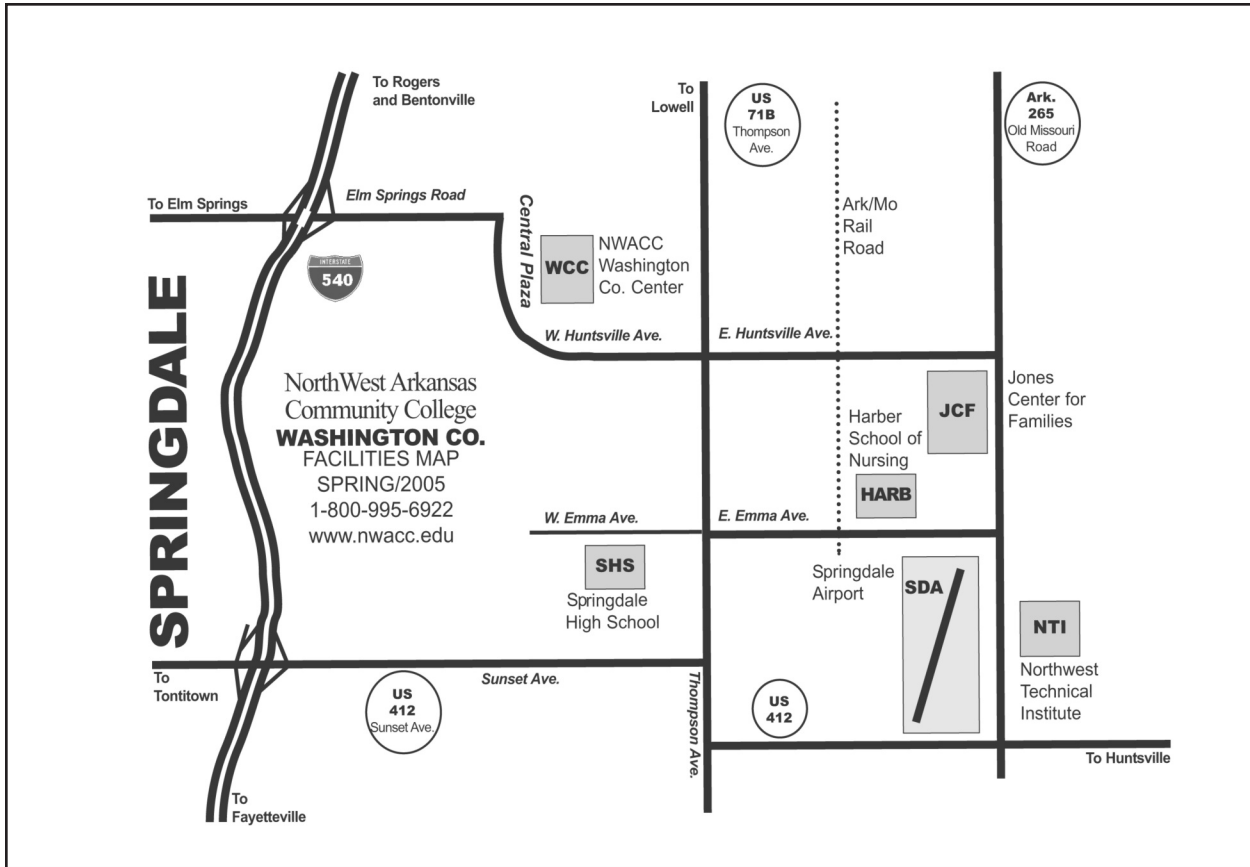
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# NWACC TAKES CLASSES TO THE COMMUNITY





# ACADEMIC CALENDAR

## FALL 2011

August 22 - First Day of Classes

September 5 - Labor Day - College Offices Closed

November 23-26 - Thanksgiving Break Faculty and Students

November 24-26 - Thanksgiving Break for All Staff - College Offices Closed

December 9 - Last Day of Classes

December 10-16 - Final Exams

## SPRING 2012 (TENTATIVE)

January 16 - Martin Luther King Day - College Offices Closed

January 17 - First Day of Classes

March 19-23 - Spring Break Faculty & Students

May 4 - Last Day of Classes

May 5-11 - Final Exams

May 11 - Commencement

## SUMMER 2012 (TENTATIVE)

May 28 - Memorial Day - College Offices Closed

May 29 - First Day of Classes

July 4 - Independence Day Observed - College Offices Closed

August 3 - Last Day of Classes

See online academic calendar at <http://www.nwacc.edu/calendar.php>  
for a complete list of dates and deadlines.



# GREETINGS FROM THE PRESIDENT

WELCOME!

Thank you for choosing NorthWest Arkansas Community College. Your decision to start or continue your education with us will be a most worthwhile endeavor. It is an investment that will reward you with great dividends in the future.

Our mission is to serve and strengthen northwest Arkansas through learning for living. Our objective is to promote positive changes in the individuals, families and communities that we serve. We promise to be responsive to your needs and celebrate in your achievements.

While you are attending classes at NWACC, remember that every member of our faculty and staff shares your goals for educational success. You will find unsurpassed dedication throughout the entire campus and a learning environment that is designed to help you make the most of yourself. We are especially proud of the small classes and personal attention every student receives. We have modern facilities, state-of-the-art computer labs and a wide range of support services.

Please make this a special time in your life. You are preparing for a world filled with new opportunities. I wish you my best for an enlightening and rewarding experience here at NorthWest Arkansas Community College.

Sincerely,



Becky Paneitz, Ph.D.  
President



# THE COLLEGE

The NorthWest Arkansas Community College District was authorized on August 15, 1989, when voters in the Rogers and Bentonville public school districts passed a 3-mill tax. The first classes were attended by just more than 1,200 students in the Fall of 1990 at high schools, chambers of commerce, municipal, and leased facilities throughout the district.

Burns Hall opened its doors to just more than 2,400 students in August 1995. The main building is a multipurpose facility on 131 acres of land at Exit 86 of Interstate 540 on the Rogers and Bentonville, Arkansas, city limits. The 181,000 square-foot facility houses the College, Pauline Whitaker Library, lecture halls, laboratories for computers, science, nursing, and allied health; music and art studios, and faculty and administrative offices.

Day, evening, and weekend classes are offered at the Burns Hall, as well as at locations throughout the service district. At the College's Shewmaker Center for Workforce Technologies, a 44,000 square-foot facility on Southeast Eagle Way, customized programs are offered to area businesses. The Fayetteville Corporate Learning Center programs complements the programs housed at the Shewmaker Center. A three story Student Center on the main campus houses student activities, a food court and bookstore on the first floor; student enrollment and development offices on the second floor; Testing Center, Tutoring and classrooms on the third floor. The Center and an adjoining five story parking garage opened to students in 2007. In addition to the main campus in Bentonville, NWACC offers classes at College at the Crossing in Bella Vista and at Washington County, NWACC's Washington County Center, Jones Truck Center, Corporate Learning Fayetteville, and Farmington High School. The College's Adult Education Program is located at the Center for Nonprofits in Rogers.

In serving a dynamic region of the state, NorthWest Arkansas Community College recognizes the importance of providing varied and abundant opportunities for learning. NorthWest Arkansas Community College received an invitation to serve as the first of only four regional partners of the National Child Protection Training Center which is dedicated to the prevention of child abuse in the United States. On March 16, 2009, the NCPTC was approved by the Board of Trustees and the first training sessions began in January 2010. The Regional Training Center at NWACC will have the responsibility of developing educational certificates and providing professional training to 15 southern states. The purpose of this training center is to educate and train the child protection professionals of today and tomorrow in the fields of social work, education, health professions, counseling, law enforcement, and the justice system. The goal of the program is to detect child abuse, promote early intervention, and to improve investigation, prosecution, and litigation procedures to ensure that young victims receive the support they need.

For more information about the National Child Protection Training Center, contact the Regional Director of the NWACC Child Advocacy Center, Stephanie Smith, at 479-986-4055. For additional information on the credit Certificate Program for Child Advocacy Studies (CAST) please contact the Social and Behavioral Sciences Division at 479-619-4149.

NWACC is a comprehensive, learning-centered two-year college dedicated primarily to meeting the educational needs of its service area. NWACC offers a comprehensive education program including, but without limitation, technical occupational programs, freshman and sophomore programs for students to transfer to four-year colleges, specialty courses, professional continuing education courses, community enrichment classes, and business and industry training to meet the needs of the emerging and existing workforce. Part-time and full-time students are valued equally.

IN THIS SECTION:

- College Credit
- Degree Options
- Course Descriptions
- Student Information



# ADMISSIONS

## Admission Policies

NorthWest Arkansas Community College's philosophy is to provide educational opportunities for all citizens within its geographic area. However, the college recognizes that an optimum balance between accessibility and quality standards must be maintained.

The typical student population seeking admission to a community college presents a wide range of aspirations, levels of motivation, and capabilities. In order to attain the desired balance between accessibility and quality standards, procedures are needed to constructively address this diversity. Each student's educational goal, previous academic experience, and placement test scores, should be evaluated and should serve as the basis for development of their educational plan. Some students seeking admission will be under prepared in certain subject areas and will require developmental courses prior to attempting college-level work.

For general admission to NWACC a student must meet the following requirements:

Graduate from a U.S. high school with a diploma equivalent to the Arkansas General Diploma **OR** Received the Arkansas High School Diploma or GED **AND** meet language and computation competencies. Students may be required to successfully complete prerequisites, academic skills courses, English as a Second Language courses, Adult Basic Skills courses and/or GED courses before enrolling in credit classes.

For other types of admissions information, check the appropriate section in the catalog on the pages that follow.

Admission to the College does not insure admittance to a particular course or program of study. Certain programs, such as Nursing, EMT-Basic, Paramedic, Physical Therapist Assistant, Dental Assisting, and Respiratory Therapy have special admission requirements and enrollment limitations in addition to the regular admission requirements for the College. These special requirements will be listed with the courses of study, where appropriate. Special policies governing admissions may also be applied in instances of statutory requirements and/or requirements by a licensing, registering or certifying board.

The college reserves the right to deny admission, readmission or registration for a violation of the Student Code of Conduct, failure to make academic progress as outlined in the college catalog, or for the inability of the college to provide services, courses or programs needed to meet educational objectives. If

NWACC is unable to provide services, assistance will be provided to help find an appropriate learning environment.

## Admission Classifications

### 1. New Student Admission:

A new student is one who has graduated from high school or received Arkansas High School Diploma and has never attended a college or university.

#### Requirements:

- Submit an admissions application online or in person at the Admissions Office in the Student Center or at the Washington County Center.
- Placement test scores (COMPASS or ACT) are required prior to registration.
- Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).
- A complete high school transcript or GED test scores are required before classes begin.

### 2. Special Admission:

A student admitted under "Special" admission is one who is 18 years of age or older and has neither graduated from high school nor completed a GED or received an Arkansas High School Diploma.

#### Requirements:

- Submit admissions application online or in person at the Admissions Office in the Student Center or at the Washington County Center.
- Placement test scores (COMPASS or ACT) are required prior to registration.
- Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).

#### Limitations:

- Students must schedule an appointment with an assigned advisor to be eligible for enrollment under "Special" admissions.
- Students may enroll for classes until such time as they have completed 12 credit hours. After the 12 credit hours have been completed, the student must submit proof that they have received a high school diploma or GED in order to continue enrollment at NWACC. Re-enrollment will not be permitted until documentation is submitted.
- Students admitted under "Special" admissions must maintain a 2.0 GPA to continue enrollment at NWACC.

- d. Students will not be eligible to participate in federally funded financial aid programs.
- e. Students cannot be enrolled in GED programs and be a special admission student at the same time.

### 3. Transfer Admission:

A student admitted as a “transfer” is one who has successfully completed a college level course at another regionally accredited college or university.

#### Requirements:

- a. Submit admissions application and fee online or to the Admissions Office in the Student Center or at the Washington County Center.
- b. Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).
- c. Official college transcript(s) and placement test scores are required for college transfer students under these conditions:
  - Students registering for courses which require proof of prerequisites must submit the appropriate documentation.
  - Students planning to earn a degree from NWACC must submit official transcripts before applying for graduation.

NOTE: In order to be official, transcripts must be in a sealed envelope from the institution where the courses were taken.

#### Conditions:

- a. NWACC will accept for transfer only college level credits earned at a regionally accredited college or university and only those courses with earned credit of C (2.0 GPA) or better will be accepted. Students may be required to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.
- b. Credits earned at other institutions will not be calculated in the GPA used for graduation at NWACC.
- c. Transfer credit will be accepted for only college level courses for which NWACC offers equivalent courses. Transfer courses for which NWACC offers no equivalent courses will be evaluated for possible general elective credit.
- d. Credit for work that is remedial in course content will not be granted towards degree requirements.
- e. Students who wish to appeal acceptance of a transfer course may appeal to the Chief Academic Officer. The decision of the Chief Academic Officer is final.

### 4. Returning Admissions:

A student admitted as a “returning” student is one who has successfully completed college level courses with NWACC previously but was not enrolled during the most recent previous term at NWACC.

#### Requirements:

- a. Submit admission application online or in-person at the Admissions Office in the Student Center or at the Washington County Center.
- b. Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin.(Refer to vaccination requirements on Page 10)
- c. Official college transcript(s) and placement test scores are required for returning students under these conditions:
  - Students registering for courses which require proof of prerequisites must submit the appropriate documentation.
  - Returning students who have taken college courses at another institution of Higher Education, must submit official transcripts to the Records Office.
  - Returning students who have not taken college level Math, Reading or Writing, and who have not submitted appropriate placement scores, previously, must do so, to the Records Office.
  - Students applying for financial aid must submit official, completed college transcripts from all previous college attended prior to returning to NWACC.
  - Students planning to earn a degree from NWACC must submit official transcripts before applying for graduation.

NOTE: In order to be official, transcripts must be in a sealed envelope from the institution where the courses were taken.

All students who have earned a General Education Diploma (GED) are required to submit a copy of their official scores at time of admission.

### 5. Concurrent Enrollment Admission:

A student admitted under “concurrent enrollment” admission is one who is currently enrolled in high school, grades 9-12, and enrolling for classes on the NWACC campus. The student must have a high school cumulative GPA of 3.0 for general education classes and a 2.0 for career and technical classes leading to an Associate of Applied Science degree on a 4.0 grading system.

## How to Apply for Admissions and Register for Concurrent Classes on NWACC Campus

### Requirements:

- a. Meet with your high school counselor/home school primary instructor to review your transcript and discuss the courses you would like to take at NWACC.
- b. Complete an Application for Admission.
- c. Complete the Concurrent Student Registration form. Obtain all required signatures.
- d. Obtain a current high school transcript showing an overall GPA of 3.00 or higher for general education classes and a 2.0 for career and technical classes leading to an Associate of Applied Science degree, on a 4.00 scale. For ninth grade students, courses in the previous two years should be included.
- e. Achieve college level placement test scores (COMPASS or ACT) in the subject area in which you would like to take a class. An appropriate ACT score in the sub-tests for math, English, and reading (See placement chart in catalog or contact the High School Relations Department at (479) 936-5130). If the appropriate ACT scores are not available, students can take NWACC's COMPASS placement test program. Other placement test scores accepted are PLAN, SAT, and EXPLORE
- f. Contact the Concurrent Enrollment Advisor at 479-619-4231 in Bentonville or 936-5131 in Springdale for an advising appointment.

### Conditions:

- a. Students may not be simultaneously enrolled at NWACC and in a General Education Development (GED) program.
- b. Students will not be eligible to participate in institutionally or federally funded financial aid programs.
- c. Concurrently enrolled high school students will be expected to earn a grade of "C" or better, in each college course attempted, in order to continue concurrent enrollment. Students may retake a course while still in high school when a grade of "C" or below is

received if a 2.0 cumulative NWACC GPA is maintained along with a 3.0 cumulative high school GPA.

- d. On-campus Concurrent students are limited to enrolling in seven (7) credit hours, including college courses taken on the NWACC campus courses taken on the NWACC campus.
- e. An appeal to the NWACC Vice President for Learner Support Services may be submitted by those students who have a grade point average slightly below 3.0 and/or would like to take more than seven (7) college credit hours during a given semester. A high school student may also appeal a grade received in order to continue in the Concurrent Enrollment Program and/or to retake a class.
- f. Students must submit the Concurrent Student Registration form prior to each semester of concurrent enrollment. An updated transcript is also required every semester.
- g. Accepted students will be allowed to advance register for future terms with the understanding that such registration is subject to cancellation if academic performance does not meet the above criteria.

### 6. International Student Admission:

International students interested in enrolling must contact the office of International Programs at 619-2224 or [internationalprograms@nwacc.edu](mailto:internationalprograms@nwacc.edu) for information regarding admission requirements. A student admitted as an "International Student" is one who is not a citizen or permanent resident of the United States or does not possess a valid social security number. Exceptions include citizens of the Republic of the Marshall Islands, the federated states of Micronesia, the Republic of Palau, or any other territory of the United States of America.

All International Transcripts must be evaluated before they are turned in to the Records office at NWACC. Course descriptions may be required as well.

International students are encouraged to bring copies of all International Transcripts, translated in English, to the International student advisors for advisement. Advisors will review the translated transcripts, in regard to the degree plan being pursued at NWACC, and discuss what course descriptions need to be requested when the transcript is evaluated.

## 7. International Students needing F1 Student Visa

### Requirements:

- a. The following items must all be submitted to NWACC before an I-20 is issued:
  - An application for admission
  - Authenticated translated copies of all academic records
  - A financial statement
  - A TOEFL score of at least 500 paper-based, 173 computer-based, 61 internet based or an IELTS score of at least 5.0. Refer to the Director of International Programs for other options to determine English proficiency.
- b. An application fee of \$35.00 is due at the time of application

### Conditions:

- a. Applications should be submitted as early as possible. The time it takes the United States Citizenship and Immigration Services (USCIS) to process a student visa is unpredictable. Check website for more information.
- b. Students will not be eligible to participate in federally funded financial aid programs.
- c. Placement test scores (COMPASS or ACT) are required prior to registration, after arrival in the US.
- d. Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).
- e. Proof of health insurance with repatriation must be provided.
- f. Provide proof of tuberculosis test. Test must be completed in the US.

## 8. International Students Who Do Not Require a Student Visa (F-1) Admissions:

International students other than a F-1 status must contact the Office of International Programs. You must meet all college admission procedures in addition to the following requirements:

- a. Present your current passport and visa. Note: If you do not have a current Visa, you must

consult the Director of International Programs.

- b. Complete the NWACC assessment and enrollment process as described under "Resident Aliens."
- c. Provide proof of tuberculosis test. Test must be completed in the US.

## 9. Resident aliens - permanent residence

### Requirements:

- a. Provide proof of resident alien status by one of the following ways: resident alien card, "green card"; a copy of the letter from the U.S. Citizenship and Immigration Services that approves your residency status. An employment authorization card is not sufficient. Students who are in the process of obtaining permanent residency must contact the Director of International Programs at (479) 619-2224 or [internationalprograms@nwacc.edu](mailto:internationalprograms@nwacc.edu).
- b. An application for admission and payment of processing fee.
- c. Submit all official transcripts from all U.S. secondary and post-secondary educational institutions you have attended. The issuing institution must send the transcript directly to the NWACC Student Records Office. Official college transcripts from foreign institutions translated in English are not required unless you are requesting transfer credit.
- d. If you do not have prior U.S. college-level math and English or appropriate ACT scores, you will be required to take the NWACC's COMPASS test prior to enrollment.
- e. Discuss course selection, based on your assessment results, with an NWACC advisor. Course selection may be restricted because of COMPASS test results.
- f. Enroll in classes approved by an advisor.
- g. Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).
- h. Must meet language and computation competencies

Please apply early for admissions to allow time for assessment, orientation, advising and registration for classes.

### Conditional Admissions

Arkansas State Act 1290 of 1997 requires students graduating from high school in 2002 and after to have completed the core curriculum for unconditional college admission. All students graduating after May 1, 2002 from Arkansas public high schools, out of state high schools, home schooling, private schools and Arkansas High School Diploma recipients shall be evaluated by the Office of Admissions for the purpose of being granted conditional or unconditional admissions status. Students will be provided with written notification of their admission status and receive appropriate academic advisement according to their status.

A student admitted conditionally to NWACC has the following requirements, limitations, conditions, or restrictions placed upon their initial enrollment status:

#### Requirements:

- a. An application for admission is required prior to registration.
- b. Placement test scores (COMPASS or ACT) are required prior to registration.
- c. An official eight-semester high school transcript indicating successful completion of the core requirement during the first month of enrollment.
- d. Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to vaccination requirements on page 10).
- e. Students who receive an Arkansas High School Diploma or are graduates of home schooling or private high schools must make a subscore of 19 in the English and Mathematics portion of the ACT or the equivalent score on the COMPASS in order to be unconditionally admitted.
- f. All students graduating after May 1, 2002 are bound by the conditional admission requirements. Students who are enrolled in certificate of proficiency programs are exempt from these requirements.

#### Limitations:

- a. The student may enroll for a maximum of 15 semester credit hours.

#### Conditions:

- a. A student seeking an Associate of Arts, an Associate of Science degree or has not

declared a degree and has not successfully completed the core curriculum must complete 6 hours of English Composition I and II, college algebra or a higher level math class, and 3 or 4 credit hours of science or social/behavioral science. All 12 (13) credit hours of core academic courses must be successfully completed with a cumulative grade point average of 2.0 within the first 30 semester hours (excluding developmental courses) of enrollment with NWACC.

- b. A student seeking an Associate of Applied Science degree or technical certificate who failed to successfully complete the core curriculum must complete 6 credit hours of English Composition I & II, 3 credit hours of college algebra or a higher level math class, and 3 credit hours of introduction to data processing or a higher level computer class (other technical courses may be substituted for college algebra and introduction to data processing with the approval of the Vice President for Learning). All 12 credit hours of the core academic/technical courses must be successfully completed with a cumulative grade point average of 2.0 within the first 30 semester hours (excluding developmental classes) of enrollment with NWACC.

### International Students

Must submit acceptable proof of immunization against two measles, two mumps and two Rubella no later than 30 days after classes begin during their first semester at NWACC.

The date of latest MMR vaccination must be on or after the student's first birthday and must be on or after January 1, 1968.

### Vaccination Requirement

In order to comply with state law 6.60.501-504, all full-time students must submit acceptable proof of immunization against measles, mumps, and Rubella, as outlined below:

#### Students with less than 30 completed college credits:

Must submit acceptable proof of immunization against two measles, two mumps and two Rubella no later than 30 days after classes begin during their first semester at NWACC.

#### Students with 30 or more completed college credits:



Must submit acceptable proof of immunization against one measles, one mumps and one Rubella no later than 30 days after classes begin during their first semester at NWACC.

Students who receive their education by correspondence and do not attend any classes on campus are not required to submit proof of MMR (measles, mumps, and rubella.)

### Placement Test

Students that score below college-level in one or more areas (see current Placement Chart) should schedule the corresponding COMPASS test to confirm appropriate course placement prior to advisement and registration.

For information about COMPASS testing, contact the NorthWest Arkansas Community College Testing Center at (479) 619-4317 or <http://www.nwacc.edu/studentservices/testing.php>.

NWACC reserves the right to change placement requirements

NWACC uses the following SAT scores for college-level placement:  
(Verbal)

500-College Algebra      480-Critical Reading  
560-Trigonometry      660-Calculus I

COURSE PLACEMENT CHART		
ACT SCORES	COMPASS SCORES	COURSE PLACEMENT
<b>Math</b>	<b>Pre-Algebra</b>	
NA	01 - 38	MATH 0013 Pre-Algebra (Non-Credit)
NA	39 - 99	MATH 0053 Beginning Algebra (Non-Credit)
	<b>Algebra</b>	
18 - 20	41 - 64	MATH 0103 Intermediate Algebra (Non-Credit) <b>OR</b> MATH 1003 Math for AAS General Education (Non-Transferable)
21 - 23	65 - 99	MATH 1204 College Algebra <b>OR</b> MATH 1103 Survey of College Math
	<b>College Algebra</b>	
24 - 28	46 - 99	MATH 1213 Trigonometry <b>OR</b> MATH 1285 Pre-Calculus <b>OR</b> MATH 2043 Survey of Calculus <b>OR</b> MATH 2103 Discrete Math <b>OR</b> MATH 2053 Finite Math <b>OR</b> MATH 2213 Survey of Mathematical Structures I
<b>OR</b>		MATH 2223 Survey of Mathematical Structures II
	<b>Trigonometry</b>	
29 +	46 - 99	MATH 2554 Calculus I
	<b>ESL Listening</b>	
	01 - 41	Adult Education, Non-Native Students (479-986-6911, Martha Cortez)
	42 - 66	Interview Required with CIEP Instructor
	67 - 99	ENGL refer to standard Reading and Writing Scores
	<b>ESL Reading</b>	
	01 - 37	Adult Education, Non-Native Students (479-986-6911, Martha Cortez)
	38 - 91	CIEP 0086 College Intensive English Program (Non-Credit)
	92 - 99	Standard Reading and Writing Testing
<b>Reading</b>	<b>Standard Reading</b>	
01 - 13	01 - 60	READ 0003 Preparing for College Reading (Non-Credit) CIEP 0086 (Non-Native Students, Non-Credit)
14 - 18	61 - 81	READ 0033 College Reading (Non-Credit)
19 +	82 - 99	No Reading Course Required
<b>English</b>	<b>Standard Writing</b>	
01 - 09	01 - 13	ENGL 0023 Grammar & Mechanics of Writing <b>OR</b> ENGL 0041 Foundations of Writing (Non-Credit) <b>OR</b> CIEP 0086 (Non-Native Students, Non-Credit)
10 - 12	14 - 41	ENGL 0053 Beginning Writing (Non-Credit) <b>OR</b> CIEP 0086 (Non-Native Students, Non-Credit)
13 - 18	42 - 74	ENGL 0063 Intermediate Composition (Non-Credit) <b>OR</b> CIEP 0063 (Non-Native Students, Non-Credit)
19 - 24	75 - 99	ENGL 1013 English Composition I
<b>Honors Courses</b>		
25 composite	85+ on reading & writing	See LDC advisor for course availability

## Registration Procedures

### Registration

Students should register for classes according to instructions and deadline dates contained in the schedule of classes published prior to the beginning of each semester. Students are financially and academically responsible for all classes in which they enroll. If a student registers for classes via Internet registration or through the Student Records Office, he/she will be charged tuition and fees and receive grades for the classes unless an official drop/withdrawal form has been processed or the student drops or withdraws online. Students with past due obligations to the college may not register for classes until such obligations are resolved to the satisfaction of the college. NWACC will drop/withdraw students from class for nonpayment of tuition and fees. Students must make full payment of tuition and fees by the payment due date or setup a payment plan.

To facilitate registration on the Internet, students should make sure any transcripts from other schools containing prerequisites for courses at NWACC have been received and processed.

The college reserves the right to deny registration to any individual who has violated the Student Code of Conduct and is currently suspended from the college or when the college is unable to provide the services, courses or programs needed to assist a student in meeting his/her educational objectives.

After registration officially ends for a term (see dates published in the academic calendar online at <http://www.nwacc.edu/calendar.php>), students may not register for a course that has met for the first time.

Students may register for courses that have not met for the first time in-person at the Records window, or for courses that start in a later part-of-term, for which registration is still open online.

### Advising

Advisors are available to work with students in our Learner Success Center. See Learning Support Services Section for more information.

### Scheduling Classes

A student is responsible for scheduling their own classes and for being aware of all schedule changes. The college reserves the right to cancel, combine or change the time, day or location of any class without obligation. The college also reserves the right to change the instructor and/or instructional methodology without obligation.

NWACC enforces all prerequisites as published in

the current NWACC catalog. Students must provide proof of prerequisites, in the form of test scores, successful "C or better" completion of the prerequisite course, or submission of transfer work on a transcript to the Records Office on the 2nd floor of the Student Center.

### Student Course Load

A full-time academic load at NorthWest Arkansas community College is 12-18 credit hours in the fall and spring semesters and 12-14 credit hours in the summer semester. Students wishing to register for more than the allowed credit hours must have the signed approval of the Chief Academic Officer or designee.

### Adult Education

The Adult Education Program offers non-credit classes that teach/review academic skills normally associated with the public school secondary curriculum to prepare students for the high school equivalency exam, the General Educational Development (GED) diploma. Classes offered focus on Adult Basic Education (ABE) and GED Preparation.

The Adult Education Program also offers English as a Second Language (ESL), designed for those people whose native language is not English. Basic Computer Literacy is integrated into the ABE, GED, and ESL classroom instruction.

All classes are all open-entry and open-exit. Students may enroll at any time during the year and may attend at any time of day or evening that their particular class is offered. The pace of learning is individualized for each student. The length of attendance is determined by the learner's needs and scheduling constraints.

There is no charge for any Adult Education class. NWACC Adult Education classes are taught at the Center for Nonprofits at St. Mary's located at 1200 W. Walnut Street, Rogers, (479-986-6911), on-site at various local industries, and at other locations throughout Benton County.

### Adult Basic Education

This course is for persons who need to review reading and math skills below the ninth-grade level. Topics may focus on skill development through the areas of science, social studies, and literature. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, basic mathematical computation procedures, and mathematical problem solving.

## GED Preparation

This course is for persons who would like to complete the requirements for the General Educational Development (GED) diploma or Arkansas High School Diploma. Persons who enroll in this course are able to read, write, and perform mathematical calculations above the ninth-grade level. Students must take and have a passing score on the GED practice test before they can take the official GED test. Instructional focus will be on the topics that are included in the GED battery of five tests covering language arts/writing, language arts/reading, science, social studies and mathematics.

## English as a Second Language

### Literacy and Beginning Levels

Literacy and Beginning ESL courses are designed for the person who has little to no facility in the English language. Emphasis is on development of vocabulary used in daily living, conversational skills (listening and speaking), pronunciation, intonation, and skills in writing and reading English.

### Intermediate and Advanced Levels

These courses are a continuation of Beginning ESL with progressively more emphasis on reading, writing, and grammatical structure. Continued development of vocabulary and refinement of pronunciation are emphasized. Certain classes focus on one or more language skills: listening/speaking, reading/writing, pronunciation, conversation, and ESL Technology.

## ESL Technology

ESL Technology is an ESL class focused on the transfer of language skills to students utilizing computer literacy as an integral part of the instruction. Students practice and refine reading, writing, listening, and speaking skills while acquiring computer literacy skills related to using the Internet and word processing programs. Upon completion of this course, students will be able to create and maintain an e-mail account, do research on the Internet, create a newsletter and articles for the newsletter, and use Microsoft Word to accomplish other tasks such as writing letters, creating flyers, and designing and creating a personal portfolio of accomplishments from the class.

## College at the Crossing

Located in Bella Vista at the Highlands Crossing Center, College at the Crossing (CATC) offers a full range of credit, non-credit, and continuing education classes, as well as customized training programs to residents, businesses, and nonprofit organizations in Bella Vista and surrounding areas.

This center provides high-quality and low-cost personal enrichment and professional development classes, field trips, and workshops for area residents. Classes cover a variety of subjects including arts and crafts, languages, computer applications and maintenance, literature and writing, and the social and physical sciences. For more information about classes, or to receive a schedule of classes, please call 479-855-1903 or email: [catc@nwacc.edu](mailto:catc@nwacc.edu).

# MONEY MATTERS

## Tuition and Fees

Students must pay all tuition and fees or set up a FACTS payment plan by the published Payment Due date for each semester. FACTS is a payment plan that allows students to spread tuition payments over a period of time; it is not a loan. **See the payment policy section for more details.**

## Student Residence Status for Tuition and Fee Purposes

For all residency classifications, students must still be a legal resident on the first day of class for that semester, as well as meeting the six-month residency requirement.

Moving to a higher-tuition residency on or before the “official day” of the semester (11th class day for Fall and Spring semesters) will immediately change a

student’s residency for the current semester. Moving after the “official day” will not result in any residency change for the current semester, but may change a student’s residency for proceeding semesters.

A student must notify the Admissions Office of any corrections to residency no later than the end of the semester in question. A student’s residency will not be lowered for previous semesters. Students with extenuating circumstances may file a residency and tuition change appeal form.

## In-District Residents

A student is an In-District resident for tuition purposes only if his or her legal residence is located in the Bentonville or Rogers school district. This means that the Bentonville or Rogers school district is the legal place of residence of the student for all purposes and that the student demonstrates by good faith acts the intent

to make his or her permanent home in the Bentonville or Rogers school district.

You are considered an In-District student if you currently live, and have lived, in either the Bentonville or Rogers school district for at least six consecutive months prior to the last day of February for Fall terms, the last day of July for Spring terms and the last day of November for Summer terms. Mere physical presence in the Bentonville or Rogers school districts is not sufficient to establish residency or demonstrate future intent. In-District residents pay tuition of \$70.00 per credit hour.

**Out-of-District Residents**

A student is an Out-of-District resident for tuition purposes only if his or her legal residence is located in the state of Arkansas (outside of the Bentonville or Rogers school district). This means that Arkansas is the legal place of residence of the student for all purposes and that the student demonstrates by good faith acts the intent to make Arkansas his or her permanent home.

You are an Out-of-District student if you currently live and have lived within the State of Arkansas for six consecutive months prior to the last day of February for Fall terms, the last day of July for Spring terms and the last day of November for Summer terms. Mere physical presence in the state of Arkansas is not sufficient to establish residency or demonstrate future intent. Out-of-District residents pay tuition of \$110.00 per credit hour.

**Contiguous County Residents**

A student is a contiguous county resident for tuition purposes only if his or her legal residence is in one of the following counties: Adair and Delaware counties in Oklahoma, and Barry and McDonald counties in Missouri. Legal residence is the place of residence of the student for all purposes and he or she demonstrates by good faith acts his or her intent to make that a permanent home.

Legal residence in a contiguous county is required for at least six continuous months prior to the first day of classes of each semester or term. Last day of February for Fall terms, the last day of July for Spring terms and the last day of November for Summer terms. Mere physical presence in a contiguous county is not sufficient to establish residency or demonstrate future intent. Contiguous county residents pay tuition of \$110.00 per hour.

**Out-of-State Residents**

You are considered an Out-of-State student if you have not lived within the State of Arkansas for six consecutive months prior to the last day of February for Fall terms, the last day of July for Spring terms and the last day of November for Summer terms, but are citizens or legal residents of the United States.

Out-of-State residents pay tuition of \$155.00 per credit hour.

<b>TUITION SCHEDULE</b>					
<b>Total Tuition per Credit Hour</b>					
<b>Credit Hours Enrolled</b>	<b>In-District Residents</b>	<b>Out-of-District Residents</b>	<b>Contiguous Counties Residents</b>	<b>Out-of-State Residents</b>	<b>International Residents</b>
1	\$72.50	\$117.50	\$117.50	\$167.50	\$167.50
2	145.00	235.00	235.00	335.00	335.00
3	217.50	352.50	352.50	502.50	502.50
4	290.00	470.00	470.00	670.00	670.00
5	362.50	587.50	587.50	837.50	837.50
6	435.00	705.00	705.00	1005.00	1005.00
7	507.50	822.50	822.50	1172.50	1172.50
8	580.00	940.00	940.00	1340.00	1340.00
9	652.50	1057.50	1057.50	1507.50	1507.50
10	725.00	1175.00	1175.00	1675.00	1675.00
11	797.50	1292.50	1292.50	1842.50	1842.50
12	870.00	1410.00	1410.00	2010.00	2010.00
13	942.50	1527.50	1527.50	2177.50	2177.50
14	1015.00	1645.00	1645.00	2345.00	2345.00
15	1087.00	1762.50	1762.50	2512.50	2512.50
16	1160.00	1880.00	1880.00	2680.00	2680.00
17	1232.50	1997.50	1997.50	2847.50	2847.50
18	1305.00	2115.00	2115.00	3015.00	3015.00
19	1377.50	2232.50	2232.50	3182.50	3182.50

*Note: The above chart is for tuition only. Please review page 19 for the list of administrative fees.*

### Waiving of out-of-state tuition

Students who move to Arkansas for the primary purpose of accepting or maintaining full-time employment may request a waiver of the six-month waiting period to receive out-of-district tuition. Students must submit a completed and signed "Employer Residency Verification" form to request this waiver.

### International Residents

You are considered an International student if you are not a U.S. citizen or legal resident and have met all requirements as enforced by the Immigration and Naturalization Service. International students pay tuition of \$155.00 per credit hour PLUS a \$15.00 per credit hour international fee.

### Establishing Residency

NWACC determines a student's legal residency for tuition at the time of admissions to the College. To demonstrate residency, students must present documents to the Admissions Office that display:

- Student's name
- Students physical address (not P.O. Box) with a date at least six (6) months prior to the first day of class

Note: Changing mailing address does not establish legal residency

### The following documents may be used to furnish proof of residency:

- Current Arkansas driver's license\*
- Personal property tax assessment with current legal residence listed
- Bona fide rental property lease agreement\*\*  
If lease agreement is between individuals, it must be notarized.
- Real estate contract with current legal residence listed
- Vehicle registration
- P.O Box rental receipt with verified physical address and date of rental.
- Letter from County Clerk with date registered to vote and physical address.
- Completed and signed "Employer Residency Verification" form, available at the Admissions office (or certified letter from employer covering the same information).

Students may be asked to present additional documentation to demonstrate proof of residency.

### Dependent Students

Dependent students are eligible to claim their

parents'/guardians' residency. The student must provide proof of parents'/guardians' residency as listed above, and provide the front and signature pages of the most recent tax return, which must list student as a dependent.

\*Note: Arkansas law 27-16-506 requires drivers to notify the Office of Driver Services within ten days of moving from the address listed on his or her driver's license.

\*\*Note: Acceptable lease agreements must be signed and dated on the day of or prior to move-in. Lease agreements made after-the-fact may not be acceptable as proof of residency, regardless of the date listed on the agreement.

### Fees

#### Application for Admission Processing Fees

The following fees must accompany a student's Application for Admission and are non-refundable.

\$10.00 for new NWACC students (international students - see below).

\$5.00 for re-admitted NWACC students having previously paid an application fee. Previous NWACC students must submit a new application if they missed a major semester of class attendance.

\$35.00 for new International students

#### Administrative Fees

Application Fee:	
New Student	\$10
Re-applying Student	\$5
International Student	\$35
Returned Check Fee (per returned check)	\$25
Calculator Rental Fee (per semester)	\$15
Distance Learning Fee (per distance learning course)	\$40

#### Per credit hour fees:

Learning Support	\$7.75
Technology Fee	\$8
International fee	\$15
Hybrid Learning Lab Fee (per course)	\$20

#### Instructional Fees:

Business and Computer Information Lab Fee (per course)	\$35
Health Profession Lab Fee (per course)	\$35
Mathematics and Science Lab Fee (per course)	\$35
Social and Behavioral Sciences	

Lab Fee (per course)	\$35
Infrastructure Fee (per major semester)	\$50
Infrastructure Fee (per summer semester)	\$20
Testing Center Services and Fees	Per Exam
BCPT Biological Concepts Proficiency	\$10
CLEP Examination Fee	\$77
CLEP Proctor Service Fee	\$25
COMPASS Placement Test (per pkg)	\$10
DSST/Dantes Examination Fee	\$82
DSST Proctor Service Fee	\$25
HAPS Human Anatomy & Physiology Society Exam	\$10
PROCTOR SERVICE for Exams From Other Institutions	\$25

For updates and additional information, please visit the Testing Center website:

<http://www.nwacc.edu/student-services/testing.php>

#### Group Examinations

Nursing Challenge Test (per test session)	\$50
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#### Insurance Fees (per year)

*(Note: All insurance costs are subject to change.)*

EMT Basic Insurance Fee	\$89.25
Paramedic Insurance Fee	\$89.25
Physical Therapist Assistant Insurance Fee	\$21.75
Respiratory Therapy Insurance Fee	\$21.75
Nursing Liability Insurance Fee	\$21.75

### Payment Policy

Students must pay for tuition and fees in full or sign up for a FACTS Student Payment Plan online through E-Cashier by the payment due date as published in the NWACC Schedule of Credit Classes (also see Payment Plans, or visit the Cashiers Office web page at [www.nwacc.edu/cashier/index.php](http://www.nwacc.edu/cashier/index.php)).

Non payment of tuition and fees will result in the student being: dropped from all classes; blocked from registering with the college for future classes; unable to obtain transcripts (official and/or unofficial); unable to receive test scores; and unable to receive grades until their account is paid in full.

#### Methods of Paying Tuition and Fees

A student may pay tuition and fees in one of the following ways:

##### 1. By Mail

Be sure to include the student's name and Social Security number or student ID on all correspondence (checks, cashier's checks, etc.) Please send payment to the following address:

NorthWest Arkansas Community College  
Attn: Cashiers Office  
One College Drive  
Bentonville, AR 72712

##### 2. In Person

Pay in person at the Cashiers Office located on the second floor of the Student Center between 8:00 a.m. and 6:00 p.m. Monday through Thursday and from 9:00 a.m. and 4:30 p.m. on Fridays. An after-hours drop box is located at the Cashiers Office Window. When using the after-hours drop box, be sure to include the student's name and Social Security number or student ID with any after-hours payments. DO NOT deposit CASH into the after-hours drop box.

##### 3. By Credit Card via Phone

Students may use a credit card to pay by phone. NWACC accepts Discover, MasterCard, Visa, and American Express ONLY. Please call (479) 619-4291, 619-4318, or 619-2243 during regular business hours (8:00 a.m. to 6:00 p.m. Mon.-Thurs. and 9:00 a.m. to 4:30 p.m. Fridays) to pay by phone.

##### 4. By signing up for a FACTS Student Payment Plan through E-CASHIER

Students may sign up online for a FACTS Student Payment Plan through E-CASHIER to budget the payment of tuition and fees. Students must enroll in a FACTS Payment Plan prior to the NWACC scheduled payment due date. Students receive confirmation of their enrollment in a FACTS Payment Plan by letter, mail, e-mail, or a computer printout at the time of enrollment.

Students are given a variety of on-line payment options, including payment in full, monthly budget payments, or down payments with monthly budget payments. Payments are processed via a credit card or automatic bank payments from student or parent's checking or savings account. The earlier the student signs up for a payment plan, the more payment options are available to the student (see Payment Plans in the Catalog or visit the Cashiers Office web page at [www.nwacc.edu](http://www.nwacc.edu)).

##### 5. By Third Party

If a third party (employer or a government agency) will be paying tuition and fees on behalf of a student directly to NWACC, a letter of authorization to bill the employer or agency must be received in the Cashier's Office by the published payment due date. Any part of the tuition and fees not covered by the third party must also be paid by the published payment due date. The Cashiers Office must have a letter of authorization to bill the employer or agency for each semester.

**The letter of authorization should contain the following**

**information:**

- Student's name
- Student's Social Security number or student ID Number
- Third party name and address (letterhead is sufficient)
- Detail of covered expenses (tuition, fees, etc.)
- Maximum dollar amount
- Semester covered by third party

If the letter of authorization is not received by the published payment due date, the student will be responsible for the balance in full. Note: An individual may NOT be invoiced as a third party. For questions regarding third party billing, please call the NWACC Cashiers Office at (479) 619-4221.

**6. By scholarship**

Students receiving an EXTERNAL scholarship, must have an award letter\* on file in the Financial Aid Office OR the scholarship check must be received in the Cashiers Office by the published payment due date. Any part of the tuition and fees not covered by the scholarship must be paid by the payment due date.

\*The scholarship award letter should contain the same information as required by a third party billing (see #5 above).

**7. By Waiver**

Two types of waivers are available to non-employees who enroll in classes at NWACC and meet the necessary criteria. Waiver forms are available at the Cashiers Office located in the Student Center.

**The types of waivers are:****Golden-Age Waiver**

Students who are 60 years of age or older and show proper proof of age may have their tuition and course-related fees waived. This waiver is limited to credit courses. The "Golden-Age Waiver" form must be completed each semester and turned in to the Cashiers Office by the published payment due date.

**In-District Teacher Waiver**

Tuition only will be waived for students who are currently employed as full-time Arkansas certified teachers in the Bentonville or Rogers school districts. This waiver is limited to credit courses. The "In-District Teacher Waiver" form must be completed each semester and turned in to the Cashiers Office along with a verification letter from the school district or copy of a current contract by the published payment due date.

**Native American Tuition Waiver**

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek, Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica Tribes.

Therefore, for documented members of the above named tribes, NorthWest Arkansas Community College will waive additional tuition charges applied to non-residents of Arkansas.

To qualify for this waiver, students must submit a notarized photocopy of the Degree of Indian Blood Card that documents tribal membership in one of the specified tribes.

**GED/ESL Waiver**

Students receiving a GED from NWACC Adult Education Department or completing 40 hours of English as a second language courses may qualify for a 3 credit hour tuition waiver to take a credit course from NWACC. Students should inquire about the waiver at the Adult Education Building.

**Book Vouchers**

Book Vouchers are available for students receiving an external scholarship or financial aid. Book vouchers are obtainable at the Barnes & Noble Bookstore located in the Student Center. Please refer to the NWACC Schedule of Credit Classes or visit the Cashiers Office web page at [www.nwacc.edu](http://www.nwacc.edu) for the dates book vouchers are available for a given semester.

**Student Payment Plans**

NWACC has teamed with the FACTS Tuition Management Company to enable students to more easily budget their education expenses. The FACTS Tuition Payment Plan (hereafter "FACTS") gives students the option of monthly payments to help make the cost of higher education as affordable as possible.

FACTS offers a variety of on-line payment options, including payment in full, monthly budget payments, or down payments with monthly budget payments. Payments are processed via a credit card or automatic bank payments from either the student or parents' checking or savings account. The student has more payment options available to them the earlier they enroll through FACTS E-Cashier. Students receive confirmation of their enrollment either by letter, mail, e-mail, or a computer printout at the time of enrollment in a FACTS Payment Plan.

FACTS gives students a convenient, interest-free way to budget education expenses. Instead of having to pay the tuition at the beginning of each term or going into debt, a

student may budget tuition and other expenses over several payments per term. Because FACTS is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by FACTS on the unpaid balance. The only cost is a \$25 per term non-refundable enrollment fee to enroll in a payment plan, or \$2.00 if a student selects to make full payment.

FACTS Student Payment Plans are available online through E-CASHIER for ALL Semesters. Enrolling in an online FACTS Student Payment Plan is simple, secure, and easy. Students connect to the FACTS E-CASHIER web-site through [www.nwacc.edu](http://www.nwacc.edu). Students will need their NWACC Student ID (or SSN) and Pin #.

If students have created an account with FACTS Management Company, they can use My FACTS Account to access their personal account information, or by calling FACTS Tuition Management directly through FACTS' 1-800-609-8056.

### Returned Checks

If a check made payable to the college is returned by the student's bank for any reason, the student's records will be placed on "HOLD" and the student will be charged a returned check fee of \$25 for each returned check.

The NWACC Cashiers Office will notify the student by phone and by letter if a check is returned on a student account. The student's records will remain on "HOLD" until the student pays the amount of the returned-check plus the \$25 returned check fee with either: cash, cashier's check, money order, Discover, MasterCard, American Express or Visa. If payment is not made to the college within 10 business days, the matter may be referred to the Benton County Prosecutor's Office. If a student has had more than one check returned, the college will refuse to accept checks.

### Effect on tuition and fees of adding or dropping classes

Classes with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of tuition and fees during the refund periods of each semester. For classes with different total credit hours that are dropped and added simultaneously, students will receive the appropriate credit/refund of tuition and fees percentage for the dropped class or pay the total tuition and fees for the added classes.

### Cancelled Classes

Students who are enrolled in classes that have been cancelled will receive a 100% credit/refund of tuition and fees for the canceled classes.

### Refunds

Students may be eligible for a refund if they **officially**

**drop** from classes within the specified refund periods (see Academic Calendar). An official drop is completed when the "drop-add" form has been properly processed by the Student Records Office or the student drops online. If tuition and fees were paid by cash, check or credit card, a refund check will be produced and mailed in approximately 4 to 6 weeks for Fall & Spring terms and approximately 2 - 3 weeks for Summer terms after the registration period ends.

Students that drop all classes in the 80% refund period will only have tuition and fees refunded at 80%. The infrastructure fee is non-refundable during the 80% drop period.

After the first refund disbursement of the semester, refunds will be processed on a bi-monthly schedule. Students need to have their current mailing address on file in the Student Records or Admissions Office in order to receive a refund check. If tuition/fees were paid by credit card, the refund will be credited back to the credit card used to incur the charge.

*All refund checks will be mailed to students.*

*Note: For those students who do not officially drop from classes, no credit/refund of tuition and fees will be made.*

Questions concerning tuition and fee appeals (credit/refund of tuition and fees after the 80% drop period) may be brought to the Office of the Dean of Learner Administrative Services..

## Financial Aid

The Financial Aid Office administers Title IV funds that include the Pell grant, Federal Stafford Loan Program, Federal Supplemental Educational Opportunity Grant, and the Federal Work-Study Program as well as state aid programs. Federal aid may cover school expenses, including tuition and fees, room and board, books and supplies, and transportation.

To apply for Federal financial aid you must complete the "Free Application for Federal Student Aid" (FAFSA) for the aid appropriate year. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Financial Aid Eligibility Requirements

To be considered for financial aid a student must:

- Be enrolled as a regular student working toward a degree or certificate or in an eligible certificate program at NWACC.
- Maintain satisfactory academic progress according to the NWACC's Satisfactory Academic Progress policy.
- Have a high school diploma or GED certificate.
- Have a valid social security number.
- Certify that you will use federal student aid only



for educational purposes, and that you are not in default on a federal student grant or loan.

- Register with the Selective Service (if required).

#### Types of Financial Assistance

##### Grants

- **Federal Pell Grant (PELL)** -It is available to undergraduate students with financial need. The Pell Grant does not have to be repaid as long as the student does not withdraw from classes.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** –It is awarded to undergraduates who demonstrate exceptional financial need. Funds depend on availability at the college. The SEOG does not have to be repaid as long as the student does not withdraw from classes.

##### Loans

- **Federal Direct Student Loan** must be repaid after student graduates from college or ceases to be enrolled at least half time. Students must be enrolled in at least six credit hours to receive a student loan.
- **Federal Direct Parents' Loan (PLUS)** -Loan must be repaid. The Federal PLUS program is available to parents of dependent undergraduate students enrolled in at least half time. The loan is to assist with educational expenses. Parents may borrow up to the Cost of Attendance minus any other financial aid received.

##### Scholarships

Awards are based on financial need, academic achievement, and a variety of factors. Scholarship information is available by contacting the Scholarship Coordinator at 479-619-3103 or on the web at [www.nwacc.edu](http://www.nwacc.edu) under Financial Aid.

##### The Federal Work-Study Program

Does not have to be repaid. Work-Study program allows eligible students to work on and off campus. Students work for no more than 20 hours per week. Financial aid packages combine these types of assistance to help students meet educational costs. The total amount received is based on the individual financial situation of the student/family and the student's enrollment pattern.

#### Arkansas State Aid

Visit the Arkansas Department of Higher Education (ADHD) web site at [www.adhe.edu](http://www.adhe.edu) for information about Arkansas state aid programs and to apply.

##### Award Letters

The student will receive an award notification email to their NWACC email account outlining their award offer. Financial Aid reserves the right to adjust a student's financial aid award for any discrepancies or errors found. These adjustments can be made retroactively. If the student has any questions regarding his/her award, please contact the Financial Aid Office.

##### Distance Learning Courses

Students may receive financial aid for distance learning courses with the following stipulations: The students must be enrolled in a degree-seeking program at NWACC, and the course must be required for the degree.

#### Satisfactory Academic Progress Policy 2011-2012

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or certificate program at NWACC. All hours attempted at or transferred into NWACC will be counted as part of a student's Satisfactory Academic Progress.<sup>1</sup> Academic progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

To be in Good Standing for Financial Aid a student must:

- successfully complete at least 67% of all attempted credit hours and
- maintain an overall grade point average of at least 2.00 and<sup>2</sup>
- attempt no more than 95 credit hours for associate degrees requiring 64 hours<sup>3</sup>
- must be on track to complete degree plan within the maximum time frame

A student will be placed on Financial Aid Warning if they

- do not successfully complete 67% of all attempted credit hours or
- have an overall grade point average of less than 2.00

A student will be placed on Financial Aid Exclusion if they

1. attempt 95 or more credit hours for associate degrees requiring 64 hours<sup>3</sup>
2. cannot mathematically complete the degree within the maximum time frame
3. fail to declare a major after attempting more than 30 credit hours
4. fail to be in Good Standing at the end of the Financial Aid Warning semester
5. receive all "FA" (failure to attend) grades for a semester

How does Financial Aid Warning affect my financial aid? Students may still receive federal (PELL, SEOG, student loans and work-study) and state (AWIG) funds. Students are eligible under the Warning status for one semester. At the end of the semester, the student must be meeting the Good Standing standards.

How can I be removed from Financial Aid Warning?

Student must be meeting the Good Standing standards at the end of the Warning period.

How does Financial Aid Exclusion affect my financial aid?

Students on Financial Aid Exclusion are not eligible to receive federal (PELL, SEOG, ACG, student loans and work-study) or state funds.

How can I be removed from Financial Aid Exclusion?

For condition 1 & 2, the only way to be removed from Financial Aid Exclusion is to have a Financial Aid Appeal approved.

For condition 3, the student must meet with an advisor, declare a major and notify our office in writing on the appropriate form.

For condition 4 & 5, a student may be removed from Financial Aid Exclusion one of the following ways:

- Students may be reinstated to Good Standing once their cumulative GPA and overall course completion rate meets the Good Standing minimum standards.

- Students may be reinstated to Financial Aid Warning with an approved Financial Aid Appeal.

How do I appeal Financial Aid Exclusion if I have an extenuating circumstance?

- Obtain a Satisfactory Academic Progress Appeal Form from our office or print it from our financial aid webpage at [www.nwacc.edu](http://www.nwacc.edu). Complete all requirements listed on the Appeal Form and submit appeal to the Financial Aid Office.

Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee which normally meets bi-weekly. Their decision is final and the student will sent a response to their NWACC email account. Students may submit an appeal only two times during their career for separate extenuating circumstances.

The Financial Aid Office will send notification of Financial Aid Warning or Financial Aid Exclusion to the student's NWACC email account as soon as their completed financial aid file has been reviewed. Notice of Financial Aid Exclusion may be issued for past semesters based on an evaluation of the student's previous academic record.

- Students must submit complete official transcripts. If a transcript is received with in progress grades, a student will be required to submit a second official transcript with the completed grades.
- It is the student's responsibility to notify the Financial Aid Office of any grade changes.
- When a student repeats a course, the highest grade earned is computed in the refigured cumulative grade point average.
- A student may repeat a failed course two times.
- A student may repeat a successfully repeated course only one time.
- Financial Aid is not awarded for courses that are audited or classes that are not part of an approved degree plan.
- Incomplete grades are counted as attempted but not completed hours and are counted in the student's GPA as an "F".
- Financial Aid will be awarded for up to 30 credit hours of remedial course work.
- Students who change their degree and/or

<sup>1</sup> The Record's Office will review each complete and official transcript and conduct a transcript evaluation to determine which hours will transfer into NWACC. All hours deemed transferrable by the Record's Office will be counted toward the student's Satisfactory Academic Progress. If a student submits additional transcripts during a semester, hours transferred in will be counted in the student's Satisfactory Academic Progress for the following semester.

<sup>2</sup> If your GPA falls below a 2.00, your academic standing with the college may be affected

<sup>3</sup> Associate degrees requiring more than 64 credit hours and certificate programs requiring less than 60 hours will be calculated at 1.5 times the number of hours required for completion of the degree or certificate.

majors or who are pursuing a second degree are subject to the maximum number of hours attempted rule.

Revised 01.05.11

**Federal Title IV Aid Recipient Withdrawals**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student withdraws from all classes during an enrollment period. Federal regulations require NWACC to have a written policy for the return of Title IV federal aid received by students during a semester in which the student completely withdraws. This policy is effective only if the student received Title IV aid and completely terminates enrollment (i.e., cancels registration, withdraws, is academically dismissed, or stops attending) before completing more than 60 percent of a semester or enrollment period. For a copy of NWACC's policy on the Return of Federal Title IV Aid, contact NWACC's Financial Aid Office at 479-619-4329 or email us at [finaid@nwacc.edu](mailto:finaid@nwacc.edu).

**Veterans Resources**

Military service veterans and the survivors of deceased or one hundred percent (100%) disabled veterans should contact the Office of Veteran's Resources located in the Student Center, room 114. Eligible NWACC students may qualify for the GI BILL, vocational rehabilitation, benefits for survivors or other types of Veteran's Administration (VA) assistance. Veterans who access VA benefits should be aware of VA regulations governing academic standards. The Veteran's Administration regulations (38 CFR Section 21.4253 (d)(4) require all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution. Students who earn grades below SAP will be placed on VA benefit probation. Failure to achieve SAP during the next regular semester (fall or spring) will result in suspension of the student's VA benefits. Students may still register and attend classes on their own resources. When SAP has been achieved, the VA benefits will be restored. Students who have been placed on benefit probation should contact the Coordinator of Veteran's Resources at NWACC for assistance in choosing classes for the next semester. The following chart is utilized to compute (SAP) for all students who receive financial aid and will be used to compute veteran's (SAP).

Satisfactory Academic Progress Chart

Hours attempted:	0-15	16-29	30 and over
Minimum Cumulative GPA:	1.50	1.75	2.00

NorthWest Arkansas Community College is approved annually by the Arkansas State Approving Agency (SAA) for the training of eligible veterans and/or their dependents. Compliance audits concerning student's educational progress and administration of federal funds are performed annually by the State Approving Agency and the Education Liaison Representative (ELR) offices. No payment of educational benefits will be made for auditing a course or for a course which is not used in computing graduation requirements. After the veteran has registered for classes, the student's course information will be transmitted to the VA regional office for processing of the claim. Veteran students are responsible to pay in full all account balances owed to NWACC, or set up a payment plan (e-cashier) with FACTS Tuition Management Company according to the published payment dates for all semester/terms. Veterans are responsible for notifying the Coordinator of Veteran' Resources if a class is dropped or if the student withdraws completely from the college, to avoid an overpayment by the VA regional office. Students may stop by the Office of Veteran's Resources or call (479) 619-2276 if they have questions regarding their benefits, eligibility, file status or VA regulations.

# ACADEMIC POLICIES AND PROCEDURES

## Academic Load

A full-time academic load at NorthWest Arkansas Community College is 12-18 credit hours in the fall and spring semesters and 12-14 credit hours in the summer semester. Students wishing to register for more than the allowed credit hours must have the signed approval of the Chief Academic Officer or designee.

Some students are not successful in college because their outside responsibilities are too demanding. This is especially true for students entering college for the first time. The number of hours of outside employment considered to be too much will not be the same for all students; however, the following is offered as a general guide:

Semester Hours Carried	Minimum Homework	Maximum Hours Outside Work
15 hours	30 hours/week	15 hours/week or less
12 hours	24 hours/week	20 hours/week or less
9 hours	18 hours/week	30 hours/week or less
6 hours	12 hours/week	40 hours/week or less

## Definition of a Credit Hour

The unit of credit awarded at NorthWest Arkansas Community College is the semester credit hour which is the equivalent of a subject pursued one period per week during one semester for a minimum of fifteen weeks. A lecture course valued at three credit hours will meet three periods per week for 50 minutes each period, two periods per week for 1 hour and 15 minutes each period or once each week for 2 hours and 45 minutes. Courses involving both lecture and laboratory, such as science and art, meet for six clock-hours a week for 4 and 3 credit hours respectively.

## Student Class Standing

**Freshman:** A student who has passed fewer than 30 semester hour course work.

**Sophomore:** A student who has passed more than 29 hours but fewer than 60 semester hours of course work.

## Official Enrollment

Any student who attends a class on a regular basis must be officially enrolled and registered in the College. No student may attend a class if his or her name does not appear on the official class roster issued by the Registrar.

## Class Attendance Policy

Registered students are expected to attend all classes. Some instructors may choose to use attendance as part of grading for a particular course. Instructors

have the authority to lower a grade or fail a student based on attendance. If an instructor chooses to use attendance as part of grading, then the specific attendance policy will be distributed with other course information at the beginning of the semester. It is the student's responsibility to know the policy and to comply. Students unable to continue attending class should drop online or complete a drop form at the Student Records Office. Students who do not officially withdraw will likely receive a failing grade due to their absence.

## Grading Policy

### Grading Symbols

NWACC uses the following grading symbols:

- A - Excellent
- B - Good
- C - Average
- D - Lowest passing grade
- F - Failing
- I - Incomplete
- IP - In Progress
- AU - Audit (denotes registration and participation in a course in the usual manner, but no credit is awarded)
- W - Withdrawal
- FA - Failed due to non-attendance

### Grade Point Average (GPA)

The grade point average (GPA) at NWACC is calculated as outlined below:

1. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
  - A= 4 quality points
  - B= 3 quality points
  - C= 2 quality points
  - D= 1 quality point
  - S= 0 quality points
  - U= 0 quality points
  - F= 0 quality points
  - FA = 0 quality points
 (W, I, IP, and AU not considered in determining GPA).
2. Add these grade points to arrive at the total grade points earned during a term.
3. Divide this grade point total by the total number of credit hours pursued that term. The cumulative grade point average is calculated the same way as the GPA for each

term except that all of the student's college work is taken into account.

### Sample Computation:

Course	Grade	Hours Enrolled	x	Quality Points	=	Grade Points
English	B	3	x	3	=	9
History	A	3	x	4	=	12
Math	C	3	x	2	=	6
Psychology	B	3	x	3	=	9
Science	D	4	x	1	=	4
Physical Ed.	F	1	x	0	=	0

40 (grade points) divided by 17 (hours enrolled) = 2.35 GPA

### Incomplete Grades

At the instructor's discretion, a grade of "I" may be assigned to a student who has not completed all course requirements but who has met the following conditions:

- The student (or his/her authorized representative) initiated the request.
- The student was carrying at least a "C" in the course before the situation arose that prompted the request for the incomplete.
- The student was in compliance with all course requirements, including attendance and percentage of material covered.
- The student was unable because of a documented medical reason or other documented circumstance beyond his/her control to finish assigned classwork/papers or to take the final examination.

If the student and the instructor agree that the student is unable to make up missed classwork then they will fill out an Incomplete Contract which will:

- Stipulate the specific course requirements to be completed.
- Stipulate the specific date by which the requirements must be completed.
- Be signed by the student, the instructor and the appropriate division or department head with copies given to the registrar.

If the student does not complete the course work by the date stipulated on the contract, then the "I" becomes an "F." Students who need to attend class to make up incomplete work will need to re-register for the class. It is against college policy for a student to sit in on a class section without being specifically registered for that section.

### In Progress Grades

With permission of the Chief Academic Officer, an IP (In Progress) grade may be assigned for course work unable to be completed in a normal semester or term.

### Grade Changes (other than incomplete)

Grades may be changed only under very unusual circumstances. A written petition by the student must be submitted to the Chief Academic Officer. The Chief Academic Officer will then consult with the instructor and appropriate department head or division chair prior to reaching a decision. Any grade change (other than "I") must be changed within the first two weeks of the following semester, excluding summer.

### Audit

Students may enroll to audit a course for self-enrichment, or to observe a course before enrolling for credit in it. Students should consult the instructor of a course they want to audit to gain information about course work and examinations. Students may audit courses only when class enrollment permits. Tuition and fees are paid at the same rate as classes taken for credit. Financial Aid will not pay for audited courses.

A grade of AU is given for audit enrollment. No graduation or transfer credit is awarded. A student may change a course from credit to audit or from audit to credit through the first week of classes during each semester.

### Repeating Courses

Sometimes a student may wish to repeat a course for greater knowledge of a subject or for an improved grade. When a student repeats a course, the highest grade earned is computed in the refigured cumulative grade point average. The initial course grade remains on the transcript along with the new grade.

### Withdrawal Policy

Students who wish to withdraw from a class or classes should first consult with their instructor or with an academic advisor. It may be possible to make alternate arrangements to avoid the loss of time or credit.

If a student determines that a class should be dropped, they may drop/withdraw online or fill out an official drop form at the Student Records Office. The grade of "W" will not appear on a student's transcript if the class is dropped during the refund period designated in the academic calendar. A student who withdraws from a class after the above mentioned dates shall receive a letter grade of "W" on the official transcript if the drop is made within the specified time period (see academic calendar).

A student may petition for a "W" after the

designated deadline has expired if one of the following events has occurred:

- a. Illness or injury to the student or immediate family member.
- b. Involuntary work schedule change or transfer.
- c. Death of a member of the immediate family of the student.
- d. Jury duty or direct involvement by the student with legal action or military responsibilities.
- e. Called to active military duty

The Late Drop Appeal is to consider grade changes to a “W” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline. In no instance does the appeal deal with grade changes which question the professional judgment by the faculty member of the student’s performance in the course. Petitions for a “W” may be submitted only until the end of the next major semester following the semester for which the petition is submitted. A major semester is defined as the Fall or Spring Semester.

Since information concerning procedures and dates for withdrawal is widely publicized, the Appeal Committee will not consider petitions from students who claim they “did not know” withdrawal procedures and dates. Documentation must accompany each petition for the appeal to be considered. Students can pick up the late withdrawal petitions in the Student Records Office on the second floor in the Student Center.

### Academic Clemency

Students who perform poorly during their early years at college often drop out and return later in life to resume their education. However, their previous academic record may present a major obstacle to their overall GPA and their chances for success.

Arkansas Act 1000 of 1991 gives returning students an opportunity for a new undergraduate start without the handicap of their previous academic record. Students who desire to have their previously earned grades and credits removed from the calculation of their cumulative grade point average may apply for academic clemency according to the following guidelines:

1. Academic clemency may be granted to NWACC returning students who have not been enrolled in any institution of higher education for a period of three years.
2. Returning students may petition for clemency following one term in which the student

demonstrates the resolve to succeed academically by earning a grade point average of 2.0 or higher in six (6) or more credit hours of college level study.

3. Academic clemency may be granted for up to four (4) previous terms at NWACC where the semester GPA was below 2.0.
4. Academic clemency will cover all credits attempted during the term or terms for which it is granted.
5. The student’s transcript will contain the student’s entire academic record. Courses for which clemency is granted will be inscribed with the note Academic Clemency Granted (date).
6. Courses for which clemency is granted cannot be used in computing the grade point average, for meeting requirements for prerequisites, or for meeting graduation requirements.
7. Academic clemency does not affect the GPA calculation for the purpose of financial aid. All previous credit hours attempted will be counted toward a satisfactory GPA to receive grants, loans or scholarships.
8. Academic clemency may be used only one time by a student of NWACC.
9. Academic clemency is final and irreversible.

To initiate this procedure a student must state in writing the term or terms for which clemency is requested and complete an academic clemency petition form in the Student Records Office. An academic clemency appeal committee will review the student’s request and approve or deny the petition.

### Academic Standing

#### Warning, Probation and Suspension

All NWACC students are expected to make satisfactory progress in all courses taken and are subject to the Academic Standing Policy.

A student’s academic standing is determined at the end of each fall and spring semester on the basis of cumulative and/or semester grade point average. A student’s academic standing determines reenrollment status and establishes conditions associated with reenrollment or denial of reenrollment.

**Good Standing: A 2.0 cumulative grade point average (“C” average) is considered satisfactory progress and is required to be in good standing.**

### Academic Probation

Any student whose NWACC **cumulative** grade point average falls below the required 2.0 **cumulative** GPA mark will be placed on academic probation. The student will receive notification from the Student Success Center, and will be required to meet with an academic advisor in the Learner Success Center. Students on Academic Probation will be limited to enrolling in 9-12 credit hours based on recommendation of the advisor. Academic probation students will also be advised to repeat classes in which a grade of “D” or “F” was earned.

If the student’s **semester** GPA, at the end of the academic probation semester, is at least a 2.0 GPA but the **cumulative** GPA is still below 2.0, the student will continue on academic probation. The academic probation status will be removed when the **cumulative** GPA is at 2.0 or above. A student may remain on academic probation indefinitely but will not be able to graduate until he/she meets the required 2.0 cumulative GPA.

### Academic Suspension

A student on academic probation who does not meet the minimum 2.0 **semester** GPA for the academic probation semester will be placed on academic suspension and will be administratively dropped from any further classes. Students will not be allowed to enroll in classes for 1 major (fall/spring) semester. After the suspended semester, students must reapply for admission and will be readmitted on academic probation.

Students readmitted on academic probation follow the same guidelines as other students under the academic probation status, with the exception of the amount of credit hours they can take during their readmitted semester. Students readmitted from academic suspension are limited to a maximum of 13 credit hours based on advisor recommendation in their first semester back.

Students placed on academic suspension for a second time will not be allowed to enroll in classes for one academic year.

### Transfer Students

Incoming transfer students who are on probation or suspension from another institution will be admitted to NWACC and not be placed on academic probation. These students will have the same opportunity to prove success as other incoming students. Transfer students will be subject to the same requirements for continued enrollment at the end of their first semester at NWACC as students that have only attended NWACC.

### Readmitted Students

Students who left NWACC on academic probation and return will be admitted on academic probation.

Students suspended from NWACC may be readmitted after their suspended term(s) on academic probation.

### Honors

#### President’s List

Highest academic honors are conferred through the President’s List, an honor roll composed of distinguished students who have achieved a grade point average between 3.9 and 4.0 while enrolled for 12 or more fall/spring semester hours. Students will receive via email a letter of recognition from the President.

#### Dean’s List

Students completing 9 or more semester hours whose grade point average is between 3.5 and 3.89 in the fall/spring semester during the current semester will be placed on the Dean’s List for distinguished scholastic recognition. Students receive a letter of recognition signed by the Associate Vice President for Learning.

#### Golden Eagle Award

Each month during the Fall and Spring academic semesters, an outstanding NWACC student is selected to receive the Golden Eagle Award. Students are nominated by instructors. A nominated student is considered on the basis of criteria which include demonstrated academic achievement, a 3.0 GPA or above, enrollment in a minimum of six semester hours, diverse interests and involvement in varied activities, interpersonal communication skills and commitment to education.

#### Trustees Scholarship

A student who is chosen for the Golden Eagle Award is given an opportunity to apply for a Board of Trustees Scholarship, a two-semester scholarship for \$900.00 each semester. This scholarship is awarded in the Spring of each year.

### College Records and Transcripts

Official NWACC student transcripts and personal records are confidential information, which are in protective custody in the Student Records Office. Transcript information may be transmitted to another college or university upon the student’s signed request.

### Records on Hold

If your records have been placed on hold for any reason you will not be allowed to do any of the following until the hold is removed.

1. Drop or add any class during the semester.
2. Enroll in courses in subsequent semesters.
3. Obtain a transcript or other academic record.
4. Receive a diploma or certificate.

Contact the Student Records Office for more information

## Change of Address or Name

Students are expected to keep the Admissions, Records and the Financial Aid Office (if receiving financial aid) informed of their current residence, mailing address and telephone number.

A student whose name is legally changed due to marriage or other reasons should notify the Student Records Office as quickly as possible.

## Student Records & Confidentiality

A student attending NWACC has the right to inspect and review all records, which meet the definition of educational records. Student rights concerning access to educational records are defined in Public Law 98-380 as amended by Public Law 93-568.

Student records consist of all records maintained by the College about students, with these five exceptions:

1. Personal notes of NWACC faculty and staff.
2. Employment records.
3. Medical and counseling records used solely for treatment.
4. Financial records of parents.
5. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in students' records after January 1, 1990, for which students waived the right to inspect and review.

If students wish to challenge information in their files, they must make a written request for a hearing to the Associate Vice President for Learner Support Services. In most cases, the decision of the Associate Vice President of Learner Support Services will be final. However, students may elect to file an appeal in writing to the Vice President for Learning and Learner Support Services who will review the decision only if a significant question of policy or compliance with the law appears to be raised by the case.

The student's prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision.

The exceptions include:

1. Releases to NWACC faculty and staff with a legitimate educational need to know.
2. Releases in accordance with a lawful subpoena or court order.
3. Releases to representatives of agencies or organizations from which financial aid has been received.
4. Releases to officials of other educational

institutions in which the student intends to enroll.

5. Releases to National Student Clearinghouse (NSC) for educational records purposes.
6. Releases to others specifically exempted from the prior consent requirement (certain federal and state officials, organizations conducting studies on behalf of the college accrediting organizations).
7. Releases of directory information.
8. Releases to parents of a dependent student. A dependent student is one who is related to the taxpayer, resides with the taxpayer, and receives over half of his/her support for the taxable year of the taxpayer. Dependency is further defined in Section 152 of the Internal Revenue code of 1954. If the dependent student does not wish to release information to their parents, the student will need to fill out a confidentiality agreement.
9. Releases to divorced parents. Educational records can be released to either parent, with the exception of a court order or legally binding document that restricts access to the student records. The parent will need to provide a copy of their IRS documentation which states the student's dependent status. If the parent is unable to obtain a copy of their IRS documentation, the parent can provide a court order or the student will need to give written consent to release their records.
10. Releases in an emergency where the information is necessary to protect the mental and physical health or safety of the student or others.
11. Release of academic information for deceased students. The Office of the Registrar will evaluate each request for the release of academic records of the deceased. In the best interest of the college, NWACC reserves the right to deny any request or release only part of the academic records that are requested.

The College receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, graduate schools, honor societies, licensing agencies, government agencies and news media.

"Directory Information" is defined by each institution using guidelines established by FERPA. NorthWest Arkansas Community College has defined the following as directory information: student name, address, telephone number, previous institutions attended, major field of study, awards, honors, degrees conferred with dates, past and present participation in officially recognized sports and activities. Institutions may disclose directory information on a student without the student's prior consent unless the student has directed us not to release the information.



(Authority: 20 U.S.C. 1232g(a)(5)(A).)

The law permits the College to use such information as a part of the student's educational records and, under certain circumstances, to provide it to others, including the use of this information in the event of an emergency. However, directory information will not be used in a directory, in public releases, or be made available to the public if the student so elects.

Students must consider very carefully the consequences of any decision to prohibit the release of directory information.

Students not wishing the dissemination of directory information must notify the Student Records Office by completing a Consent to the Release of Academic Information. Any future requests for such information from non-college persons or organizations will be refused until which time the student provides a written request to remove the "confidential" hold. NWACC assumes that the failure on the part of the student to request the withholding of directory information indicates approval for disclosure.

The College maintains all records in a confidential manner according to the Family Educational Rights and Privacy Act of 1974. College information is maintained to protect the privacy of the individual at all times; however, it is the College's position that, whatever the student's dependency status, next of kin will be notified when he or she is seriously injured or ill.

### **Family Education Rights and Privacy Act**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day NWACC receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar and clearly identify the part of the record they

want changed, and specify why it is inaccurate or misleading. An appeal committee will review the request.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Documents or information will be disclosed without consent of disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NWACC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Graduation

### General Degree Requirements

The following general degree requirements apply to any degree granted by NorthWest Arkansas Community College:

1. Completion of at least 15 semester hours in residence at NorthWest Arkansas Community College. (Certain professional degree programs may have more specific requirements.)
2. Presentation of a cumulative grade point average of 2.0 out of a possible 4.0. A student may repeat a course as often as he/she wishes, but no course will be counted more than once for graduation.
3. Settlement of all financial obligations to satisfy the Business Office.

To apply for graduation, please see the Student Records Office located on the 2nd floor of the Student Center.

### Graduation Audit

Students who believe they are within 7 hours of completing a degree and/or certificate are encouraged to submit an application for graduation with the Student Records Office. Sometimes in the course of completing their duties, other offices on campus will discover students they believe may be eligible for graduation and will submit those names to Student Records. Thus, it is possible for a student to be awarded a degree and/or certificate without completing a graduation application themselves. However, to ensure you are awarded your degree and/or certificate in a timely manner, please submit your graduation application.

There is no charge for graduation.

### Commencement

Although students may graduate three times during the school year - fall, summer, and spring, - NWACC holds only one commencement ceremony annually.

May commencement is an important tradition at NWACC because it allows the college community an opportunity to celebrate with the graduates and their families and to recognize publicly those graduates who have achieved a goal that not all adults achieve - a college degree.

## Magna or Summa Cum Laude Designations

Degree-seeking students who have completed 24 hours or more with NWACC by the end of their graduating semester and have a 3.5 grade point average or higher are entitled to wear an honor cord during graduation. Students designated as Summa Cum Laude graduates will have a 4.0 GPA on 24 or more credit hours; Magna Cum Laude, a 3.5-3.9 GPA on 24 or more hours.

Certificate students will graduate "With Special Distinction" if they have earned all a 4.0 GPA and "With Distinction" if they have a 3.5 -3.9 GPA.

### Student Right to Know: Graduation Rate

In 2009-2010, the completion or graduation rate for students who entered NorthWest Arkansas Community College in the fall of 2006 as first-time, full-time degree-seeking students was 20%. Out of this same cohort of students, 13% transferred to another Arkansas college or university and 19% were still attending NWACC in Spring 2010.

(Published in Compliance with the Student Right to Know and Campus Security Act: Public Law 101-542, Sec. 103 et. Seq.).

### Academic Complaint and Grievance Procedure

The purpose of the Academic Complaint and Grievance Procedure is to provide equitable and orderly processes to resolve complaints and grievances by students at Northwest Arkansas Community College while protecting faculty rights to freedom of instruction. A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Northwest Arkansas Community College.

A complaint is defined as a difference or dispute between a student and a faculty member related to academic matters such as grades, assignments, attendance, or classroom procedures as they affect the student. (Violations of academic honesty are covered by a separate procedure.)

An unresolved complaint is raised to the level of a grievance when the student fills out and submits an Academic Grievance form. The Academic Grievance process must be initiated during the semester the alleged incident or issue occurred or the regular academic semester (Fall or Spring) that follows.

Informal Resolution

NWACC encourages students to resolve concerns that affect their academic experience as informally as possible. In some cases, students may discuss a concern with the instructor, program coordinator, department chairperson, or division dean. Often, such concerns can be resolved informally; however, if the student is not satisfied at this level, he or she should proceed with the Academic Complaint and Grievance Procedure outlined below.

Recognizing that both students and faculty have rights when differences arise regarding academic matters, Northwest Arkansas Community College sets forth the following complaint and grievance procedure.

#### First Step: Complaint Resolution

As the first step, the student should directly contact the faculty member with whom the student has a difference or dispute. Most differences can be resolved at this first step, and students benefit when they learn to advocate for themselves.

If the complaint is so serious or controversial that it cannot reasonably be discussed with or resolved with the faculty member alone, students should seek mediation by contacting the division dean's office and requesting the name of the appropriate coordinator or chairperson or, in exceptional circumstances at the dean's discretion, another appropriate mediator to hear the complaint.

#### Second Step: Department Level Mediation

The student should contact the appropriate coordinator or chairperson within five (5) working days following the talk with the faculty member or contact with the Dean.

Within ten (10) working days of being contacted by the student, the coordinator, chairperson, or mediator will discuss the issue with the student and the faculty member involved, either individually or collectively, in an effort to resolve the issue. Every reasonable effort should be made by all parties to resolve the matter at this level.

#### Third Step: Formal Grievance

If the complaint is still unresolved, the student may obtain an Academic Grievance form

from the division dean's office within 5 working days. The Academic Grievance form must be completed and returned to the dean's office within five (5) working days of receiving the form.

The division dean will provide the faculty member with a copy of the student's grievance by the end of the working day following its receipt. The faculty member will then have five working days in which to submit to the dean's office the "Faculty Response to Grievance" section of the form.

Within ten (10) working days of receipt of the

Academic Grievance form from the faculty member, the division dean will make an inquiry into the merits of the complaint. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the grievance.

The division dean will then contact the parties concerned to announce his/her decision. The dean will return a written decision to the student who filed the grievance, indicating the resolution with any recommended action. Copies of this decision will be given to the faculty member against whom the grievance has been lodged and to the appropriate coordinator or chairperson.

#### Fourth Step: Grievance Hearing

Either the student or the faculty member may appeal the dean's decision by making a written request for a hearing to the Vice President for Student Learning within five working days of receipt of the dean's written disposition of the grievance.

The Vice President for Student Learning may at his/her discretion either hear the appeal himself/herself or appoint an ad hoc hearing committee consisting of five impartial faculty members. The dean will promptly provide the Vice President's office with all relevant documents pertaining to the grievance. The Vice President for Student Learning or committee will meet with the grievant and grievee within ten working days of receipt of the written request for a hearing and will render a written decision to the grievant, the grievee, and the dean within ten working days of the conclusion of those meetings. The decision of the Vice President for Student Learning or the committee will be final. A copy of the grievance and the decision of the Vice President for Student Learning or the committee will be placed in the student's official file. If the faculty member is exonerated, no complaint or grievance will go into that faculty member's personnel files at either the division office or the Human Resources office.

#### Burden of Proof

In all cases, the burden of proof rests with the complaining party. The appropriate division dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge.

#### Extension of Time

It is important for good relationships that grievances be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement initiated by either party. If either party is unavailable during the intervening months for such a process, the process can be delayed by the Dean

until the beginning of the following semester.

Effect of student's or faculty member's failure to appeal within time limits

If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the complaint will be deemed settled on the basis of the last decision rendered.

Effect of administrative failure to respond within the time limits

Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

# LEARNING SUPPORT SERVICES

## Pauline Whitaker Library

The NWACC Library supports learning and instruction by providing resources needed by the students, faculty, staff, and administration of NWACC. The library collection now includes approximately 38,500 volumes of books; 6,800 videotapes, DVDs and CDs; 82 print journal, magazine and newspaper titles; and subscriptions to 74 databases offering access to approximately 75,000 electronic books, full-text articles from thousands of journals and magazines, thousands of streaming videos, and much more. Special Library collections include the Professional Development Collection, Curriculum Resource Center and the Arkansas Department of Labor safety videos.

The Library's website, available at <http://www.nwacc.edu/library> includes links to the catalog, databases, and a wide variety of selected web resources arranged by subject. Off campus access to Library resources is available anytime through My NWACC Connection's Library tab, available at <http://www.nwacc.edu>. The Library offers networked computers and printers, multimedia equipment, course reserves, listening/viewing stations, two study rooms, and photocopiers. A variety of circulating equipment is available for faculty and staff use. All NWACC students, faculty, administration, and staff must present an NWACC ID card to borrow library materials.

Librarians offer computer-assisted information literacy instruction - tailored to meet the needs of the group, class, or assignment - and work closely with faculty to integrate research skills into coursework across the curriculum. They also provide intensive assistance to individuals in the library as well as off-campus through "Ask the Librarian," an email reference service on the Library's home page, and telephone reference service.

The Information Literacy Online Lab <http://www.nwacc.edu/library/infolit> was designed to help students, faculty, and staff develop and improve their information literacy skills, think critically, and make efficient, effective, and ethical use of those sources.

The Library is a member of AMIGOS/OCLC, a regional and national bibliographic network, which provides interlibrary loan and cataloging services. The Library also partners with a consortium of Arkansas college and university libraries to provide reciprocal lending services through ArkLink; a similar arrangement, called NWALink, has been made with the Rogers Public Library.

## The Academic Success Center - "Support

## For Success"

On the first floor of Burns Hall, the Learning Lab offers individualized and technological assistance outside the classroom to aid students' efforts to achieve academic success. An open computer lab contains IBM compatible computers with Internet access, laser printing, word processing, and multimedia computer instruction to guide students effectively in their academic pursuits. An independent or group study environment is also maintained, with a large study table and two small tutoring/study rooms.

NWACC's Tutoring Center is part of the Academic Success Center and is certified through the College Reading and Learning Association, a national organization. Qualified peer and professional tutors are available in areas of math, science and other selected courses. Tutoring occurs during scheduled times each semester in the Tutoring Center and at the Washington County Center in Springdale. Tutoring is open to all students at no cost.

For more information about the Springdale location, call (479) 936-5131 , (479) 927-3330 or visit <http://www.nwacc.edu/wcc/index.php>.

Sufficient study time and proven strategies can make the difference and are crucial to a solid college plan. A dedicated staff of general assistants and professionals strive to expand services, broaden horizons of student experience and assist the student effectively in computer use. NWACC's Academic Success Center mission is to serve all areas of the college with resources and experiences to support academic success, promote student responsibility in learning, and build life-long learning skills.

Visit the Academic Success Center website at <http://www.nwacc.edu/labs/learninglab> or click on "Tutoring" under "Current Students" on the main college webpage. For more information, call (479) 619-4241.

## Writing Center

The Writing Center at NWACC, located in Burns Hall room 1324, is staffed by the composition faculty, who consider the Writing Center an integral part of the composition program. However, since writing occurs throughout the college community, they invite all who want to improve their writing to come to the Writing Center for individual instruction.

The composition faculty offer their expertise to to work one-on-one with the student. The instructor will read and react to student writing and direct student writers during the writing process. The Writing Center strives to develop in the writer the skills to recognize

good writing and to apply those skills to his/her writing.

The Writing Center opens at 9 am Monday through Friday during the fall and spring semesters. Closing times vary each semester, but we try to remain open one to two evenings a week. For more information, visit the Writing Center website at [http://www.nwacc.edu/academics/english/pages/writing\\_center.htm](http://www.nwacc.edu/academics/english/pages/writing_center.htm).

### Academic Advising

At NWACC, academic advising plays a significant role in the total process of educating students for life. The advisor assists students with course and career planning and reviews individual student academic progress. The advisor serves as a facilitator to assist students in maximizing their educational potential. The advising relationship is dependent on effective communication and the exchange of information. The student is responsible for requesting assistance from an academic advisor.

Initially, students will meet with an advisor in the Learner Success Center, located in the Student Center, or the Washington County Center in Springdale, to define their career and educational goals. A program of study will be explored and reviewed. It is the student's responsibility to follow the degree plan and check the college catalog for course prerequisites/co-requisites. Students will also be given a faculty contact for further information regarding the specific degree program. Ideally, students seek out advising once a semester for these purposes.

For advising questions, contact the Learner Success Center at (479) 619-4324.

### Online Advising

NWACC offers current and prospective students two different means of web-based advising. Both are easily accessible to students. Online Advising is available on the web. An academic advisor monitors the site and responds to inquiries on select days and times.

Online advising is also available through AOL Instant Messaging. For IM instructions please go to the Advising webpage at <http://www.nwacc.edu/LDC/onlineadvising/index.php>. The instant message service is monitored by NWACC staff from the Admission and Advising offices.

### New Student Orientation

All degree seeking first-time students must complete On-Campus Orientation, after submitting an application for admission and placement test scores. Orientation is designed to provide students with important information and concepts related to college. After completing an orientation session, students

receive academic advisement and register for classes. For more information, contact the Learner Success Center at (479) 619-4324 or the Washington County Center at (479) 936-5131 or (479) 927-3330.

### Transfer Services

Transfer Services provides services to inform and educate students about the many aspects of transferring from a community college to a university. One-on-one advising is still the best source for transfer information. Online workshops deal with writing essays for applications and scholarships, making a semester-by-semester plan for successful transfer, researching majors and requirements for baccalaureate degrees, and looking at emotional and academic issues that can impact grades. College events offer students the opportunity to meet with many different university representatives on the NWACC campus. Advisors from local universities spend time on campus meeting students by appointment to discuss their majors and courses to take. Many resources are offered online and in the Transfer Center located on the second floor of the Student Center.

Most students can attend NWACC for their first two years and earn an associate degree, then transfer to a four-year institution without loss of time or credit. The associate degrees that are designed to transfer to four-year colleges and universities are the Associate of Science and Associate of Arts degrees. Even though courses at NWACC transfer to most colleges and universities, students should work closely with advisors at NWACC and at the four-year institution to be sure the courses will meet the prerequisite and introductory course requirement in their selected majors or programs.

In addition, program-to-program major articulations or transfer guides, based upon Associate of Arts and Associate of Science transfer degrees, are available. These guides provide specific advice regarding which general education and elective courses students should take in preparation for transfer. To access these guides go to <http://www.nwacc.edu/LDC/transferservices/programtoprogram.php>

For additional information, call the Learner Success Center at 479-619-4324 or the Transfer Center at 479-936-4023 or find information on the Transfer Services website.

NorthWest Arkansas Community College partners with several universities to provide access to a baccalaureate degree to those who cannot move to another location to continue their education. These opportunities make an undergraduate degree an

excellent option for many people.

**Two + two degrees offered locally or online:**

- a. Degree Completion offered at the University of ArkansasWalton College of Business:
  - Bachelor of Science in Business Administration from NWACC Associate of Science,Walton College of Business Transfer
  - Bachelor of Science in Business Administration from NWACC Associate of Science,Walton College of Business Transfer, ISYS Option
- b. Bachelor of Science in Education degree from the University of Arkansas College Of Education in Elementary Education – AAT to BSE – all courses offered in Rogers.
- c. Bachelor of Science in Business Administration from Missouri Southern State University – AA to BSBA – online
- d. Bachelor of Arts and Bachelor of Science degrees from Missouri Southern State University. Completing an Associate of Arts degree from NWACC will guarantee core completed and 2.5 GPA guarantees in-state scholarship to attend MSSU.

**Degree completion programs for working adults offered locally or online:**

- a. 3 + 1 Bachelor of Science degrees in Business, Computer, and Technical related fields from Franklin University – online with bridge courses taken at NWACC (AA, AS and Associate of Applied Science degrees all transfer well into these majors)
- b. Bachelor of Arts degree in Leadership and Management and Retail from Harding University – evening, weekend and online courses
- c. Bachelor of Science degree in Organizational Management with Business Information Systems and Healthcare Management, and Bachelor of Science degree in Education in Early Childhood from John Brown University ADVANCE program – evening classes only (many Associate of Applied Science degrees transfer well into these programs as well as AA and AS)
- d. Bachelor of Science degrees in business or computers from Regis University – online

with bridge courses taken at NWACC (AA, AS and many Associate of Applied Science degrees all transfer well into these majors)

- e. Bachelor of Science degree in Human Resource Development from University of Arkansas College of Education - online
- f. Bachelor of Science degree in Organizational Leadership from the University of Arkansas Fort Smith – online, evening, weekends – (AA, AS and Associate of Applied Science degrees all transfer well into these majors)
- g. Bachelor of Arts and Bachelor of Science degrees from Kaplan University-online with bridge courses taken at NWACC (AA, AS, and AAS degrees all transfer well into these degrees)
- h. Bachelor of Arts degree from Harding University in Early Childhood andMiddlelevel Education – AAT to BA in Bentonville or online
- i. Bachelor of Arts degree from Harding University in Early Childhood andMiddlelevel Education – AAT to BA in Bentonville or online

Transfer Act 182 of 2009 (Roger Phillips Act) effective fall 2010

The purpose of the act is to eliminate obstacles in transferring of credits among public institutions of higher education in Arkansas. This is accomplished by:

- Providing a seamless transfer of academic credits from a completed designated transfer degree program to a baccalaureate degree program without the loss of earned credits and
- Without the receiving public of institution of higher education requiring additional lower division credits

Contact your academic advisor for more information or go to the Transfer Center home page at <http://www.nwacc.edu/LDC/transferservices/index.php> for further details.

## Career Center

Service in the Career Center is available at no cost to all current students and graduates of NWACC. The Career Center is located on the 2nd floor of the Student Center.

Personal assistance is available by appointment. Students may complete career assessments, explore academic majors and career options, and develop personalized career plans. Other services include seminars and workshops to help students in resume development, interview preparation, and job search strategies.

Students seeking employment can explore opportunities with employers through the Virtual Career Center (VCC). The VCC can be accessed 24 hours a day, 7 days a week online at: <http://vcc.nwacc.edu/nwacc/index.php>. This is a service provided for all current students and graduates of NWACC. Full-time, part-time, volunteer, and work-study positions are included. Employers are on campus throughout the year recruiting. Dates and details are published on the Career Services website, <http://www.nwacc.edu/LDC/careerservices/index.php> through My NWACC Connection pages, and through student announcements sent via email.

Students interested in developing their career readiness skills are encouraged to work with a career advisor to receive assistance with interviews and other job search activities. Job search and interview tips are available on the VCC. Students may post their resume, browse employer profiles, and conduct a job search online.

To learn more about how the Career Center can help you, log on to the VCC or contact Career Services at 479-619-4248.

## Service-Learning

Service-Learning is an academically-based program at NWACC, which allows students to engage with their community. Through “guided reflections” the students are able to apply “real life” experiences to learning objectives. This program reaffirms our college’s connection to the community of Northwest Arkansas, as well as to our larger society, by honoring students’ service efforts in ways that enable them to simultaneously further their education through applied-learning. Service-Learning can be used in any subject area so long as it is appropriate to the overall learning objective.

For more information, please contact the Career Center at 479-619-4345 or [service-learning@nwacc.edu](mailto:service-learning@nwacc.edu).

## Resources for Students with Disabilities

The Disability Resource Center (DRC) serves as the central campus resource for students who require reasonable accommodations due to disability in order to access the programs, services and activities of the College. Reasonable accommodations are provided to enrolled students with documented disabilities who complete registration with the DRC. In order to complete this process, students must meet with a DRC staff member to discuss their needs and must supply appropriate medical, psychological, and/or psychoeducational documentation to support their request. Accommodations are determined based on analysis of the submitted records and are subsequently implemented in collaborative partnership between students, faculty and DRC staff. Students should complete this registration process as soon as possible after admission to NWACC. Some accommodations such as sign language interpretation or books in accessible formatting require substantial advance notice to coordinate effectively. While every effort is made to accommodate students regardless of when they request accommodations, advance notice of the need for accommodation eight weeks prior to the start of semester is required.

In the event that a student has a disability-related grievance, he/she may follow the procedures outlined on the DRC webpage to report it.

For more information, please refer to the Disability Resource Center webpage, email [disability@nwacc.edu](mailto:disability@nwacc.edu) or call (479) 986-4076. The DRC is located on the first floor of the Student Center in room 114.

## Veterans Resources

Military service veterans and the survivors of deceased or one hundred percent (100%) disabled veterans should contact the Office of Veterans Resources located in the Student Center, room 114. Eligible NWACC students may qualify for the GI BILL, vocational rehabilitation, benefits for survivors or other types of Veteran’s Administration (VA) assistance.

For information, call (479) 619-2276.

## Testing Services

The NWACC Testing Center, located on the 3rd floor of the Student Center, offers a variety of evaluation opportunities to the academic community including COMPASS placement testing.

For additional information about testing services, please contact (479) 619-4317 or <http://www.nwacc.edu/LDC/testingcenter/index.php>.

COMPASS testing is offered on a walk-in basis



during open Testing Center hours. Below is the process to register for COMPASS:

- Sign in at the Admissions desk
- Pay the \$10.00 test fee to the Cashier.
- Bring your paid receipt and a photo ID with you to the Testing Center.

### **Student Information Center (SIC)**

The SIC is the information and directory center of the college. The college main switchboard is located in the SIC; all incoming calls to the main number are answered and processed by SIC personnel.

E-Boards (TV monitors), bulletin boards, and restroom postings are placed throughout NWACC facilities. Anyone wishing to post material must first obtain approval. To obtain approval, submit items to the SIC via NWACC's web page. Items posted in NWACC facilities without authorization are subject to removal.

### **Student Activities**

The Office of Student Activities is responsible for coordinating, supporting and implementing extracurricular programs and activities presented throughout the academic year. Activities are planned and implemented by students through their leadership involvement with the Student Ambassador and Activity Board (SAAB) and the registered student organizations. For information regarding involvement see the Student Leadership and Student Activities webpage at <http://www.nwacc.edu/LDC/campusactivities/index.php>

### **Student Leadership Opportunities**

The Student Ambassador and Activity Board (SAAB) members represent the student body by acting in an advisory capacity for the administration, faculty, and staff. Members also assist the Learner Development Team with guided tours for first time students. In addition, members are responsible for planning campus activities and working with various clubs and organizations. Individual members of the student board are viewed as part of an organization of student leaders at NWACC.

For more information, contact the Director of Student Activities at (479) 619-3152.

### **Student Organizations**

NorthWest Arkansas Community College recognizes that student organizations provide an opportunity for students to develop their own unique talents and interests. Student organizations assist in the development of leadership qualities.

Annual registration of the group as a student organization is required. Information on becoming a registered student organization may be obtained from

the Director of Student Activities at (479) 619-3152. Student organizations are subject to change each academic year.

There are many registered student organizations at NWACC. To become registered, new groups must obtain and complete an application packet. Continuing student organizations must complete an update form annually in order to maintain status as a registered student organization. Certain criteria must be met in order to be a recognized organization.

If you would like to start or join a student organization, contact the Director of Student Activities at (479) 619-3152.

### **Students in Free Enterprise (SIFE)**

SIFE is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. SIFE challenges students on more than 800 college campuses nationwide to take what they are learning in the classroom and use their knowledge to better their communities.

Guided by faculty advisors who are named Sam M. Walton Free Enterprise Fellows in honor of the late Wal-Mart founder, SIFE teams establish a variety of community outreach programs that teach free enterprise. For example, they teach concepts such as budgeting, accounting, and supply and demand. They help budding entrepreneurs get their plans off the ground and mentor at-risk students, inspiring them to reach for their dreams.

### **National Honor Societies**

#### **Phi Theta Kappa**

Phi Theta Kappa is the International Honor Society of the Two Year College. The initial requirement for Phi Theta Kappa membership is a GPA of 3.5 and 12 hours of completed college credit courses. Since the founding in 1918, the purpose of Phi Theta Kappa has been to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship, for scholars, and for stimulation of interest in continuing academic excellence.

For additional information, contact Director of Student Activities at (479) 619-3152.

#### **Gamma Beta Phi Society**

Gamma Beta Phi Society is a national honor and service organization for college and university students. It is non-secret, non-profit, and co-educational; membership does not exclude a student from membership in any other organization. Members are given the opportunity to participate in a variety of

service projects for the college and the community. NWACC chapter members are able to transfer their membership to state and national four-year colleges and universities that have a Gamma Beta Phi chapter. The initial requirement for Gamma Beta Phi membership is a grade point average of 3.0 or above and completion of 12 hours of transfer credit.

For membership information, contact chapter advisors Dr. Marvin Galloway, Dr. Caroline Burton, or Chaqueta Weston at 636-9222.

### **Sigma Kappa Delta**

English Honor Society (Lambda Gamma Chapter). Students who have earned an A or B in at least one English course and who have a minimum grade point average of 3.3 (on a 4.0 scale) in general scholarship are invited by English instructors to join. The purpose of the Society is to promote fellowship, scholarship, and academic achievement. The Society meets monthly; members also participate in and host on campus events and are committed each year to one community service project.

For more information, contact the English department at 619-4277.

### **Intramurals and Sports Clubs Programs**

NWACC offers a comprehensive program for all students interested in sports opportunities and activities. The program was initiated in 1998, for college students at NWACC and has proved successful as a complement to the academic programs. The Intramural and Sports clubs Programs offer team sports activities such as soccer, basketball, bowling, and volleyball. Other team sports activities such as golf, baseball, softball, disk golf and tae kwon do are offered on demand. Participants must be actively enrolled as students, either credit or non-credit, at NWACC in order to participate in these activities.

If you are interested in participating in one of the existing activities, or if you are interested in organizing a new sports club, contact John Luedtke, the Director of Wellness/Intramurals/Sports Clubs, at 479-619-4138.

### **Fitness Center Memberships**

The NWACC Fitness Center is located on the 2nd floor of Burns Hall in Room 2052. Our fitness center has 10 PrMaxia machine weights to maintain or gain additional muscle mass as well as several cardiovascular machines to work on your aerobic fitness. Shower and locker facilities are also located close to the center.

For more information or how to obtain semester memberships, call the Health & Physical Education department at (479) 619-4138. Or, contact the fitness center at (479) 619-5136.

### **Public Safety Department**

The Public Safety Department participates in delivering the NWACC mission and strives to create a safe environment conducive to student learning. The Department of Public Safety is staffed with both certified police officers and Security Officers. Campus Police Officers are duly commissioned law enforcement personnel whose police authority is derived from Arkansas state statute #25-17-304 which grants them the same powers as any municipal, county or state police agency. Currently officers are assigned to NWACC locations in both Benton and Washington Counties. The Public Safety Department employs contemporary security measures to reduce and prevent crime on our campus and also works closely with neighboring Police Agencies. Crime and violence prevention is our priority and we are dedicated to working with faculty, staff and students to ensure a safe and secure environment.

### **Reporting Crimes or Emergencies on Campus**

The Public Safety Department can be contacted by telephone, email, mail, or in person twenty-four hours a day, seven days a week. Telephone contact can be made by calling 479-619-4229 (on campus dial 4229) or by using one of the emergency telephones located throughout the campus. E-mail should be addressed to the Director at gdennis@nwacc.edu. Persons desiring to make personal contact should come to the Public Safety Department in room 1001, Burns Hall.

For emergencies call 9-1-1. It is not necessary to dial 9 prior to dialing 9-1-1 on college telephones. After completing the call to the 9-1-1 operator the student should immediately notify the Public Safety office at (479) 619-4229 and advise the officer on duty of the emergency.

### **Emergency Telephone Messages, Access to Students**

Notification of an emergency can be made by calling the Student Records at (479) 619-4398 from 8 a.m. to 6 p.m. or by calling (479) 619-4229 after regular hours. After speaking with the person requesting contact, the Student Records will determine the best method for contacting the student. After hours the Public Safety Department will make the appropriate

contact if it is determined that the request is directly related to educational reasons or presents a health or safety emergency.

### **Reporting Crimes**

Students, faculty and staff are encouraged to report any criminal act to the Public Safety Department immediately at (479) 619-4229, room 1000, Burns Hall. Any act of violence should be reported immediately to DPS.

Additionally, the prevention of sexual assaults is a priority of the Public Safety Department. Information regarding registered sex offenders is available at the DPS Office or at the Arkansas Crime Information Center, [www.ACIC.org](http://www.ACIC.org). Crime prevention information is available at the Public Safety Department office and Officer Escorts are always available for concerned students, faculty and staff.

### **Nursing Mothers Lounge**

Private space for the purpose of lactation is available to nursing mothers who are employees, students, or guests. Further information about the use of this space is available in the Office of Human Resources or by calling 619-4397.

## CRIME STATISTICS

Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Sex Offense, Forcible	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Sex Offense, Non-Forcible	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Robbery	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Aggravated Assault	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Burglary	2010	1	0	0	1
	2009	0	0	0	0
	2008	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Arson	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

**On Campus:** Offenses or arrests that occurred on property owned or controlled by the College and used for educational purposes, and/or property owned or controlled (long-term) by a recognized student organization and reported to the Public Safety Department.

**Non-Campus:** Offenses or arrests that occurred on property owned or controlled by the College and used for unrelated purposes, or where such control was short-term and where the offense was reported to either the Public Safety Department or local officials.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus, contact NWACC-PD for an exact description of all areas- sidewalks and parking facilities are on campus).

**Hate Crimes:** Offenses that meet the definition of hate crime as defined in the "Hate Crimes Statistics Act". Please see the website at <http://www.nwacc.edu/publicsafety/index.php>.

<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	2	0	0	2
	2008	0	0	0	0
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	1	0	0	1
	2008	0	0	0	0
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	1	0	0	1
	2008	0	0	0	0
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	1	0	0	1
	2008	0	0	0	0
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	8	0	0	8
	2009	12	0	0	12
	2008	11	0	0	11
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	2	0	0	2
	2008	0	0	0	0
<b>Hate Crimes</b>					
For The Year 2010 There Were No Hate Crimes Reported					
For The Year 2009 There Were No Hate Crimes Reported					
For The Year 2008 There Were No Hate Crimes Reported					

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Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Burglary</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Arson</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Violations</b>	2010	0	0	0	0

<b>Referred For Disciplinary Action</b>	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Hate Crimes</b>					
<b>For The Year 2010 There Were No Hate Crimes Reported</b>					
<b>For The Year 2009 There Were No Hate Crimes Reported</b>					
<b>For The Year 2008 There Were No Hate Crimes Reported</b>					

Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Burglary</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Arson</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0



<b>Liquor Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
<b>Hate Crimes</b>					
<b>For The Year 2010 There Were No Hate Crimes Reported</b>					
<b>For The Year 2009 There Were No Hate Crimes Reported</b>					
<b>For The Year 2008 There Were No Hate Crimes Reported</b>					

Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Robbery</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Burglary</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Arson</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A

<b>Liquor Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	1	0	0	1
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	N/A	N/A	N/A	N/A
	2008	N/A	N/A	N/A	N/A
<b>Hate Crimes</b>					
<b>For The Year 2010 There Were No Hate Crimes Reported</b>					
<b>For The Year 2009 There Were No Hate Crimes Reported</b>					
<b>For The Year 2008 There Were No Hate Crimes Reported</b>					
<b>N/A = This campus was established in 2010.</b>					

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Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Burglary</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Arson</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

<b>Liquor Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Hate Crimes</b>					
<b>For The Year 2010 There Were No Hate Crimes Reported</b>					
<b>For The Year 2009 There Were No Hate Crimes Reported</b>					
<b>For The Year 2008 There Were No Hate Crimes Reported</b>					

Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Burglary</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Arson</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

<b>Liquor Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Drug Law Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Illegal Weapons Possession Violations Referred For Disciplinary Action</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Offense (Not Required)</b>					
<b>Theft/Larceny</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Additional Arrests (Not Required)</b>					
<b>DWI/DUI</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Public Intoxication</b>	2010	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
<b>Hate Crimes</b>					
<b>For The Year 2010 There Were No Hate Crimes Reported</b>					
<b>For The Year 2009 There Were No Hate Crimes Reported</b>					
<b>For The Year 2008 There Were No Hate Crimes Reported</b>					

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Offense	Year	On Campus Property	Non-Campus Property	Public Property	Total
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Sex Offense, Non-Forcible</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Burglary</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Arson</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0







## SPECIAL LEARNER PROGRAMS

### College and Career Connections Program

College and Career Connections Program is a program of studies designed to meet the need for high school graduates to have a more technically oriented educational experience. Through a blending of higher-level academic and vocational courses, College and Career Connection prepares students for the advanced courses required by two-year technical and community colleges.

#### Tech Prep Articulated Credit

NWACC has developed articulation agreements with several northwest Arkansas and Southwestern Missouri high schools in the area of occupational education. High school students, who are enrolled in technical advanced placement course(s), can earn college credit and begin working toward an Associate in Applied Science degree.

To see a list of articulated courses by high school visit the Early College Experience web page at [www.nwacc/earlycollege](http://www.nwacc/earlycollege).

#### On-campus Concurrent Enrollment

Students can earn college credit while in high school on any NWACC campus.

**Who:** Students in 9th–12th grades

**Where:**

- Any NWACC location

**Must have:**

High school GPA

- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to register:**

Contact Bentonville Campus at 619-4231 or the Washington County Center in Springdale at 927-3330 or 936-5131.

#### High School Based Concurrent Enrollment (Early College Experience Program)

NWACC has partnered with several area high schools to offer college classes at the high school during the school day.

**Who:** Students in 11th-12th grades

**Must have:**

High school GPA

- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science

- Appropriate placement test scores

**How to register:**

Visit your high school counseling office

### Career and Technical Programs (Early College Experience Program)

**Who:** Students in 11th-12th grades

**Program and Location:**

- Criminal Justice in Springdale, & Rogers
- Food Production Management and Services at NWA Non-Profit Center, Rogers
- Automotive Service Technology at NTI in Springdale
- Dental Assisting in Fayetteville
- Certified Nursing Assistant and Patient Care Assistant in Bentonville

**Must have:**

- High school GPA of 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to Register:** Visit your high school counseling office. Application and registration are through the Northwest Technical Institute, Secondary Career and Technical Center(479) 750-8824.

### Upward Bound

The federal TRIO program, Upward Bound, began in 2003 and partners the college with area high schools and junior high schools in delivering tutoring, mentoring and instructional services to selected qualified students during their years in high school. Participating students are exposed to cultural experiences, college visits and a six week summer instructional program.

The intent of the program is to assist students in successfully completing their high school curriculum to graduation and matriculating into college without having to enroll in developmental classes.

Additional information can be received from the Upward Bound office at (479) 619-2272.

## Advanced Placement Program

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students another opportunity to pursue college-level studies while still in high school and to receive credit upon entering NWACC. The national AP examinations are offered annually through high schools which participate in this program. NWACC departments have authorized credit for students who present qualifying scores on these exams:

Advanced Placement Exam	NWACC Course	Min. Credit Score
Amer. Govt. & Politics	PLSC 2003	3C
American History	HIST 2003 or 2013	3C
Art History	ARHS 2913 or 2923	3C
Biology	BIOL 1544	3C
Calculus I	MATH 2554	
Chemistry	CHEM 1054 or 1104	3C
English Lang. & Comp	ENGL 1013	3C
English Lit. & Comp.	ENGL 1023	3C
Human Geography	GEOG 1123	3C
Macroeconomics	ECON 2013	3C
Microeconomics	ECON 2023	3C
Psychology	PSYC 2003	3C
Physics B	PHYS 2014 & PHYS 2034	3C
Physics B with Calculus AB or BC score of 3	PHYS 2054 & PHYS 2034	3Cq(3)4C
Physics C Mechanics	PHYS 2054	3Cq(2,3)4 C
Physics C, E, M	PHYS 2074	3Cq(2) 4 C
Studio Art – Drawing	ART 1033 or ART 1303	3C
World History	HIST 1033 or HIST 1043	3C

C = Credit

Cq= Qualified credit

2 = Students must pass a departmental test to receive credit

3 = To receive credit for courses preceding the course for which AP credit has been granted, students must enroll in and complete with a grade of "C" or higher, that course which follows in sequence the course for with the AP credit was granted.

## NWACC Honors Program

<http://www.nwacc.edu/academics/Honors>

For academically gifted and highly motivated students, the NWACC Honors Program offers a curriculum of small, challenging classes, sponsors forums and speakers, and provides service-learning and travel opportunities. The purpose of the program is to present students with the tools necessary to plan and achieve life goals by instilling within them intellectual excitement and a thirst for knowledge.

## Eligibility Requirements:

All students must meet minimum GPA or test score requirements to join the Honors Program.

### GPA Requirements:

Incoming Freshmen must have a minimum cumulative high school GPA of 3.5

Current NWACC students must have a minimum cumulative GPA of 3.5 based on no less than 12 credit hours (Note: developmental credit hours do not apply toward this requirement)

OR

### Test Score Requirements:

Incoming Freshmen and Current students must have scored a minimum of 23 ACT, or 90 COMPASS (Reading/Writing)

## Admission Requirements:

To apply for admission into the Honors Program, students must submit the following to the Honors Program Director:

- 1) a cover letter requesting admission into the program
- 2) an Application for Admission (found online at the Honors Program Website)
- 3) one letter of recommendation from a person familiar with the student's academic record; current NWACC students' letter must be from an NWACC instructor

Submit the above application materials to:

Dr. April L. Brown, Honors Program Director

NorthWest Arkansas Community College

BH 2007

One College Dr.

Bentonville, AR 72712

[albrown@nwacc.edu](mailto:albrown@nwacc.edu)

479-619-2231

## Graduation Requirements:

To graduate as an "Honors Program Graduate", members of the program must meet the following requirements:

1. Completion of a minimum of 12 honors credit hours with a grade of B or higher, including a minimum of 6 credit hours in the following Core Honors Courses:

HIST 1033H, HIST 1043H,

PHIL 2033H, PHIL 2003H

ENGL 2213H, ENGL 2223H

HONR 2903

2. Completion and a satisfactory evaluation of the student's Honors Program Portfolio that reflects 3 pieces of the student's best work in honors courses
3. Maintenance of a cumulative GPA of 3.5 or higher in all coursework at NWACC

### Honors Courses

All honors courses are designated with an "H" following the course number, section number, and "Honors" at the end of the course title. Classes deemed "Core Courses" are offered every year, while others are offered once every two years. Honors courses may be used to fulfill general education requirements and/or electives in associate degree plans and in some certification programs. Consult the Degree Plans section and Certificate course requirements elsewhere in this catalog for specific courses. Also, consult the "Transfer Resources – Course Equivalency Guides" at the NWACC Learner Development website for more information about course transferability.

Honors Program students are encouraged to take at least one honors course per semester. Non-program members who qualify academically or who excel in a particular subject matter are also encouraged to take honors classes.

Though honors courses cover the same basic subject matter as their non-honors counterparts, they differ significantly in the approach to the material, the classroom environment, the learning experience, and the ways in which student learning is assessed. Honors courses are intended to challenge the academically gifted and highly motivated student and to help students become more independent and critical thinkers. Honors faculty incorporate innovative techniques to provide an enhanced learning experience for students and create an environment that encourages diverse perspectives. While smaller class size promotes interaction, discussion, and debate inside the classroom, students also experience learning outside of the classroom through field trips, participation in community forums, attendance at cultural events, service-learning, and individual and group research projects. Finally, students in honors classes more frequently are evaluated on their higher-level thinking skills, rather than recitation of facts.

### Honors Program Core Courses (offered annually)

HIST 1033H - World Civilizations to 1500 Honors (Fall)

HIST 1043H - World Civilizations since 1500 Honors (Spring)

ENGL 2213H - Survey of World Literature to 1650 Honors (Fall)

ENGL 2223H - Survey of World Literature Since 1650 Honors (Spring)

PHIL 2003 - Intro to Philosophy Honors

PHIL 2033H - World Religions Honors (Spring)

HONR 2903H - Honors Seminar - Special Topics (Spring)

### Other Honors Courses offered

#### Business and Computer Information

ECON 2013H – Principles of Macroeconomics Honors

#### Communication and Arts

ENGL 1013H – English Composition I Honors

ENGL 1023H – English Composition II Honors

SPAN 2003H – Intermediate Spanish I Honors

#### Math & Sciences

ASTR 2004H - Survey of the Universe Honors

BIOL 1544H – Principles of Biology I Honors

GEOL 1114H - General Geology Honors

MATH 1204H – College Algebra Honors

#### Social & Behavioral Sciences

HIST 2003H – History of the American People to 1877 Honors

HIST 2013H – History of the American People Since 1877 Honors

HIST 2073H – History of the American West Honors, Travel

PLSC 2003H – American National Government Honors

PLSC 2803H – International Relations Honors

PSYC 2003H – General Psychology Honors

SOCI 2013H – General Sociology

See individual course descriptions elsewhere in this catalog.

## Program Learning Outcomes

The Program's goal is that Honors Program students master key learning outcomes that are essential to the NWACC Honors experience: Critical Thinking, Communication, Community Service, and Cultural Awareness. Students who graduate from the NWACC Honors Program will:

### Think Critically

- Differentiate facts from opinions or emotional responses
- Analyze written evidences and creatively develop original ideas and arguments
- Synthesize discipline-based and/or cross-discipline-based information

### Communicate Effectively

- Express ideas and concepts precisely and persuasively in multiple formats
- Debate ideas and arguments in a respectful manner
- Manage appropriate technologies in individual and/or group presentations

### Value Community Service

- Apply classroom experiences to real world situations
- Demonstrate responsible citizenship

### Display an empathetic awareness of Cultural Diversity

- Analyze the ways in which race, ethnicity, and/or gender are socially constructed
- Measure the importance and influence of diversity within and among cultures and societies
- Evaluate relevance, bias, and stereotyping in multicultural interactions
- Create strategies for demonstrating respect for other cultures

## Benefits of being a member of the NWACC Honors Program

### Scholarships

Scholarships are available to members of the Honors Program. Intended to offset the costs of tuition and books, Honors Program Scholarships are competitive and are awarded annually. Application deadlines are usually the first week of April in the Spring semester.

### Small Classes

With most classes capped at 15 students, NWACC Honors courses have a smaller faculty-to-student ratio than most regular courses. With smaller classes our students have the opportunity to discuss, debate, and interact among their peers and with their professor. Classes are structured to maximize student learning and to develop critical thinking and analytical skills.

### Innovative Faculty

Honors faculty are among the most dedicated and innovative on campus. They are committed to teaching and have a sincere interest in student concerns.

### Challenging Curriculum

Honors classes are intended to stimulate higher level thinking by offering unique perspectives that will enhance general knowledge and challenge students to consider and appreciate different viewpoints. The Honors Program promotes a learning community environment where different disciplines frequently are interrelated to provide a more holistic learning experience.

### Enhanced Learning Experiences

Honors Program students are introduced to special speakers and cultural events, have opportunities for educational travel experiences, service-learning, internships, and to participate in community based projects.

### Community

The Honors Program is a community of students and faculty committed to excellence. Students find that they make life-long friendships with other honors students. Honors students also find that they have a family-like support group made up of their peers and the honors faculty.

### Advising

The Honors Program Director and honors faculty are eager to assist all Honors Program students in identifying and selecting an educational path to success at NWACC and beyond.

### Recognition

Students receive credit for honors coursework on their transcripts. Additionally, upon the completion of all degree and Honors Program requirements, students are recognized at the annual Academic Awards Ceremony where they are presented with a medallion to be worn at graduation. Students are also recognized at the Graduation ceremony with a notation in the program as being an "Honors Program Graduate."

## CLEP Credit Chart

CLEP Examinations Approved and Accepted by NWACC	NWACC Course Equivalent	Minimum* Computer-Based Test Scores	NWACC Credit Hours
American National Government	PLSC 2003	50	3
Biology	BIOL 1544	50	4
Calculus	MATH 2554	65	4
Chemistry	CHEM 1104 & 1124	55	8
College Mathematics	MATH 1103	56	3
Pre-Calculus	MATH 1285	56	3
College Algebra	MATH 1204	54	4
College Composition	ENGL 1013 & 1023	50	6
English Literature	ENGL 2113 & 2123	50	6
American Literature	ENGL 2213 & 2223	50	6
Foreign Language French	FREN 1003 & 1013	50	6
Foreign Language French	FREN 2003 & 2013	62	12
Foreign Language German	GERM 1003 & 1013	50	6
Foreign Language German	GERM 2003 & 2013	63	12
Foreign Language Spanish	SPAN 1003 & 1013	50	6
Foreign Language Spanish	SPAN 2003 & 2013	66	12
Human Growth & Development	PSYC 2103	63	3
Introductory Business Law	BLAW 2013	50	3
Introductory Psychology	PSYC 2003	55	3
Introductory Sociology	SOCI 2013	59	3
Principles of Accounting	ACCT 2013 & 2023	54	6
Principles of Macroeconomics	ECON 2013	54	3
Principles of Marketing	BUTR 2013	50	3
Principles of Microeconomics	ECON 2023	54	3
US History I	HIST 2003	50	3
US History II	HIST 2013	50	3
Western Civilization I	HIST 1003	60	3
Western Civilization II	HIST 1013	60	3

-Transfer of CLEP credit is subject to individual institutional guidelines.  
 For CLEP exam descriptions, <http://www.collegeboard.com/student/testing/clep/about.html>

### Dantes Subject Standardized Tests (DSST)

DSST EXAMS Accepted at NWACC	NWACC Course Equivalent	Minimum* Paper-Based Test Scores	Minimum* Computer-Based Test Scores	NWACC Credit Hours
College Algebra	MATH 1204	47	NA	4
Art of Western World	ARHS 2913	48	NA	3
Human/Cultural Geography	GEOG 1123	48	NA	3
Intro to Law Enforcement	CMJS 2003	45	NA	3
Criminal Justice	CMJS 2013	49	NA	3
Intro to World Religion	PHIL 2033	49	NA	3
Technical Writing	ENGL 2013 *	46	NA	3

DSST Exam Descriptions and Complete Listing: [http://www.dantes.doded.mil/dantes\\_web/examinations/DSST.htm](http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm) credit will be reflected on the NWACC transcript but only the grade will be calculated in to the GPA.

## College Credit for Prior Work or Learning

### College Level Examination Program (CLEP)

NWACC has established minimum CLEP scores which are equal to or greater than the minimum scores recommended by the American Council of Education.

#### Conditions for Granting CLEP credit:

- If a course is completed and CLEP credit is later granted for the same course, both the grade and credit will be reflected on the NWACC transcript but only the grade will be calculated into the GPA.
- If CLEP credit is awarded while enrolled in same course, the course grade will override CLEP unless the course is formally dropped.
- Transfer of CLEP credit is subject to individual institutional guidelines.

See the CLEP Credit chart on the previous page.

### DANTES: Subject Testing

Students may request academic credit by obtaining a minimum score on certain DANTES Subject Tests.

See DANTES table for more information.

<http://www.nwacc.edu/LDC/testingcenter/index.php> or call 479-619-4317.

### Veterans: Physical Education Credit

Veterans may, at their written request, receive physical education (PE) credit for military experience. Two (2) hours of PE credit will be granted for the successful completion of basic training and advanced individual training or the equivalent. To receive credit, veterans must submit a copy of their DD214 to Student Records.

### Independent Study

Credit may be awarded through Independent Study at NWACC to students with a grade point average (GPA) of 3.0 or higher. Independent Study options are available in all areas. A student interested in Independent Study should discuss a topic with an instructor in advance of registration. Final approval is then granted by the appropriate Division Chairperson.

### Distance Learning

NorthWest Arkansas Community College offers courses via distance learning delivery technologies for those students who cannot take classes on campus for a variety of reasons (for example: work schedule, health, physical distance from campus). These courses use a variety of technologies and methods to facilitate

communication and interaction among the instructor and students. All online classes are charged a \$30 per class fee. Hybrid courses are charged a \$15 fee per class.

### Interactive Video

Interactive video classes use an interactive videoconferencing system with monitors and cameras that allow students and instructors in different locations to communicate with one another in real time. This means that students at one location can participate in a class being conducted from another location. Interactive video courses are identified with "V" in the section column of the course schedule.

### Online Courses

Online classes are those that are offered either primarily or completely via the Internet. They utilize a course management system that is available to anyone with a compatible web browser. The majority of materials are web-based, although textbooks are normally required in hard copy. Some classes may have requirements such as on-campus orientation, proctored testing or field trips. Online courses are identified with "W" in the section column of the course schedule.

### Hybrid Courses

Hybrid Courses are courses that have both on-campus meeting times and online course work. Usually, a hybrid course will have about half the on-campus meeting times as a regular course. Like the fully online classes, hybrid courses will utilize a course management system that is available to anyone with a compatible web browser. Hybrid courses are identified with "Y" in the section column of the course schedule.

### Online Degrees

NWACC offers two degrees that students can complete online: The Associate of Arts and the Associate of Applied Science in Environmental and Regulatory Science. In some areas of the degree there may be a limited number of online courses to choose from to complete the degree requirements. Some courses will require proctored examinations at a location approved by your instructors.

Associate of Arts: A two-year transfer degree designed to prepare students for Bachelor of Arts programs of study.

Associate of Applied Science in Environmental Regulatory Science: A two-year terminal degree. This degree plan contains two options: Environmental Management and Safety, Health, & Hazardous Materials.



## ACCESS Arkansas

The Arkansas Association of Two-Year Colleges (AATYC) supports a clearinghouse for online classes. These classes are freely transferable from one two-year school to another in Arkansas. Students can enroll in these classes from around the state, but it is recommended that they enroll in the college nearest to them when possible. More information is available at <http://www.aatyc.org/accessark>.

## Academic and Student Support for Online Students

NWACC offers a wide range of online services for Distance Learning students, including online tutoring through the Academic Success Center, Library resources, advising, registration, and other services.

## EAST/EMPACTS (Educationally Managed Projects Advancing Curriculum, Technology and Service)

NorthWest Arkansas Community College faculty and administration developed a curricular- driven, andragogical model that integrates project based and collaborative learning and the use of technology to incorporate service learning into the curriculum. The EMPACTS model is an adult level adaption of the highly successful K-12 pedagogical model known as EAST (Environmental and Spatial Technologies). EAST is a pedagogical model designed to engage students in student-directed, performance-based, active learning projects where technology is used as a tool for solving a community based problem. EMPACTS is a modification of the EAST model driven by curriculum and the specific needs of adult learners.

Overall program learning outcomes:

- Promote deeper, self-directed learning of course content
- Engage learners in active , project-based learning through application of course content to real world, community based problems (service learning).
- Develop/refine critical thinking skills of learners through collaboration in service

learning projects.

- Improve communication skills through oral and written presentations.
- Develop networking and interpersonal skills through collaboration with various constituencies including peers, faculty, staff, and community contacts.
- Professionalize learners to enhance opportunities for learning, employment and success after graduation.
- Develop network of internal and external educational partners within the community.

### Course applications of EAST/EMPACTS at NWACC:

- Infuse the EMPACTS teacher decision making model across a broad curriculum.
- Use the EMPACTS delivery system to engage students in active, relevant learning of course content.
- Encourage interdisciplinary collaboration among learners and faculty to create and enhance learning communities.
- Access and apply cutting-edge, emerging technologies in a variety of service learning opportunities
- Support community connections and outreach through service learning and finding solutions to community based problems

# ASSOCIATE DEGREE PROGRAMS

NorthWest Arkansas Community College offers five degree programs: the Associate of Arts (A.A.) degree, the Associate of Science (A.S.) degree, the Associate of Arts in Teaching (A.A.T.), the Associates Degree in General Studies (A.G.S.), and the Associate of Applied Science (A.A.S.) degree.

## Student Learning Outcomes

NorthWest Arkansas Community College is a learning-centered institution. Specific learning outcomes have been established in keeping with the college's mission of providing "learning for living." These outcomes describe the general knowledge, skills, and perspectives faculty and students should expect in earning an associate degree.

The Associate of Arts (AA) or the Associate of Science (AS) degree is designed for students who want to transfer to a senior college or university to earn a bachelor's degree. The primary educational outcomes associated with this degree match this purpose. Students are prepared to succeed in four-year college programs.

Associate of Applied Science degrees train students for specific careers. The primary educational outcome associated with this degree relates to this purpose. Students are prepared to enter, continue to work or advance within their fields of study.

As members of a learning community, students should demonstrate professional behavior in their interactions with others and in their approach to academic work. The development of professionalism is a reflective process that often requires changing behavior. To encourage this process, faculty and staff will model professionalism and establish standards for students to follow.

## Learning outcomes for general education

College degrees do more than train and certify vocational skills. NWACC believes that general education is an essential part of all its higher education degree programs. These general education outcomes prepare students to pursue life-long learning. Specific sets of courses help students accomplish them. Outcomes are not associated with one particular course. For example, there is no single course designated to help students develop higher order thinking skills. These skills develop across the curriculum. Whether or not there is a specific curriculum, most courses address all of the general education outcomes to some degree. For example, write outside of English class or use algebra outside of math class. NWACC faculty identified the following general

education outcomes that communicate what students will gain from their degrees.

### Students develop higher order thinking skills.

Higher education goes beyond memorization and basic comprehension. Students must be able to apply, analyze, synthesize, and evaluate what they learn. While most first and second year college courses lay a foundation of basic knowledge of the subject matter, students will also be challenged to use their intellect, to think critically, to solve problems and/or to wrestle with complex issues.

### Students gain greater awareness of cultural perspectives.

One of the traditional goals of a college education is to expand students' understanding of the world by presenting them with diverse ideas and attitudes. In America's pluralistic society, awareness of cultural perspectives is essential. An important element of this understanding is recognition of one's own culture and the impact it has on one's perspective. Across the curriculum, students will be exposed to different cultural perspectives to enhance their ability to understand and interact with others.

### Students can write clear, coherent, well-organized documents, which are substantially free of errors.

### Students can read selections at the college level.

Students can describe the main ideas and supporting ideas in their reading. Students can evaluate written materials objectively.

### Students develop effective oral communication skills.

A college graduate should be able to speak effectively. Most NWACC students will develop public speaking skills to inform and persuade others. Some professional program students will focus on interpersonal communication skills essential in performing job-related duties. All students should have opportunities to improve their oral communication skills across the curriculum through class presentations and small group activities.

### Students can achieve mathematical literacy.

College graduates should be able to understand and use numerical relationships and basic analysis of data in their roles as consumers, citizens, scholars, and professionals. Graduates should possess the computational, algebraic and quantitative skills necessary to solve problems and evaluate complex situations.

**Students can use computers proficiently.**

Because of society's increasing use of computer technology, college graduates must be able to use a computer. Employers are expecting computer skills in those they hire. For most students, proficiency means the ability to create, update and manipulate word-processing documents, spreadsheets, presentations, and databases. Students will be able to use e-mail for communication and a browser to navigate the Internet. Other students will gain proficiency in specific computer applications related to their field of study.

**Students can employ a variety of sources to locate, evaluate, and use information.**

In support of personal, professional, and academic goals, students should be able to recognize a need for information and locate it. They must then be able to effectively evaluate the reliability and relevance of that information.

## DEGREE OPTION TABLE

	AA	AS	AS	AS	AS	
General Education	(Schools of Arts & Science)	(Schools of Arts & Science)	(Engineering Schools)	(Schools of Agriculture)	(Schools of Business)	
English Composition	6	6	6	6	6	Writing
Speech	3	3	3	3	3	Oral Communi-cations
Computer based course	3	3**	3**	***	3	Computer proficiency
Mathematics	3-4	3-4	10-11	3-4	6****	Math
<b>Knowledge Domains</b>						
Arts & Humanities	9	6	6	6	6	Insight into humanity, cultural perspectives and creativity
Natural Science	8	16	8	16	8	Natural principles and processes, scientific method and reasoning, relevance to current issues
Social & Behavioral Science	12	6	6	6	9	Insight into human behavior and interactions, cultural perspectives, openness and critical thinking
History or Government	3	3	6	6	3	More informed citizen, relevance to current issues
<b>Degree Specific Domains</b>						
Education Core						Intro. to Education
Wellness & PE	2	2**	2			Wellness assessment, knowledge and motivation
Agriculture Core				5		Overview of the discipline and career opportunities
Business Core					21	Fundamental knowledge, skills and perspectives

*\*Math majors should follow the school of engineering pattern*

*\*\*Life skills, computers or health may be taken, both are recommended.*

*\*\*\*Since this is a statewide degree, computer proficiency is not part of the general education component*

*\*\*\*\*Survey of Calculus (3) and Finite Math (3), College Algebra (4) is prerequisite.*

## The Associate of Arts and Associate of Science Degrees

The primary learning outcome of the AA and AS is to prepare students to be successful in a four-year degree program. These degrees encompass a liberal arts and sciences core. The curriculum does not focus on particular vocational skills; instead the aim is to give students a breadth of knowledge, basic analysis, and communication skills necessary to succeed in a variety of situations. The curricula also provide increased knowledge of self and the world from three basic perspectives or domains: Arts & Humanities, Social & Behavioral Science, and Natural Science. Faculty have identified primary learning outcomes associated with each domain.

### Arts and Humanities

Courses in this domain explore the aesthetic qualities that define us as human and concepts such as beauty, love, hate, truth, hope, and despair. These concepts seem unique to the human experience. Students will understand that the arts are essential to what it means to be human. This exploration provides students with a deeper and richer perception of themselves and the world around them. Students will recognize our interconnectedness and broaden their cultural perspective. Arts & Humanities studies also serve to liberate and awaken one's own creativity.

### Natural Science

Studying the natural sciences will acquaint students with the fundamental principles of the natural world and processes used in science to uncover these principles. Students will gain core scientific knowledge appropriate to freshmen and sophomore years and necessary for success in upper division courses. Science is more than a body of knowledge; it is also a process. Students will gain understanding of the scientific method and principles of inquiry. The knowledge and the process both have relevance to everyday life. Students will recognize the implications of science in making choices on personal, community and global issues.

### Social and Behavioral Science

Courses in this domain look at the world from the perspective of human actions and interactions. This perspective can be studied through examining either current issues or past events. Social and behavioral science studies provide students with insight into the complexities of human behavior and culture. Students will learn the methods of inquiry and critical thinking skills that have been used to answer broad-based questions in this domain. These courses will also increase students' awareness of cultural differences and

openness to new ideas.

Within this domain, students take at least one U. S. History or American Government course. Students should become more informed citizens, better able to apply knowledge of United States History/Government to issues concerning us all.

Some AA/AS degree programs have some additional course requirements that serve particular purposes. Depending on the specific degree you seek, you may have to take courses in one of the following domains:

### Associate of Arts Degree Plan

*Additional elective hours required to meet degree total of 61 hours. Note: See an advisor for help selecting elective hours appropriate to your degree of study. Total degree hours - 61.*

#### English Composition (Choose 2 classes for 6 hours)

ENGL	1013	Composition I* OR
ENGL	1013H	Composition I, Honors
ENGL	1023	Composition II* OR
ENGL	1023H	Composition II, Honors*

#### Fine Arts/Humanities (9 hours)

ENGL	2113	Survey of British Literature I*
ENGL	2123	Survey of British Literature II*
ENGL	2213	Survey of World Literature to 1650 OR
ENGL	2213H	Survey of World Literature to 1650 Honors
ENGL	2223	Survey of World Literature from 1650 OR
ENGL	2223H	Survey of World Literature from 1650 Honors
ENGL	2313	Survey of American Literature I*
ENGL	2323	Survey of American Literature II*

*(Choose 1 Class for 3 hours)*

ARHS	1003	Art Appreciation
ART	1033	Introduction to Studio Art
ARHS	2913	Art History I
ARHS	2923	Art History II
COMM	1003	Film Arts*
DRAM	1003	Introduction to Theater
MUSI	1003	Music Appreciation

*(To complete the 9 hour requirement, you may choose an additional class from the options above or choose a class from the options below.)*

FREN	2003	Intermediate French I
FREN	2013	Intermediate French II
GERM	2003	Intermediate German I
GERM	2013	Intermediate German II
SPAN	2003	Intermediate Spanish I
SPAN	2013	Intermediate Spanish II
HUMN	1003	Exploring Humanities
PHIL	2003	Introduction to Philosophy
PHIL	2033	World Religions
PHIL	2103	Introduction to Ethics
PHIL	2203	Logic

#### Speech/Communication (Choose 1 class for 3 hours)

COMM	1313	Fundamentals of Communications
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#### Math (Choose 1 class for 3 or 4 hours)

MATH	1204	College Algebra
MATH	1103	Survey of College Mathematics
MATH	1213	Plane Trigonometry
MATH	1285	Precalculus
MATH	2043	Survey of Calculus

MATH	2053	Finite Math
MATH	2103	Discrete Math
MATH	2554	Calculus I
MATH	2564	Calculus II
MATH	2574	Calculus III
MATH	2914	Differential Equations

**Natural Science** (Choose 2 classes for 8 hours)

ANTH	1013	Introduction to Biological Anthropology*
ANTH	1011L	Biological Anthropology Lab*
ASTR	2004	Survey of the Universe
BIOL	1544	Principles of Biology I
BIOL	1014	General Biology II*
BIOL	1544H	Principles of Biology I, Honors*
BIOL	1604	General Zoology
BIOL	2214	Anatomy & Physiology I*
BIOL	2224	Anatomy & Physiology II*
BIOL	2534	Cell Biology*
BOTY	1614	Plant Biology
BOTY	2404	Survey of Plant Kingdom*
BOTY	2534	Environmental Biology
CHEM	1024	Basic Chemistry*
CHEM	1054	Chemistry in the Modern World
CHEM	1075	Fundamentals of Chemistry*
CHEM	1104	College Chemistry I*
CHEM	1124	College Chemistry II*
CHEM	2614	Organic Physiological Chemistry*
ENSC	1003	Environmental Science (Lecture) AND
ENSC	1001L	Environmental Science (Lab)
GEOL	1114	General Geology
GEOL	1134	Environmental Geology
GEOS	2943	Introduction to Geographic Information Science I
HORT	2004	Principles of Horticulture
MBIO	2014	General Microbiology*
PHSC	2004	Physical Science*
PHYS	1024	Physics & Human Affairs
PHYS	1064	Introduction to Physics
PHYS	2014	College Physics I*
PHYS	2034	College Physics II*
PHYS	2054	Advanced College Physics I*
PHYS	2074	Advanced College Physics II*

**U.S. History or Government** (Choose 1 class for 3 hours)

HIST	1003	Western Civilization I
HIST	1013	Western Civilization II
HIST	2003	History of American People-1877
HIST	2013	History of American People 1877-Present
HIST	2003H	History of American People-1877 Honors*
HIST	2013H	History of American People 1877 to Present Honors*
PLSC	2003	American Government

**Other Social Science Courses** (Choose 3 classes for 9 hours)

Can select a U.S. History, Western Civilization, or American Government class if not previously taken.

ANTH	1013	Introduction to Biological Anthropology*
ANTH	1011L	Biological Anthropology Lab*
ANTH	1023	Introduction to Cultural Anthropology
CMJS	2013	Introduction to Criminal Justice
ECON	2013	Macroeconomics
ECON	2023	Microeconomics
GEOG	1003	Physical Geography
GEOG	1123	Human Geography
GEOG	2313	World Regional Geography
HIST	1033	World Civilization to 1500
HIST	1033H	World Civilization to 1500 Honors
HIST	1043	World Civilization from 1500
PHIL	2103	Introduction to Ethics

PLSC	2203	State & Local Government
PLSC	2803	International Relations*
PSYC	2003	General Psychology
PSYC	2103	Human Growth & Development*
SOCI	2013	General Sociology
SOCI	2033	Social Problems
SOCI	2043	Marriage and Family

**Health/Physical Education** (2 hours)

2 hours of wellness-based courses such as Health or Physical Education. Note: See advisor for assistance fulfilling this requirement.

**Computer Based Course** (3 hours)

(or demonstration of computer literacy) Note: See advisor for assistance fulfilling this requirement. \*Check catalog for prerequisites/corequisites before enrolling in this class.

**Associate of Science Degree Plan**

Additional elective hours required to meet degree total of 61 hours. Note: See an advisor for help selecting elective hours (16-17 hours) appropriate to the intended degree or major at a transfer institution. Total degree hours - 61.

**English Composition** (Choose 2 classes for 6 hours)

ENGL	1013	Composition I* OR
ENGL	1013H	Composition I, Honors*
ENGL	1023	Composition II* OR
ENGL	1023H	Composition II, Honors*

**Fine Arts/Humanities** (Choose 2 classes for 6 hours)

ARHS	1003	Art Appreciation
ART	1033	Introduction to Studio Art
ARHS	2913	Art History I
ARHS	2923	Art History II
COMM	1003	Film Arts*
DRAM	1003	Introduction to Theater
ENGL	2113	Survey of British Literature I*
ENGL	2123	Survey of British Literature II*
ENGL	2213	Survey of World Literature to 1650 OR
ENGL	2213H	Survey of World Literature to 1650 Honors
ENGL	2223	Survey of World Literature from 1650 OR
ENGL	2223H	Survey of World Literature from 1650 Honors
ENGL	2313	Survey of American Literature I*
ENGL	2323	Survey of American Literature II*
FREN	2003	Intermediate Foreign Language I
GERM	2003	Intermediate Foreign Language I*
SPAN	2003	Intermediate Foreign Language I*
HUMN	1003	Exploring the Humanities
MUSI	1003	Music Appreciation
PHIL	2003	Introduction to Philosophy
PHIL	2033	World Religions
PHIL	2103	Introduction to Ethics

**Speech/Communication** (Choose 1 class for 3 hours)

COMM	1313	Fundamentals of Communication
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**Science & Mathematics** (19 hours combined)**College Algebra or Above** (3 or 4 hours minimum)

MATH	1204	College Algebra*
MATH	1213	Plane Trigonometry*
MATH	1285	Precalculus*
MATH	2043	Survey of Calculus*
MATH	2053	Finite Math*
MATH	2103	Discrete Math*
MATH	2554	Calculus I*
MATH	2564	Calculus II*
MATH	2574	Calculus III*
MATH	2914	Differential Equations

**Natural Science** (8 hours minimum to 16 hours standard)

ANTH	1011L	Introduction to Biological Anthropology Lab
ANTH	1013	Introduction to Biological Anthropology
ASTR	2004	Survey of the Universe*
BIOL	1544	Principles of Biology I
BIOL	1014	General Biology II*
BIOL	1544H	Principles of Biology I, Honors*
BIOL	1604	General Zoology
BIOL	2214	Anatomy & Physiology I*
BIOL	2224	Anatomy & Physiology II*
BIOL	2534	Cell Biology*
BOTY	1614	Plant Biology
BOTY	2404	Survey of Plant Kingdom*
BOTY	2534	Environmental Biology
CHEM	1024	Basic Chemistry*
CHEM	1054	Chemistry in the Modern World
CHEM	1075	Fundamentals of Chemistry
CHEM	1104	College Chemistry I*
CHEM	1124	College Chemistry II*
CHEM	2614	Organic Physiological Chemistry
ENSC	1003	Environmental Science (Lecture) AND
ENSC	1001L	Environmental Science (Lab)
ENSC	2003	Environmental Management
ENSC	2001L	Environmental Management Lab
ENSC	2204	Introduction to Soil Science
GEOL	1114	General Geology
GEOL	1134	Environmental Geology
GEOS	2943	Introduction to Geographic Information Science I
HORT	1103	Plants in the Home Environment
HORT	2004	Principles of Horticulture
HORT	2303	Introduction to Turfgrass Management
MBIO	2014	General Microbiology*
PHSC	2004	Physical Science*
PHYS	1024	Physics and Human Affairs
PHYS	1034	Physics for Elementary Teachers
PHYS	1064	Introduction to Physics
PHYS	2014	College Physics I*
PHYS	2034	College Physics II*
PHYS	2054	Advanced College Physics I*
PHYS	2074	Advanced College Physics II*

**U.S. History or Government** (Choose 1 Class for 3 hours)

HIST	2003	History of American People-1877
HIST	2013	History of American People 1877 to Present
HIST	2003H	History of American People-1877 Honors*
HIST	2013H	History of American People 1877 to Present - Honors*
PLSC	2003	American Government

**Other Social Science Courses** (Choose 2 classes for 6 hours)

Can Select a U.S. History or American Government class in not previously taken.

ANTH	1013	Introduction to Biological Anthropology*
ANTH	1011L	Biological Anthropology Lab*
ANTH	1023	Introduction to Cultural Anthropology
CMJS	2013	Introduction to Criminal Justice
ECON	2013	Macroeconomics
ECON	2023	Microeconomics
GEOG	1003	Physical Geography
GEOG	1123	Human Geography
GEOG	2313	World Regional Geography
HIST	1003	Western Civilization I
HIST	1013	Western Civilization II
HIST	1033	World Civilization to 1500
HIST	1033H	World Civilization to 1500 Honors
HIST	1043	World Civilization from 1500
PLSC	2203	State & Local Government

PLSC	2803	International Relations
PSYC	2003	General Psychology
PSYC	2013	Human Growth & Development*
SOCI	2013	General Sociology
SOCI	2033	Social Problems
SOCI	2043	Marriage & Family

**Life Skills** (Choose 1 option for 2-3 hours)

Computer Based Course **OR** Demonstration of Computer Literacy **OR** Wellness-Based Course (such as health or P.E.) Note: See advisor for assistance fulfilling this requirement.

Electives (16-17 hours) See an advisor for help selecting elective hours appropriate to the intended degree or major at a transfer institution. \* Check catalog for prerequisites/corequisites before enrolling in this class.

**Associate of Arts in Teaching**

The AAT is designed to deliver the first two years of teacher education curriculum leading to licensure. Successful completion of the AAT degree provides efficient transition into teacher education programs leading to teacher licensure. Students must pass Praxis I prior to graduation.

Additional elective hours are required to meet degree total of 61 hours. Note: See an advisor for help selecting elective hours appropriate to your degree of study. Total degree hours - 61.

Students who wish to complete this degree should complete the requirements for the degree plan and should meet the following criteria for graduation:

1. A cumulative GPA of 2.65;
2. a successful score on the Praxis I; and
3. production of a pre-professional portfolio. The exit portfolio should contain the following components:
  - a. a current resume;
  - b. the student's philosophy of education\*;
  - c. a reflective journal that describes the 30-hour field experience\*;
  - d. letters of recommendation;
  - e. a current transcript;
  - f. proof of research capability, such as the identification of ten (10) Internet sites that pertain to an educational topic or a teaching field;
  - g. auxiliary components including copies of state curricular framework, article critiques that review current educational issues from professional sources, and book reviews pertinent to educational issues.\*

Students must (1) make application for admission in the Life Development Center and (2) complete application with the program coordinator, Office of Teacher Education.

\*required assignments for successful completion of CIED 1001 Introduction to Education.

## Associate of Arts in Teaching

**General Education Requirements:** 60-64 hours

**English/Communications:** 9 hours

ENGL 1013	English Composition I
ENGL 1023	English Composition II
COMM 1313	Fundamentals of Communication

**Fine Arts/Humanities:** 6 hours

ART 1003 or DRAM 1003 or MUSI 1003	
ENGL 2213 or 2223	World Literature I or II

**Mathematics:** 3 hours

MATH 1204	College Algebra
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**Lab Science:** 8 hours

BIOL 1544	Principles of Biology
PHSC 2004	Introduction to Physical Science

**Social Sciences:** 9 hours

PLSC 2003	American National Government
HIST 2003 or 2013	History of the American People I or II
WCIV 1303	World Civilization I

**Education Core Requirements:** 12 hours

CIED 1002 and 1001 Practicum	Introduction to Education and Practicum
ETEC 2003	Educational Technology
MATH 2213	Mathematical Structures I
MATH 2223	Mathematical Structures II

**Required Electives:** 6 hours

HIST 2053	Arkansas History
PSYC 2003	General Psychology

### Middle School Requirements

Math/Science Specialty	
MATH 1213, 1285, 2043 or higher	3-5 hours
GEOG 1003 or GEOL 1114	3-4 hours
Directed elective	0-3 hours
Language Arts/Social Studies Specialty	
ENGL 2313 or 2323	American Literature I or II
GEOG 1003	Physical Geography
Directed Elective	1-3 hours

### P-4 Requirements

GEOG 1003	Physical Geography
CHED 2033	Child Growth and Development
PE (Activity)	1 hour any
Directed Elective	0- 3 hours
MATH 2251	Mathematical Reasoning and Statistics in Education

The AAT Degree can only be awarded after students have a cumulative grade point average of 2.65 and have passed the PRAXIS I examination.

### Non-Traditional Licensure Program (NTL)

The NTL program, which is designed for potential public school teachers who have at least a 4 year college degree, is held each year on the NWACC campus. The program is directed by the Arkansas Department of Education. For information concerning this program, contact 479-619-4149 or 479-619-4148.

## Associate Degree in General Studies

This degree program is designed to allow an individual course of study for students to meet personal employment or enrichment goals. The AGS includes transfer courses, technical courses or a combination of both types. The degree will include 18-19 hours of general education core courses. The remaining courses (41-42 hours) will be selected in conjunction with an advisor. Students will need to demonstrate mastery of skills and knowledge (14-16 hours) in at least one specific area or discipline. The courses in the specific area or discipline must be approved by an advisor teaching in that specific area or discipline.

### Associate General Studies Degree Plan

#### General Studies Core Courses

**English Composition** (*Choose 2 classes for 6 hours*)

ENGL 1013	Composition I OR
ENGL 1013H	Composition I, Honors AND
ENGL 1023	Composition II OR
ENGL 1023H	Composition II, Honors OR
ENGL 2013	Technical Writing

**Communications** (*Select one for 3 hours*)

COMM 1313	Fundamentals of Communication
COMM 2303	Public Speaking
COMM 2323	Interpersonal Communications
COMM 2503	Small Group Communications
OSIM 1103	Business Communications

**Science** (*4 hours*)

Any College Level Science course with a lab

**Social/Behavioral Science** (*6 hours*)

HIST 2003	History of American People to 1877 OR
HIST 2013	History of American People since 1877 OR
PLSC 2003	American National Government
XXXX XXX3	Social/Behavioral Science Elective

**Math** (*3-4 hours*)

Any COLLEGE LEVEL math course

**Health/Physical Education** (*2 hours*)

Two hours of wellness-based courses such as Health or Physical Education

**Demonstration of Computer Proficiency** (*3 hours*)

CISQ 1103	Introduction of Computer Information Systems
EETC 2003	Educational Technology Demonstrate Computer Competency by passing an exam

**Total Required General Studies Core 18-19 hours**

*General and Technical Studies Electives 41-42 hours of which 14-16 hours must be in a specific area or discipline.*

**Total Hours Required 60 hours**

#### Certificate of Proficiency in General Studies

Recommended Sequence	
English Composition I	3 hours
Oral Communication OR	



Speech	3 hours
Science with Lab	4 hours
Any COLLEGE LEVEL Math class	3-4 hours
U.S. History <b>OR</b>	
American Government	3 hours

**Total Hours 16-17 Hours**

**AGS Disclaimer**

While many of the required courses could transfer, this degree is designed for the student who does not necessarily intend to transfer to a baccalaureate granting institution.

**Degree Options**

NWACC offers several options for transfer degrees depending primarily on the type of college to which the student intends to transfer. The table on the following page compares the credit hour requirements (minimum) for each degree and provides the learning outcomes for each distribution area. The specific types of courses required within each knowledge domain are usually designated by the major and the particular transfer institution. Students should refer to more specific transfer information provided in other sections of this catalog, the degree sheets, and guidance from the transfer institution. NWACC advisors are available to help with course selection. Students interested in pursuing a baccalaureate education degree will take either the AA or AS track depending on the type of education degree they want to earn at the transfer institution.

Within these degree options, students are required by Arkansas law to take the State Minimum Core Required for Baccalaureate Degree. This core totals 35 semester hours distributed as follows:

English Composition	6
Speech Communication	0-3
College Algebra or higher	3
Laboratory Science	8
Fine Arts/Humanities Survey	6-9
U.S. History or American Government	3
Social Sciences	6-9

The following updated list of NWACC courses, approved February 2005 by ADHE, meet this 35-hour core requirement:

**English Composition**

ENGL	1013	Composition I OR	3
ENGL	1023	Composition II OR	3

**Speech/Communications**

COMM	1313	Fundamentals of Communication	3
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**College Level Math**

MATH	1003	Math for AAS General Education	3
MATH	1103	Survey of College Math	3
MATH	1204	College Algebra	4
MATH	1213	Plane Trigonometry	3
MATH	1285	Pre-Calculus	5
MATH	2043	Survey of Calculus	3

MATH	2053	Finite Mathematics	3
MATH	2213	Survey of Math Structures I	3
MATH	2223	Survey of Math Structures II	3
MATH	2554	Calculus I	4
MATH	2564	Calculus II	4
MATH	2574	Calculus III	4
MATH	2103	Discrete Math	3
MATH	2914	Differential Equations	4

**Science with lab**

ASTR	2004	Survey of the Universe 4	
BIOL	1544	Principles of Biology I	4
BIOL	1014	General Biology I	4
BIOL	2214	Anatomy & Physiology I	4
BIOL	2224	Anatomy & Physiology II	4
BOTY	1614	Plant Biology	4
BOTY	2404	Survey of the Plant Kingdom	4
BOTY	2534	Environmental Biology	4
CHEM	1024	Basic Chemistry	4
CHEM	1054	Chemistry and the Modern World	4
CHEM	1075	Fundamentals of Chemistry	5
CHEM	1104	College Chemistry I	4
CHEM	1124	College Chemistry II	4
GEOL	1114	General Geology	4
GEOL	1134	Environmental Geology	4
MBIO	2014	Microbiology	4
PHSC	2004	Intro to Physical Science	4
PHYS	1024	Physics & Human Affairs	4
PHYS	1064	Introduction to Physics	4
PHYS	2014	College Physics I	4
PHYS	2034	College Physics II	4
PHYS	2054	Advanced College Physics I	4
PHYS	2074	Advanced College Physics II	4

**U.S. History or Government**

HIST	2003	History of American People to 1877	3
HIST	2013	History of American People 1877 to Present	3
PLSC	2003	American Government	3

**Social Science Courses**

ANTH	1013	Intro. to Biological Anthropology	3
ANTH	1011	Intro. to Biological Anthropology Lab	1
ANTH	1023	Introduction to Cultural Anthropology	3
CMJS	2013	Introduction to Criminal Justice	3
ECON	2013	Macroeconomics	3
ECON	2023	Microeconomics	3
GEOG	1003	Physical Geography	3
GEOG	1123	Human Geography	3
GEOG	2313	World Regional Geography	3
HIST	1003	Western Civilization I	3
HIST	1013	Western Civilization II	3
HIST	1033	World Civilization to 1500	3
HIST	1033H	World Civilization to 1500 Honors	3
HIST	1043	World Civilization from 1500	3
*HIST	2003	History of American People to 1877	3
*HIST	2013	History of American People 1877 to Present	3
*PLSC	2003	American National Government	3
PLSC	2203	State and Local Government	3
PLSC	2803	International Relations	3
PSYC	2003	General Psychology	3
PSYC	2103	Human Growth & Development	3
SOCI	2013	General Sociology	3
SOCI	2033	Social Problems	3
SOCI	2043	Marriage and Family	3

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

**Fine Arts / Humanities**

ENGL	2113	Survey of British Literature to Romanticism	3
ENGL	2123	Survey of British Literature from Romanticism	3
ENGL	2313	Survey of American Literature to Civil War	3
ENGL	2323	Survey of American Literature from Civil War	3
ENGL	2213	Survey of World Literature to 1650 <b>OR</b>	3
ENGL	2223	Survey of World Literature from 1650 <b>OR</b>	3
DRAM	1013	Introduction to Theatre	3
COMM	1003	Film Arts	3
ARHS	1003	Art Appreciation	3
ART	1033	Introduction to Studio Art	3
ARHS	2913	Art History I	3
ARHS	2923	Art History II	3
MUSI	1003	Music Appreciation	3
HUMN	1003	Exploring The Humanities	3
PHIL	2003	Introduction to Philosophy	3
PHIL	2033	World Religions	3
PHIL	2103	Introduction to Ethics	3
PHIL	2203	Introduction to Logic	3

**Transferring for a Bachelor’s degree program**

The Bachelors degree is the credential most often associated with a college education. Bachelor’s degrees consist of approximately 120 semester credit hours which include general education courses (math, writing, speech, etc.), survey courses that provide a breadth of knowledge, and specific courses that provide depth of knowledge in a particular major. NWACC offers courses and degrees that allow students to transfer into bachelors programs by offering the general education and survey courses (often referred to as the “core” courses).

The Associate of Arts and Associate of Science degrees described above consist of just over 60 credit hours of “transfer” courses. A transfer course may count as a requirement or as an elective credit in a particular bachelor’s program. How the courses transfer depends on the college and the major. NWACC prepares transfer program-to-program guides to assist students in choosing NWACC courses that will transfer to specific bachelors programs in the region. The guides include general education and survey courses traditionally taken during the first two years of college. Most, but not all of the transfer guides, lead to earning an Associate degree at NWACC. Following these guides helps assure that the NWACC courses will transfer and meet the requirements of a particular degree offered at a particular college. Students are not limited to the special transfer guides. Advisors can help students select the freshman and sophomore level courses to transfer to almost any program. The Learner Development Center can provide the most current advice and listing of transfer guides or you may access transfer information at <http://www.nwacc.edu>.

**Associate of Science Degree in Business Administration to Walton College of Business**

The College offers this Associate of Science degree option in Business Administration for those students

wishing to complete the first two years of the baccalaureate program as offered by the Walton College of Business at the University of Arkansas, Fayetteville. This new plan reflects a process-oriented curriculum that began fall 2003. New A.S. degree in Business students should begin this plan for a smoother transfer to the U of A. The division dean or Business Department faculty can answer most questions. Courses should be completed in the listed sequence along with prerequisites. *Students should check the catalog for prerequisite courses before enrolling in classes designated with an asterisk(\*)*.

<b>English Composition</b>			<b>6 hours</b>
ENGL	1013	English Composition I* OR	3
ENGL	1023	English Composition II* OR	3

<b>Fine Arts/Humanities</b>			<b>6 Hours</b>
<i>(Choose 1 class from two different groups of classes)</i>			

<b>Group 1 Classes</b>			
ARHS	1003	Art Appreciation	
ART	1033	Introduction to Studio Art	
COMM	1003	Film Arts*	
DRAM	1003	Introduction to Theater	
HUMN	1003	Exploring the Humanities	
MUSI	1003	Music Appreciation	

<b>Group 2 Classes</b>			
PHIL	2003	Introduction to Philosophy	
PHIL	2103	Introduction to Ethics	
PHIL	2203	Introduction to Logic	

<b>Group 3 Classes</b>			
ENGL	2213	Survey of World Literature to 1650*	
ENGL	2223	Survey of World Literature from 1650*	

<b>Group 4 Classes</b>			
GERM	2003	Intermediate German I*	
SPAN	2003	Intermediate Spanish I*	
FREN	2003	Intermediate French I*	

<b>Fine Arts/Humanities</b>			<b>6 hours</b>
<i>(Choose 1 of the following classes for 3 hours)</i>			
ENGL	2113	Survey of British Literature I*	3
ENGL	2123	Survey of British Literature II*	3
ENGL	2213	Survey of World Literature to 1650*	3
ENGL	2223	Survey of World Literature from 1650*	3
ENGL	2313	Survey of American Lit to Civil War*	3
ENGL	2323	Survey of American Lit since Civil War*	3

<i>(Choose 1 of the following classes for 3 hours)</i>			
ARHS	1003	Art Appreciation	3
ART	1003	Introduction to Studio Art	3
COMM	1003	Film Arts*	3
DRAM	1003	Introduction to Theater	3
HUMN	1003	Exploring the Humanities	3
MUSI	1003	Music Appreciation	3
GERM	2003	Intermediate German I*	3
SPAN	2003	Intermediate Spanish I*	3
FREN	2003	Intermediate French I*	3
PHIL	2003	Introduction to Philosophy	3

<b>Speech/Communication</b>			<b>3 hours</b>
COMM	1313	Fundamentals of Communications	3

**Mathematics** (Prerequisites: College Algebra) **6 hours**

MATH	2043	Survey of Calculus*	3
MATH	2053	Finite Math*	3

**Natural Science** **8 hours**

(Choose 2 of the following classes for 8 hours)

ASTR	2004	Survey of Universe	4
BIOL	1544	Principles of Biology I	4
BIOL	1014	General Biology II*	4
MBIO	2014	General Microbiology	4
BOTY	1614	Plant Biology	4
BOTY	2404	Survey of Plant Kingdom*	4
CHEM	1024	Basic Chemistry*	4
CHEM	1054	Chemistry in the Modern World	4
CHEM	1104	College Chemistry I*	4
CHEM	1124	College Chemistry II*	4
GEOL	1114	General Geology	4
GEOL	1134	Environmental Geology	4
PHYS	1024	Physics and Human Affairs	4
PHYS	2014	College Physics I*	4
PHYS	2034	College Physics II*	4
PHYS	2054	Advanced College Physics I*	4
PHYS	2074	Advanced College Physics II*	4
CHEM	1075	Fundamentals of Chemistry	4

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

(Choose 1 of the following classes for 3 hours)

HIST	2003	History of American People-1877	3
HIST	2003H	History of American People-1877, Honors	3
HIST	2013	History of American People-1877 to Present	3
HIST	2013H	History of American People-1877 to Present, Honors	3
PLSC	2003	American National Government	3

**Business Core** **27 hours**

BUTR	1023	Business Foundations*	3
BUTR	1033	Data Analysis and Interpretation*	3
BLAW	2013	Legal Environment of Business I	3
BUTR	2013	Markets and Consumers*	3
BUTR	2023	Production and Delivery of Goods & Services*	3
BUTR	2033	Acquisition and Mgmt of Human Capital*	3
BUTR	2043	Acquisition and Mgmt of Financial Resources*	3
ECON	2013	Macroeconomics	3
ECON	2023	Microeconomics	3

**Business Social Science** **3 hours**

(Choose 1 of the following classes for 3 hours)

PSYC	2003	General Psychology	3
SOCI	2013	General Sociology	3
SOCI	2033	Social Problems	3

**Computer Proficiency** **3 hours**

(Can demonstrate computer proficiency by testing or enrollment in course below) Note: see advisor for assistance fulfilling this requirement.

CISQ	1103	Introduction to Computer Information	3
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**Total Hours** **65**

(\*Check the Catalog for Prerequisites/Corequisites before enrollment in this class)

15 Credit Hours are required in residence at NWACC to graduate.

**Associate of Science Degree in Computer Information Systems to Walton College of Business**

The college offers this Associate of Science degree option for those students wishing to complete the first

two years of the baccalaureate program as offered by the University of Arkansas, Fayetteville, in Business Information Systems. Students may begin this plan, achieve their A.S. Degree in Computer Information Systems from NWACC and then have a smoother transfer to the U of A.

**English Composition** **6 hours**

(Choose 2 classes for 6 hours)

ENGL	1013	English Composition I*	
ENGL	1023	English Composition II*	3
ENGL	1013H	English Composition I, Honors*	3
ENGL	1023H	English Composition II Honors*	3

**Fine Arts/Humanities** **6 hours**

(Choose 1 class from each group of classes)

**Group 1 Classes**

(Choose 1 class for 3 hours)

ARHS	1003	Art Appreciation	3
ART	1033	Introduction to Studio Art	3
COMM	1003	Film Arts*	3
DRAM	1003	Introduction to Theater	3
HUMN	1003	Exploring the Humanities	3
MUSI	1003	Music Appreciation	3

**Group 2 Classes**

(Choose 1 class for 3 hours)

ENGL	2213	Survey of World Literature to 1650*	3
ENGL	2223	Survey of World Literature from 1650 *	3
FREN	2003	Intermediate French I*	3
GERM	2003	Intermediate German I*	3
PHIL	2003	Introduction to Philosophy	3
PHIL	2103	Introduction to Ethics	3
PHIL	2203	Introduction to Logic	3
SPAN	2003	Intermediate Spanish I*	3

**Speech/Communication** **3 hours**

COMM	1313	Fundamentals of Communications	3
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**Mathematics (Prerequisite College Algebra)** **6 hours**

MATH	2043	Survey of Calculus*	3
MATH	2053	Finite Math*	3

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

(Choose 1 class for 3 hours)

HIST	2003	History of American People-1877	3
HIST	2013	History of American People 1877 to Present	3
HIST	2003H	History of American People-1877 Honors*	3
HIST	2013H	History of American People1877 to Present- Honors	3
PLSC	2003	American National Government	3

**Natural Science** **8 hours**

(Choose 2 of the following classes for 8 hours)

ASTR	2004	Survey of Universe	4
BIOL	1544	Principles of Biology I	4
BIOL	1544H	Principles of Biology I, Honors	4
BIOL	1014	General Biology II*	4
MBIO	2014	General Microbiology	4
BOTY	1614	Plant Biology	4
BOTY	2404	Survey of Plant Kingdom*	4
CHEM	1024	Basic Chemistry*	4
CHEM	1054	Chemistry in the Modern World	4
CHEM	1074	Fundamentals of Chemistry	4
CHEM	1104	College Chemistry I*	4
CHEM	1124	College Chemistry II*	4

GEOL	1114	General Geology	4
GEOL	1134	Environmental Geology	4
PHYS	1024	Physics and Human Affairs	4
PHYS	2014	College Physics I*	4
PHYS	2034	College Physics II*	4
PHYS	2054	Advanced College Physics I*	4
PHYS	2074	Advanced College Physics II*	4
CHEM	1075	Fundamentals of Chemistry	4

**Social Sciences** **6 hours**

ECON	2013	Macroeconomics	3
ECON	2023	Microeconomics	3

**Computer Information Systems** **6 hours**

CISQ	1103	Introduction to Computer Information	3
CISQ	2103	Introduction to Information Systems Management	3

**Additional Business Core** **12 hours**

BUTR	1023	Business Foundations*	3
BUTR	1033	Data Analysis & Interpretation*	3
BUTR	2013	Legal Environment of Business I	3
<i>(Choose 1 class for 3 hours)</i>			
BUTR	2013	Markets & Consumers*	3
BUTR	2023	Production & Delivery of Goods & Services*	3
BUTR	2033	Acquisition & Management of Human Capital*	3
BUTR	2043	Acquisition & Management of Financial Resources*	3

**Computer Information Systems Core** **12 hours**  
 Depending upon the career path students will be allowed to take and transfer 12 hours from the list below to satisfy the General Elective courses listed in the Walton ISYS degree requirements.

CISM	1313	Operating Systems – UNIX	3
NTWK	2013	Networking and Information Systems	3
NTWK	2023	Network Administration I	3
NTWK	2053	Microcomputer Hardware	3
NTWK	2063	Advanced Topics for Networking	3
NTWK	2073	Networking with UNIX	3
NTWK	2083	Network Hardware Support	3
NTWK	2093	Networking Internship	3
NTWK	2103	Web Server Administration	3
NTWK	2113	Network Security	3
NTWK	2203	Command Line Scripting (WWW)	3
NTWK	2213	Switching Basics and Intermediate Routing	3
NTWK	2223	WAN Implementation and Support	3
NTWK	2233	Information Assurance	3
NTWK	2243	Secure Electronic Commerce	3
NTWK	2253	Computer Forensics	3
PROG	1203	C++ Programming	3
PROG	1503	COBOL Programming	3
PROG	2203	C++ Programming II	3
PROG	1103	VISUAL BASIC Programming**	3

\*\* Opportunity to test out of ISYS3393 at Walton College\*\*  
**Total Hours** **68**

**Associate of Science Degree in Business Administration (General Transfer)**

The College offers this Associate of Science degree option in Business Administration for those students wishing to complete the first two years of the

baccalaureate program at NWACC. This degree plan allows the student to complete the basic general education and pre-business degree program requirements. The division dean or Business Department faculty can answer most questions. Courses should be completed in the listed sequence along with prerequisites. Students should check the catalog for prerequisite courses before enrolling in classes designated with an asterisk(\*). Students desiring to transfer to other four-year institutions as a business major should coordinate their plans with the senior institution and a local academic advisor.

**English Composition** **6 hours**  
*(Choose 2 classes for 6 hours)*

ENGL	1013	English Composition I* OR	3
ENGL	1013H	English Composition I Honors*	3
ENGL	1023	English Composition II* OR	3
ENGL	1023H	English Composition II Honors*	3

**Fine Arts/Humanities** **6 hours**  
*(Choose 1 of the following classes for 3 hours)*

ENGL	2113	Survey of British Literature I*	3
ENGL	2123	Survey of British Literature II*	3
ENGL	2213	Survey of World Literature to 1650*	3
ENGL	2223	Survey of World Literature from 1650*	3
ENGL	2313	Survey of American Lit to Civil War*	3
ENGL	2323	Survey of American Lit since Civil War*	3

*(Choose 1 of the following classes for 3 hours)*

ARHS	1003	Art Appreciation	3
ART	1003	Introduction to Studio Art	3
COMM	1003	Film Arts*	3
DRAM	1003	Introduction to Theater	3
GERM	2003	Intermediate German I*	3
SPAN	2003	Intermediate Spanish I*	3
FREN	2003	Intermediate French I*	3
HUMN	1003	Exploring the Humanities	3
MUSI	1003	Music Appreciation	3
PHIL	2003	Introduction to Philosophy	3

**Speech/Communication** **3 hours**

COMM	1313	Fundamentals of Communications	3
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**Mathematics (Prereq: College Algebra)** **6 hours**

MATH	2043	Survey of Calculus*	3
MATH	2053	Finite Math*	3

**Natural Science** **8 hours**  
*(Choose 2 of the following classes for 8 hours)*

ASTR	2004	Survey of Universe	4
BIOL	1544	Principles of Biology I	4
BIOL	1544H	Principles of Biology I, Honors	4
BIOL	1014	General Biology II*	4
MBIO	2014	General Microbiology	4
BOTY	1614	Plant Biology	4
BOTY	2404	Survey of Plant Kingdom*	4
CHEM	1024	Basic Chemistry*	4
CHEM	1054	Chemistry in the Modern World	4
CHEM	1074	Fundamentals of Chemistry	4
CHEM	1104	College Chemistry I*	4
CHEM	1124	College Chemistry II*	4
GEOL	1114	General Geology	4
GEOL	1134	Environmental Geology	4
PHYS	1024	Physics and Human Affairs	4

PHYS	2014	College Physics I*	4
PHYS	2034	College Physics II*	4
PHYS	2054	Advanced College Physics I*	4
PHYS	2074	Advanced College Physics II*	4

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

*(Choose 1 of the following classes for 3 hours)*

HIST	2003	History of American People-1877	3
HIST	2003H	History of American People-1877, Honors*	3
HIST	2013	History of American People-1877 to Present	3
HIST	2013H	History of American People-1877 to Present, Honors*	3
PLSC	2003	American National Government	3

**Other Social Science Courses 3 hours**

*(Choose 1 of the following classes for 3 hours) Can select a U.S. History or American National Government class, if not previously taken.*

ANTH	1023	Introduction to Cultural Anthropology	3
GEOG	1123	Human Geography	3
SOCI	2013	General Sociology	3
SOCI	2033	Social Problems	3
HIST	1003	Western Civilization I	3
HIST	1013	Western Civilization II	3
HIST	1033	World Civilization to 1500	3
HIST	1033H	World Civilization to 1500 Honors	3
HIST	1043	World Civilization from 1500	3

**Business Core 21 hours**

ACCT	2013	Principles of Accounting I	3
ACCT	2023	Principles of Accounting II	3
BLAW	2013	Legal Environment of Business I	3
BUTR	1033	Data Analysis & Interpretation	3
ECON	2013	Macroeconomics	3
ECON	2023	Microeconomics	3
CISQ	1103	Introduction to Computer Information	3

**Electives 6 hours**

XXXX	XXX3	Elective	3
XXXX	XXX3	Elective	3

*Students may count College Algebra for elective credit. Additional recommended electives include General Psychology and /or an Intermediate Foreign Language course.*

*\*Check the college catalog for Prerequisites/Corequisites before enrolling in this class.*

**Total Hours 62**

15 Credit Hours are required in residence at NWACC to graduate.

**Associate of Science in Agriculture, Food, and Life Sciences Degree Plan**

The Associate of Science Degree in Agriculture, Food, and Life Sciences is a transfer degree designed for the student who wishes to major in agriculture related disciplines. This degree was originally developed by a consortium of colleges and universities. The Arkansas Consortium for Teaching of Agriculture (ACTA), was comprised of ten community colleges (including NWACC) and three universities within the University of Arkansas System: University of Arkansas Fayetteville (UAF), University of Arkansas at Monticello (UAM), and University of Arkansas at Pine Bluff (UAPB). ACTA member institutions affirmed that this A.S. degree is an appropriate degree for

students entering the agricultural, food, and life science fields, because it is a science-based transfer degree that also includes introductory agriculture related courses. The AFLS classes at NWACC largely pertain to the Environmental Science or Hospitality programs.

The Division of Science and Mathematics can also give students guidance on course selection for particular majors, but in general, the requirements are as follows:

English Composition 1012 & 1023	6
Speech/Communication	3
Humanities	6
Social & Behavioral Science	6
U.S. History	3
Lab Science or Agriculture related (number and type depends on student's major)	16
College Algebra or higher level math	3 or 4
Careers orientation course	2
Introductory agriculture-related course (In some area of agricultural, food, or life sciences)	3
Coursework related to student's intended major or college specific requirements	14
<b>Total Hours</b>	<b>62 or 63</b>

Students who follow this curriculum should be able to transfer all credits into the agriculture or agriculture-related majors of their choices at one of the three senior four-year universities; among these majors are environmental science, plant science, poultry science, soil science, animal science, aquaculture/fisheries, horticulture, agronomy, turf management, pest management, feeds and feeding, nutrition or food science, biological engineering, and human environmental science. The requirements for these majors are usually heavily loaded with science and mathematics courses. Students planning to major in one of these areas should follow carefully the curriculum advised by the senior institution to which they will transfer.

**English Composition (Choose 2 classes for 6 hours)**

ENGL	1013	Composition I*
ENGL	1023	Composition II*
ENGL	1013H	Composition I, Honors*
ENGL	1023H	Composition II, Honors*
ENGL	2013	Technical Writing

**Fine Arts/Humanities (Choose 2 classes for 6 hours)**

ARHS	1003	Art Appreciation
ART	1033	Introduction to Studio Art
ARHS	2913	Art History I
ARHS	2923	Art History II
COMM	1003	Film Arts*
DRAM	1003	Introduction to Theater
ENGL	2113	Survey of British Literature I*
ENGL	2123	Survey of British Literature II*
ENGL	2213	Survey of World Literature I*
ENGL	2223	Survey of World Literature II*
ENGL	2313	Survey of American Literature I*
ENGL	2323	Survey of American Literature II*
FREN	2003	Intermediate Foreign Language I*

GERM	2003	Intermediate Foreign Language I*
SPAN	2003	Intermediate Foreign Language I*
HUMN	1003	Exploring the Humanities
MUSI	1003	Music Appreciation
PHIL	2003	Introduction to Philosophy
PHIL	2033	World Religions

**Speech/Communication** (Choose 1 class for 3 hours)

COMM	1313	Fundamentals of Communication
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**Careers Orientation Course** (2 hours)

AFLS	1002	Careers in Agricultural, Food, & Life Science
OR		
XXXX	XXX	Orientation or other course in a major declared at transfer institution

**Introductory AFLS related course** (3 hours in some AFLS coursework related to student's intended major, other courses not listed below maybe acceptable.)

ENSC	2303	Hazardous Materials Control & Emergency Response
ENSC	2301L	Hazardous Materials Control & Emergency Response Lab
ENSC	2413	Environmental Compliance Documentation
ENSC	2703	Industrial Hygiene-Workplace Environmental Management
ENSC	2233	Instrumentation, Sampling and Analysis Air Quality
ENSC	2243	Instrumentation, Sampling and Analysis Water Quality
CULY	1003	Safety & Sanitation
HOSP	1203	Nutrition for Foodservice
BAKG	1003	Introduction to Baking
GEOS	2943	Introduction to Geographic Information Science
HOSP	1003	Introduction to Hospitality
CULY	1103	Intro to Food Prep
HOSP	1803	Travel & Tourism
HORT	1103	Plants in the Home Environment
HORT	2004	Principles of Horticulture
HORT	2303	Introduction to Turfgrass Management
HOSP	2303	Hospitality Operations
PHYS	1073	Survey of Meteorology
XXXX	XXX3	Other Transfer AFLS related course

**College Algebra or Above** (3 or 4 hours minimum)

MATH	1204	College Algebra*
MATH	1213	Plane Trigonometry*
MATH	1285	Precalculus*
MATH	2043	Survey of Calculus*
MATH	2053	Finite Math*
MATH	2554	Calculus I*
MATH	2564	Calculus II*
MATH	2574	Calculus III*
MATH	2914	Differential Equations

**Natural Lab Science or Agriculture related** (16

hours/number and type depends on student major)

ASTR	2004	Survey of the Universe
BIOL	1544	Principles of Biology I
BIOL	1014	General Biology II*
BIOL	1544H	Principles of Biology I, Honors*
BIOL	1604	General Zoology
BIOL	2214	Anatomy & Physiology I*
BIOL	2224	Anatomy & Physiology II*
BIOL	2534	Cell Biology*
MBIO	2014	General Microbiology*
BOTY	1614	Plant Biology
BOTY	2404	Survey of Plant Kingdom*
BOTY	2534	Environmental Biology
CHEM	1024	Basic Chemistry*
CHEM	1054	Chemistry in the Modern World

CHEM	1075	Fundamentals of Chemistry
CHEM	1104	College Chemistry I*
CHEM	1124	College Chemistry II*
CHEM	2614	Organic Physiological Chemistry
ENSC	1003	Environmental Science
ENSC	1001L	Environmental Science Lab
ENSC	2003	Environmental Management
ENSC	2001L	Environmental Management Lab
ENSC	2204	Introduction to Soil Science
GEOL	1114	General Geology
GEOL	1134	Environmental Geology
PHSC	2004	Physical Science*
PHYS	1024	Physics & Human Affairs
PHYS	1064	Introduction to Physics
PHYS	2014	College Physics I*
PHYS	2034	College Physics II*
PHYS	2054	Advanced College Physics I*
PHYS	2074	Advanced College Physics II*

**U.S. History or Government** (Choose 1 Class for 3 hours)

HIST	2003	History of American People-1877
HIST	2013	History of American People 1877 to Present
HIST	2003H	History of American People-1877 Honors*
HIST	2013H	History of American People 1877 to Present Honors*
PLSC	2003	American National Government

**Other Social Science Courses** (Choose 2 classes for 6 hours)

Can select a U.S. History or American National Government class not previously taken.

ANTH	1013	Introduction to Biological Anthropology*
ANTH	1011L	Biological Anthropology Lab*
ANTH	1023	Introduction to Cultural Anthropology
CMJS	2013	Introduction to Criminal Justice
ECON	2013	Macroeconomics
ECON	2023	Microeconomics
GEOG	1003	Physical Geography
GEOG	1123	Human Geography
GEOG	2103	Emerging Nations
GEOG	2203	Developed Nations
HIST	1003	Western Civilization I
HIST	1013	Western Civilization II
HIST	1033	World Civilization to 1500
HIST	1033H	World Civilization to 1500 Honors
HIST	1043	World Civilization from 1500
PHIL	2003	Introduction to Philosophy
PHIL	2033	World Religions
PHIL	2103	Introduction to Ethics
PHIL	2203	Logic
PLSC	2203	State & Local Government
PLSC	2803	International Relations
PSYC	2003	General Psychology
PSYC	2013	Human Growth & Development*
SOCI	2013	General Sociology
SOCI	2033	Social Problems
SOCI	2043	Marriage & Family

**Related Electives** (14 hours of coursework related to student's intended major or to college specific requirements, courses other than those listed below may be acceptable.)

ENSC	1003	Environmental Science
ENSC	1001L	Environmental Science Lab
ENSC	2003	Environmental Management
ENSC	2001L	Environmental Management Lab
ENSC	2204	Introduction to Soil Science
ENSC	2303	Hazardous Materials Control & Emergency Response
ENSC	2301L	Hazardous Materials Control & Emergency Response Lab
ENSC	2413	Environmental Compliance Documentation
ENSC	2703	Industrial Hygiene-Workplace Environmental Management

ENSC	2453	Internship in Environmental Sciences
ENSC	2911	Environmental Special Problems
ENSC	2913	Environmental Special Problems
CULY	1003	Safety & Sanitation
HOSP	1203	Nutrition for Foodservice
BAKG	1003	Introduction to Baking
GEOS	2943	Introduction to Geographic Information Science
HOSP	1003	Introduction to Hospitality
CULY	1103	Intro to Food Prep
CULY	2204	Culinary Internship
HOSP	1803	Travel & Tourism
HORT	1103	Plants in the Home Environment
HORT	2004	Principles of Horticulture
HORT	2303	Introduction to Turfgrass Management
HOSP	2303	Hospitality Operations
PHYS	1073	Survey of Meteorology
XXXX	XXXX	Other Transfer AFLS related courses
<b>Total Hours</b>		<b>62 or 63</b>

## Pre-Health Professions Coursework

The following courses do not result in a degree from NWACC. Completion of prerequisite courses will prepare students for application to the following programs, but does not guarantee acceptance into these programs.

Additional information for these programs is available in the Learner Success Center or on Transfer Services web page under Health Related Programs at [www.nwacc.edu/LDC/transferservices/programtoprogram.php](http://www.nwacc.edu/LDC/transferservices/programtoprogram.php). Detailed course guides are available with professional program admittance information.

Students should consult with the school they plan to attend. NWACC may not have been notified of curriculum changes and requirements.

## Medical Technology

### University of Arkansas Medical Sciences, Little Rock: University Partner

Phone: 1-800-981-4427

#### Program Prerequisites:

COMM	1313	Fundamentals of Comm	3 hrs
ENGL	1013	Composition I	3 hrs
ENGL	1023	Composition II	3 hrs
WCIV	1003	Western Civilization I	3 hrs
WCIV	1013	Western Civilization II	3 hrs
BIOL	1544	Principles of Biology	4 hrs
BIOL	2214	Anatomy & Physiology I	4 hrs
BIOL	2224	Anatomy & Physiology II OR	4 hrs
BIOL	1014	General Biology II	
CHEM	1104	College Chemistry I	4 hrs
CHEM	1124	College Chemistry II	4 hrs
BIOL	2533	Cell Biology (optional; elective at UAMS)	4 hrs
MBIO	2014	Microbiology (must be current)	4 hrs
MATH	1204	College Algebra OR (higher level math)	4 hrs
CISQ	1103	Intro. To Comp. Info (elective at UAMS; required for AS)	3 hrs

\*Fine Arts/Humanities 6 hrs

(3 credits from each of the two depts.)

\*American History/Government 3 hrs

\*Social Sciences Courses

6 hrs

## Radiologic Technology

### UAMS/AHEC-NW, Fayetteville, AR

This is a selective program that requires an application and acceptance in order to transfer. Students may complete 33 credit hours of general education requirements at NWACC and apply for transfer to the UAMS/AHEC-NW Radiologic Technology Program in Fayetteville for the professional courses (60 credit hours) required in the program. For information and application, contact (479) 521-8269.

#### Program Requirements:

MATH	1204	College Algebra	4 hrs
BIOL	2214	Anatomy & Physiology I	4 hrs
BIOL	2224	Anatomy & Physiology II	4 hrs
ENGL	1013	English Composition I	3 hrs
ENGL	1023	English Composition II	3 hrs
PLSC	2003	American National Govt. OR	3 hrs
HIST	2003	Hist of Amer People 1877 OR	
HIST	2013	Hist of Amer People from 1877	
PSYC	2003	General Psychology	3 hrs
SOCI	2013	General Sociology	3 hrs
COMM	1313	Fundamentals of Comm	3 hrs
CISQ	1103	Introduction to Comp Info	3 hrs

\*Additional requirements for the Bachelor of Science degree are required. See an advisor in the LDC.

## Dental Hygiene

### University of Arkansas, Fort Smith

Students can prepare for application to the program by taking general education courses (the curriculum is subject to change). Students will need to contact (479) 788-7840 for the latest information on the curriculum, general education requirements, and selection criteria. This is a selective program. A suggested list of courses would include the following:

ENGL	1013	English Composition	3 hrs
ENGL	2013	Technical Writing	3 hrs
MATH	1204	College Algebra	4 hrs
MBIO	2014	General Microbiology	4 hrs
BIOL	2214	Anatomy & Physiology I	4 hrs
BIOL	2224	Anatomy & Physiology II	4 hrs
CHEM	1024	Basic Chemistry	4 hrs
PSYC	2003	General Psychology	3 hrs
CISQ	1103	Intro to Comp Info	3 hrs

### Missouri Southern State University, Joplin

Students interested in applying for admission to the Dental Hygiene Program Should contact the Department of Dental Hygiene at (417) 625-9709 or visit their website at [www.mssc.edu/dentalhyg](http://www.mssc.edu/dentalhyg). This is a selective program. Articulated prerequisites to be complete at NWACC prior to application into the professional program include:

BIOL	2214	Anatomy & Physiology I	4 hrs
BIOL	2224	Anatomy & Physiology II	4 hrs
ENGL	1013	English Composition I	3 hrs
CHEM	1024	Basic Chemistry	4 hrs

MBIO	2014	General Microbiology	4 hrs
PSYC	2003	General Psychology	3 hrs
SOCI	2013	General Sociology	3 hrs
HIST	2003	History of American People	3 hrs
HIST	2013	History of American People	3 hrs
1313		Fundamentals of Comm	3 hrs
HLSC	1002	Wellness	3 hrs
One hour of physical education course			
PLSC	2003	American National Govt.	3 hrs
Fine Arts Course			3 hrs

**University of Arkansas Medical Sciences, Little Rock**

Contact the Department of Dental Hygiene at (501) 686-5733. This is a competitive program. For students pursuing the AS degree at UAMS, the following core courses from NWACC are required.

CHEM	1024	Basic Chemistry	4 hrs
BIOL	1544	Principles of Biology	4 hrs
MATH	1204	College Algebra	4 hrs
CISQ	1103	Introduction to Computer	3 hrs
HIST	2003	American History OR	3 hrs
PLSC	2003	American National Govt.	3 hrs
MBIO	2014	General Microbiology	4 hrs
ENGL	1013	English Composition I	3 hrs
ENGL	1023	English Composition II	3 hrs
PSYC	2003	General Psychology	3 hrs
SOCI	2013	General Sociology	3 hrs
COMM	1313	Fundamentals of Comm	3 hrs



# ASSOCIATE OF APPLIED SCIENCE DEGREES

The A.A.S. degree is a vocational-oriented degree whose outcome is to prepare students to enter and advance in their field of study. The curriculum will provide the specific knowledge, skills, and perspectives for students to attain that outcome. While the primary aim is to prepare students for work, each degree program has at least 15 credit hours of general education, including 6 hours of English, 3 hours of college-level math, 3 hours of social science, and a 3-hour computer-based course or computer proficiency. The number of professional and general education courses varies by degree. The minimum general education requirements for an A.A.S. degree are listed below:

The College offers Associate of Applied Science degrees in 26 different career areas. Various departments in the college offer these degrees. Find more detailed information about each degree's course requirements by going to the department or division section of the catalog.

## **Business and Computer Information Division**

Business Management

Accounting Technology Option

Entrepreneurship Option

General Business Option

Banking and Finance Option

Retail Option

Transportation & Logistics Option

Computer Aided Design

Architectural Design Option

Civil Design Option

Landscape Design Option

Computer Information

Information Management and Applications Option

Computer Programming Option

Computer Networking Option

## **Career and Technical Programs Division**

Aviation Technology Maintenance

Hospitality Management and Culinary Arts

## **Communication & Art Division**

Graphic Design

## **Health Professions Division**

Paramedic Science

Fire Science

Nursing

Physical Therapist Assistant

Respiratory Therapy

## **Science and Mathematics**

Electronics Technology

Environmental and Regulatory Science

Safety and Health and Hazardous Material option

Environmental Management option

## **Social and Behavioral Sciences Division**

Criminal Justice

Early Childhood

Homeland Security/Emergency Management

Paralegal Studies

Paraeducator Technical Certificate Program

## **A.A.S. Transfer Disclaimer**

The Arkansas Department of Higher Education has requested that all Arkansas institutions offering the Associate of Applied Science (A.A.S.) degree publish the following general disclaimer:

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 A.A.S. degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance and only from the institution to which they wish to transfer.

# DEGREE PROGRAMS BY DIVISION

## DIVISION OF BUSINESS AND COMPUTER INFORMATION

### Associate of Applied Science Degree in Business Management

With need for individuals to receive post-secondary training for entry, advancement or skill enhancement in today's global business environment, NWACC offers a variety of options in business management.

These options are built around a common core of general education courses complemented by basic business and computer-based courses. Each option is then completed by a compilation of courses designed to complement the selected emphasis.

An advisory committee of area business representatives and business faculty continually evaluate the course content of each option.

Adjustments are made to keep the content relevant to the needs of employers and employees in the area.

The Business Department is continually trying to improve its efforts to measure the success of its graduates and programs. Currently students are evaluated via an exit exam to measure knowledge in the areas of accounting, business law, computer information, economics, and management. In addition, students enrolled in accounting classes are evaluated on their retention of knowledge by means of an exam given to students in Principles of Accounting II. Based on data collected, students are successful in both of these efforts indicating that the knowledge addressed in the program is being retained. Additionally, surveys are sent to graduates of the program to indicate success in finding employment six months after graduation. Based on the most recent survey, 100% of respondents indicated they were employed and/or enrolled in additional training.

### Accounting Technology Option

The Associate of Applied Science degree option in Accounting Technology is designed to prepare individuals for entry-level positions as accounting paraprofessionals or accounting department employees.

#### General Education Required Courses 15/16 hours

CISQ	1103	Intro. to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
MATH	1204	College Algebra OR	4
MATH	1103	Survey of College Math OR	3
MATH	1003	Math for A.A.S. General Education	3
XXXX	XXX3	Social/Behavioral Science Elective	3

#### General Business Required Courses 27 hours

ACCT	2013	Principles of Accounting I	3
ACCT	2023	Principles of Accounting II	3
BLAW	2013	Legal Environment of Business I	3
CISM	1503	Spreadsheet Analysis (Excel)	3
ECON	2013	Macroeconomics OR	3
ECON	2023	Microeconomics	3
OSIM	1103	Business Communications	3
BUTR	2033	Acquisition & Mgmt of Human Capital	3

#### Additional Requirements 21 hours

ACCT	2043	Computerized Accounting	3
ACCT	2053	Cost Accounting OR	3
ACCT	2083	Managerial Accounting	3
ACCT	2193	Federal Income Tax Individuals	3
ACCT	2073	Payroll and Business Tax Accounting	3
BLAW	2023	Legal Environment of Business II OR	3
BLAW	2003	Business Ethics	3
BLAW	2533	Supervision	3
BADM	2613	Internship Experience	3

#### Total Hours 63/64

\*Terminal non-transfer degree

### General Business Option

The Associate of Applied Science Degree option in General Business is designed to prepare individuals for entry-level and mid-level management positions in a wide variety of businesses.

#### General Education Required Courses 15/16 hours

CISQ	1103	Intro. to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
MATH	1204	College Algebra OR	4
MATH	1103	Survey of College Math OR	3
MATH	1003	Math for A.A.S. General Education	3
XXXX	XXX3	Social/Behavioral Science Elective	3

#### General Business Required Courses 27 hours

ACCT	2013	Principles of Accounting I	3
ACCT	2023	Principles of Accounting II	3
BLAW	2013	Legal Environment of Business I	3
CISM	1503	Spreadsheet Analysis (Excel)	3
ECON	2013	Macroeconomics OR	3
ECON	2023	Microeconomics	3
OSIM	1103	Business Communications	3
BUTR	2033	Acquisition & Mgmt of Human Capital	3
BUTR	2013	Markets and Consumers	3
OSIM	2103	Business Presentations	3

#### Additional Requirements 21 hours

ACCT	2053	Cost Accounting OR	3
ACCT	2083	Managerial Accounting	3
BLAW	2003	Business Ethics OR	3
BLAW	2023	Legal Environment of Business II	3
BADM	2513	Business Organization & Management	3
MGMT	1003	Intro. to Business	3
BADM	2533	Supervision OR	3

MGMT 1013	Free Enterprise (SIFE)	3
TRLG 1013	Supply Chain Management	3
INTB 2033	International Marketing OR	3
INTB 2063	International Management	3
BADM 2703	Internship Experience	3

**Total Hours 63-64**

*\*Terminal, non-transfer degree*

**Retail Option**

The Associate of Applied Science degree option in Retail prepares students for management and supervisory positions with excellent prospects for employment in the rapidly growing field of retail. Online and on-campus options available.

**Fast Track-General Education Required Courses 15-16 hours**

CISQ 1103	Intro to Computer Information* OR Computer Proficiency*	3
ENGL 1013	English Comp I*	3
ENGL 1023	English Comp II* OR	3
ENGL 2013	Technical Writing	3
MATH 1204	College Algebra* OR	3
MATH 1103	Survey of College Math OR	3
MATH 1003	Math for A.A.S. General Education*	3
XXX XXX3	Other Social/Behavioral Science Course Elective*	3

**Certificate Clusters**

**Business Management Certificate 27 hours**

ACCT 2013	Principles of Accounting I*	3
ACCT 2023	Principles of Accounting II*	3
BLAW 2013	Legal Environment of Business I*	3
BUTR 2033	Acquisition & Mgt of Human Capital OR	3
MGMT 2733	Human Relations in Business*	3
BUTR 2013	Markets and Consumers OR	3
BADM 2633	Marketing*	3
CISM 1503	Spreadsheet Analysis -Excel *	3
ECON 2013	Macroeconomics * OR	3
ECON 2023	Microeconomics*	3
OSIM 1103	Business Communication*	3
OSIM 2103	Business Presentations*	3

**Retail Management Certificate 21 hours**

BADM 2533	Supervision* OR	3
MGMT 1013	Free Enterprise	3
BADM 2733	Web Business Strategies & Marketing* OR	3
CISM 1203	Internet Resourcing* OR	3
ENTR 2003	Professional Selling/Adv	3
BLAW 2003	Business Ethics OR	3
BLAW 2023	Legal Environment of Business II*	3
INTB 2063	International Management* OR	3
INTB 2033	International Marketing*	3
MGMT 1033	Retail Management*	3
TRLG 1013	Supply Chain Management*	3
BADM 2703	Internship Experience	3

**Total Hours 63-64**

*Courses Available Online \**

**Transportation and Logistics Option**

**General Education Required Courses 15-16 Hours**

CISQ 1103	Intro to Computer Info OR Computer Proficiency	
ENGL 1013	English Composition I	
ENGL 1023	English Composition II OR	
ENGL 2013	Technical Writing	
MATH 1204	College Algebra* OR	
BUTR 2013	Acquisition & Mgmt of Human Capital	3
MATH 1003	Math for AAS Gen Ed OR	
MATH 1103	Survey of College Math	
XXXX XXX3	Social/Behavioral Science Elective	

**Core Business Required Courses 27 Hours**

ACCT 2013	Principles of Accounting I	
ACCT 2023	Principles of Accounting II	
BLAW 2013	Legal Environment of Business I	
ECON 2013	Macroeconomics ** OR	
ECON 2023	Microeconomics **	
BUTR 2033	Acquisition & Mgmt of Human Capital	
BUTR 2013	Markets and Consumers	
OSIM 1103	Business Communications	
CISM 1503	Spreadsheet Analysis (Excel)	
OSIM 2103	Business Presentations (PowerPoint)	

**Additional Requirements 21 Hours**

BADM 2533	Supervision	
TRLG 1023	Intro to Automatic ID Tech	
TRLG 1013	Supply Chain Management	
TRLG 2033	Inventory Management OR	
TRLG 2013	Transportation Management	
TRLG 2023	Distribution Center/Warehouse Mgmt	
BADM 2703	Internship Experience	

**Total Hours 63-64**

15 Hours must be earned at NWACC to graduate.

\*Students intending to transfer to a 4-year institution should take College Algebra.

\*\*Students completing both microeconomics and macroeconomics may use one as their social science elective. Courses with XXXX are new courses.

**Banking and Finance Option**

**General Education Required Courses 15/16 Hours**

CISQ 1103	Intro to Computer Info OR Computer Proficiency	
ENGL 1013	English Composition I	
ENGL 1023	English Composition II OR	
ENGL 2013	Technical Writing	
MATH 1204	College Algebra OR	
MATH 1003	Math for AAS Gen Ed OR	
MATH 1103	survey of College Math	
XXXX XXX3	Social/Behavioral Science Elective	

**Core Business Required Courses 27 Hours**

ACCT 2013	Principles of Accounting I	
ACCT 2023	Principles of Accounting II	
BLAW 2013	Legal Environment of Business I	
ECON 2013	Macroeconomics OR ****	
ECON 2023	Microeconomics****	
BUTR 2033	Acquisition and Mgmt of Human Capital	
BUTR 2013	Markets & Consumers	
OSIM 1103	Business Communications	
CISM 1503	Spreadsheet Analysis (EXCEL)	
OSIM 2103	Business Presentations	

**Additional Requirements**

BADM	2513	Business Org and Mgmt OR
MGMT	1003	Intro to Business
BADM	2703	Internship Experience

**21 hours****CFT Courses \*\***

CFT	7740	Marketing for Bankers
CFT	1350	Money and Banking
CFT	3660	Law & Banking Principles
CFT	7008	Consumer Lending
CFT	1370	Principles of Banking

**63-64 Total Hours\*\***

\*\*Center for Financial Training courses will be used and credits transferred to NWACC.

\*\*\*\*Students completing both microeconomics and macroeconomics may use one as their social science elective  
15 hours must be earned at NWACC to graduate.

**Entrepreneurship Option****General Education Required Courses 15/16 Hours**

CISQ	1103	Intro to Computer Info OR Computer Proficiency
ENGL	1013	English Composition I
ENGL	1023	English Composition II OR
ENGL	2013	Technical Writing
MATH	1204	College Algebra OR
MATH	1003	Math for AAS Gen Ed OR
MATH	1103	Survey of College Math
XXXX XXX3		Social/Behavioral Science Elective

**Core Business Required Courses****27 Hours**

ACCT	2013	Principles of Accounting I
ACCT	2023	Principles of Accounting II
BLAW	2013	Legal Environment of Business I
ECON	2013	Macroeconomics OR **
ECON	2023	Microeconomics**
BUTR	2033	Acquisition and Mgmt of Human Capital
BUTR	2013	Markets & Consumers
OSIM	1103	Business Communications
CISM	1503	Spreadsheet Analysis (EXCEL)
OSIM	2103	Business Presentations

**Additional Requirements****21 Hours**

BADM	2513	Bus Org & Mgmt
BLAW	2003	Ethics OR
BLAW	2023	Legal Environment of Business II
ENTR	1003	Introduction to Entrepreneurship
ENTR	2013	Opportunity/Feasibility Analysis
ENTR	2003	Professional selling/Advertising
ENTR	2023	Funding Acquisition for Entrepreneurs
BADM	2523	Small Business Management

**Total Hours 63 - 64**

\*\* Students completing both microeconomics and macroeconomics may use one as their social science elective.

**Computer Aided Design**

A CAD designer is a technical specialist who commonly works under the direct supervision of a licensed architect, engineer or as an independent design professional providing drafting and design services. The primary responsibility of a CAD Designer would be to improve design productivity, maintain compliance with code issues, and provide vision for future applications of design technology. The CAD designer may focus on single or multiple design disciplines that could include preparation of construction documents, meeting with clients, marketing services or implementing new technology training in the workplace. While both architecture and engineering firms utilize CAD technologies, it is important to know that the knowledge base for each profession relies on understanding solid application methods. At NWACC, we are proud to offer the first program in the region that incorporates valuable application methods as part of our CAD instructional approach. In partnership with local businesses we offer resources and training that are unique to our geographic area.

NorthWest Arkansas Community College offers a comprehensive series of CAD programs that include emphasis in Architectural Design, Civil/Landscape Design and Mechanical Design to meet the educational needs of Northwest Arkansas area residents and employers. The significance of a diversified CAD program is derived from demand for dynamic technological training needs of the area.

Certificate programs are offered to students who wish to specialize in a particular design field or further an education beyond a 4-5 year university program. The NWACC certificate programs are intended to compliment university studies. Our staff of licensed and experienced design professionals teach all NWACC certificate program disciplines to ensure that students are prepared with the training needed for job advancement or transition into the workplace.

NWACC CAD students develop technical skills for design using the latest software and training methods. This training includes a solid base of mathematics, physical sciences, communication skills, and practical experience with modern equipment and techniques. Employed CAD designers will find many opportunities to acquire the formal training needed to further advance in a present job or to prepare for another career.

An advisory committee works with NWACC to make the CAD program as relevant and up-to-date as possible. These civic-minded representatives of local

businesses, industry, government, professional and public service agencies assist the College in the identification of needs and the development of new areas within our existing programs.

### Associate of Applied Science in Computer Aided Design

The Associate of Applied Science degree in Computer Aided Design (CAD) is the result of community interest to have a diversified CAD program. Our state-of-the-art facilities utilize the latest AutoCAD software to prepare individuals interested in entry-level design positions. All CAD graduates can feel assured of excellent job opportunities after completion of our two-year AAS options or certificate programs.

### Architectural Design Option

The Associate of Applied Science degree option in Architectural Design is designed to prepare individuals for professional practice in a wide variety of architectural design work environments.

#### General Education Required Courses 22 hours

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
COMM	1313	Fundamentals of Communication OR	3
COMM	2503	Small Group Communication	3
MATH	1204	College Algebra	4
MATH	1213	Plane Trigonometry	3
XXXX	XXX3	Social/Behavioral Science Elective	3

#### CAD Required Courses 24 hours

DRFT	1122	CAD Careers and Applications	2
DRFT	1234	Engineering Graphics I	4
DRFT	2114	AutoCAD I	4
DRFT	1244	Engineering Graphics II	4
DRFT	2154	AutoCAD II	4
DRFT	2333	Advanced 3D Modeling	3
BADM	2703	Internship Experience	3

#### Architectural Design Required Courses

12 hours

DRFT	2253	Architectural Design	3
DRFT	2233	3D Building & Modeling Doc. (REVIT)	3
DRFT	2353	Residential Design & Construction	3
DRFT	2363	Commercial Bldg Design & Construction	3

#### Architectural Design Elective Courses

Choose 6-9 hours

DRFT	2283	Advanced Revit	3
DRFT	2533	Parametric Modeling (Inventor)	3
DRFT	2593	Modeling & Presentation	3
DRFT	2493	Building Systems	3
DRFT	2263	Civil Engineering Fundamentals	3
CISM	1223	Photoshop	3
ART	1313	Design I	3
CISM	2123	Intro to Web Page Design	3

**Total Hours 64-67**

### Civil/Landscape Design Option

The associate of Applied Science degree option in Civil/Landscape Design will prepare individuals for an entry-level position as a CAD technician in the civil/landscape area.

#### General Education Required Courses 22 hours

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
COMM	1313	Fundamentals of Communication OR	3
COMM	2503	Small Group Communication	3
MATH	1204	College Algebra	4
MATH	1213	Plane Trigonometry	3
XXXX	XXX3	Social/Behavioral Science Elective	3

#### CAD Required Courses 24 hours

DRFT	1122	CAD Careers and Applications	2
DRFT	1234	Engineering Graphics I	4
DRFT	2114	AutoCAD I	4
DRFT	1244	Engineering Graphics II	4
DRFT	2154	AutoCAD II	4
DRFT	2333	Advanced 3D Modeling	3
BADM	2703	Internship Experience	3

#### Civil/Landscape Design Required Courses

1--2 hours

DRFT	2263	Civil Engineering Fundamentals	3
DRFT	2403	Site Planning & Land Development	3
DRFT	2163	Landscape Design	3
DRFT	2423	Garden & Plant Design	3

#### Civil/Landscape Design Elective Courses

Choose 6-9 hours

GEOS	2943	Intro to Geographic Info Science (GIS)	3
DRFT	2593	Modeling & Presentation	3
CISM	2233	3D Building Modeling & Doc. (REVIT)	3
HORT	2004	Principles of Horticulture	4
BOTY	1614	Plant Biology	4
BOTY	2404	Survey of the Plant Kingdom	4
HORT	2303	Intro to Turfgrass Management	3

**Total Hours 64-67**

### Mechanical Design Option

The Associate of Applied Science degree option in Mechanical Design will prepare individuals for an entry-level position as a CAD technician in the Mechanical Design field.

#### Mechanical Design Option

##### General Education Required Courses

22 hours

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
COMM	1313	Fundamentals of Communication OR	3
COMM	2503	Small Group Communication	3
MATH	1204	College Algebra	4
MATH	1213	Plane Trigonometry	3
XXXX	XXX3	Social/Behavioral Science Elective	3

**CAD Required Courses 24 hours**

DRFT	1122	CAD Careers and Applications	2
DRFT	1234	Engineering Graphics I	4
DRFT	2114	AutoCAD I	4
DRFT	1244	Engineering Graphics II	4
DRFT	2154	AutoCAD II	4
DRFT	2333	Advanced 3D Modeling	3
BADM	2703	Internship Experience	3

**Mechanical Design Required Courses 12 hours**

DRFT	2533	Parametric Modeling (Inventor)	3
DRFT	2523	Intro to Geometric Dim. & Tolerancing	3
DRFT	2123	Advanced Engineering Graphics	3
DRFT	2343	Design & Production Technology	3

**Mechanical Design Elective Courses**

**Choose 6-9 hours**

DRFT	2543	Advanced Parametric Modeling	3
DRFT	2593	Modeling & Presentation	3
CISM	2123	Intro to Web Page Design	3
GNEG	1103	Introduction to Engineering	3
CISM	1223	Photoshop	3
BLAW	2013	Legal Environment of Business I	3
OSHA	2533	Safety & Health Risk Management	3

**Total Hours 64-67**

**Civil/Landscape Design Option**

The associate of Applied Science degree option in Civil/Landscape Design will prepare individuals for an entry-level position as a CAD technician in the civil/landscape area.

**General Education Required Courses 22 hours**

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
COMM	1313	Fundamentals of Communication OR	3
COMM	2503	Small Group Communication	3
MATH	1204	College Algebra	4
MATH	1213	Plane Trigonometry	3
XXXX	XXX3	Social/Behavioral Science Elective	3

**CAD Required Courses 24 hours**

DRFT	1122	CAD Careers and Applications	2
DRFT	1234	Engineering Graphics I	4
DRFT	2114	AutoCAD I	4
DRFT	1244	Engineering Graphics II	4
DRFT	2154	AutoCAD II	4
DRFT	2333	Advanced 3D Modeling	3
BADM	2703	Internship Experience	3

**--Civil/Landscape Design Required Courses**

**22 hours**

DRFT	2263	Civil Engineering Fundamentals	3
DRFT	2403	Site Planning & Land Development	3
DRFT	2163	Landscape Design	3
DRFT	2423	Garden & Plant Design	3

**Civil/Landscape Design Elective Courses**

**Choose 6-9 hours**

GEOS	2943	Intro to Geographic Info Science (GIS)	3
DRFT	2593	Modeling & Presentation	3
CISM	2233	3D Building Modeling & Doc. (REVIT)	3
HORT	2004	Principles of Horticulture	4

BOTY	1614	Plant Biology	4
BOTY	2404	Survey of the Plant Kingdom	4
HORT	2303	Intro to Turfgrass Management	3
<b>Total Hours</b>			<b>64-67</b>

**Mechanical Design Option**

The Associate of Applied Science degree option in Mechanical Design will prepare individuals for an entry-level position as a CAD technician in the Mechanical Design field.

**Associate of Applied Science Degree in Computer Information Systems**

The Associate of Applied Science Degree in Computer Information Systems provides a curriculum that will help students update their technical skills for personal/professional use or earn a degree that will enable them to increase their job opportunities.

The Associate of Applied Science degree in Computer Information Systems offers students three different options: Information Management and Applications, Computer Programming, and Computer Networking. These options allow students to tailor their degree to the specific area in which they are interested.

With the assistance of area business representatives and computer information faculty, these options are built around a common core of general education and basic business and computer courses. These options, and the courses offered, are under continuous review by faculty and an advisory committee to ensure that NWACC is offering the computer skills that are in demand for today's workforce.

**Information Management and Applications Option**

The Associate of Applied Science Degree in Computer Information Systems with the option in Information Management and Applications prepares students for entry-level positions such as computer software specialists, help desk assistants, graphic media designers, or office managers.

**General Education Required Courses 15-16 hours**

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II	3
MATH	1204	College Algebra OR	4
MATH	1003	Math for A.A.S. General Educ.	3
XXXX	XXX3	Social/Behavioral Science Elective	3

**General Business Required Courses Choose 15 hours**

ACCT	2013	Principles of Accounting I	3
ACCT	2023	Principles of Accounting II OR	3
ACCT	2043	Computerized Accounting	3
BLAW	2013	Legal Environment of Business I	3
ECON	2013	Macroeconomics OR	3
ECON	2023	Microeconomics	3

OSIM	1013	Administrative Office Mgmt.	3
OSIM	1103	Business Communications	3

**Info Mgmt. & Appl Required Courses (33 hours)**

BADM	2703	Internship Experience (REQUIRED COURSE)	3
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**Info Management & Applications Choose 15 hours**

CISM	1203	Internet Resourcing	3
CISM	1303	Operating Systems (Windows)	3
CISM	1403	Database Management (ACCESS)	3
CISM	1503	Spreadsheet Analysis—EXCEL	3
CISM	1603	Word/Information Processing I	3
OSIM	2103	Business Presentations (PowerPoint)	3
OSIM	2303	Records Systems Management	3
OSIM	2703	Business Application Integration	3

**Computer Support Courses Choose 9 hours**

CISM	2123	Web Page Design	3
CISM	2133	Intermediate Web Page Design	3
CISM	2213	Advanced Web Page Design	3
CISM	2503	Advanced Spreadsheet (Excel)	3
CISM	2603	Word/Information Processing II	3
OSIM	2403	Desktop Publishing	3
OSIM	2503	Computer Support & Project Management	3
PROG	1003	Introduction to Programming Logic	3
PROG	1103	VISUAL Basic Programming	3
NTWK	2013	Networking & Information Systems	3
NTWK	2053	Microcomputer Hardware Support	3

**Management of Business Choose 6 hours**

BADM	2523	Small Business Management	3
BUTR	2033	Acquisition & Mgmt of Human Capital	3
INTB	1003	Intro. to International Business	3

**Total Hours 63-64**

**Computer Programming Applications Option**

The Associate of Applied Science degree in Computer Information Systems with the option in Computer Programming Applications is designed to prepare individuals for careers in computer programming or analysis.

**General Education Required Courses 16 hours**

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
MATH	1204	College Algebra	4
XXXX	XXX3	Social/Behavioral Science Elective	3

**General Business Required Courses 12 hours**

ACCT	2013	Principles of Accounting I	3
BLAW	2013	Legal Environment of Business I	3
ECON	2013	Macroeconomics OR	3
ECON	2023	Microeconomics	3
OSIM	1103	Business Communications	3

**General Business Elective Courses 12 hours**

ACCT	2023	Principles of Accounting II	3
CISM	1203	Internet Resourcing—(Recommended for Web Development)	3

CISM	1303	Operating Systems (Windows)	3
CISM	1313	Operating Systems (Unix)	3
CISM	1503	Spreadsheet Analysis—EXCEL	3
CISM	2503	Advanced Spreadsheet (Excel)	3
CIS**	2243	Networking OR	3
NTWK	2013	Networking & Information Systems	3
CIS**	2123	System Analysis	3

**Computer Information System Required Courses 24 Hours**

**Programming Core**

*Programming Core (12 Hours)*

CISM	1403	Database Management (ACCESS)	3
CIS**	2023	Program Design OR	3
PROG	1003	Introduction to Programming Logic	3
PROG	1103	VISUAL Basic Programming	3
BADM	2703	Internship Experience	3

**(Track A) Application Development Required Courses Choose 12 hours**

PROG	1203	C++ Programming	3
PROG	1403	JAVA Programming	3
PROG	1503	COBOL Programming	3
PROG	2303	Web Server-Side Programming	3
PROG	28x3	Advanced Programming Topic	3

**(Track B) Web Dev. Required Courses Choose 12 hours**

ART	1313	Design I	3
CISM	1243	Introduction to Web Animation	3
CISM	2123	Web Page Design	3
CISM	1223	Photoshop	3
CISM	2133	Intermediate Web Page Design	3
CISM	2213	Advanced Web Page Design	3
PROG	1303	Web Client-Side Programming	3
PROG	2303	Web Server-Side Programming	3
NTWK	2243	Securing E-Commerce	3
CISM	2223	Advanced Photoshop	3

**(Track C) Database Dev.-Courses Choose 12 hours**

CISM	1423	Database Concepts	3
CISM	1433	SQL Concepts	3
CISM	2403	Advanced Database Management	3
CISM	2413	Database Integration with VBA	3
PROG	1303	Web Client-Side Programming	3

**Total Hours: 64**

\*\*Courses offered through Northwest Technical Institute

**Certificate of Proficiency in Computer Information Systems - Networking Option 18 hours**

CISQ	1103	Introduction to Computer Information	3
CISM	1303	Operating Systems (Windows)	3
ACCT	2013	Principles of Accounting I	3
BLAW	2013	Legal Environment of Business I	3
NTWK	2013	Networking and Information Systems (CCNA1)	3
XXXX		Any 3 Hour Social/Behavioral Science Elective	3
			18 Total Credit Hours

**Technical Certificate in Computer Information Systems - Networking Option 22 hours**

The Certificate of Proficiency courses are a requirement plus these courses to obtain the Technical Certificate

ENGL	1013	English Composition I	3
CISM	1313	Operating Systems (Unix)	3
NTWK	2023	Network Administration I	3
NTWK	2053	Microcomputer Hardware Support	3
NTWK	2083	Network Hardware Support (CCNA 2)	3

NTWK	2233	Information Assurance
MATH	1204	College Algebra

**40 Total Credit Hours**

**Associate of Applied Science 27 hours**

**Information Systems - Networking Option**

The courses required for both the Certificate of Proficiency and the Technical Certificates are included in the courses required for the Associate of Applied Science degree. Students who have achieved the Certificate of Proficiency and the Technical Certificate will also need to take the following courses to complete the Associate of Applied Science degree in Computer Networking.

ENGL	2013	Technical Writing
NTWK	2213	Switching Basics and Intermediate Routing (CCNA3)
NTWK	2203	Command Line Scripting
OSIM	2503	Computer Support and Project Management
BADM	2703	Internship Experience

Networking Electives (12 Hours from the following)

NTWK	2073	Networking with Unix
NTWK	2103	Web Server Administration
NTWK	2113	Network Security
NTWK	2223	WAN Implementation and Support (CCNA 4)
NTWK	2243	Secure ECommerce
NTWK	2253	Computer Forensics
NTWK	2263	Network Security Support
CISM	1203	Internet Resourcing
OSIM	1103	Business Communications

**67 Total Credit Hours**

**Computer Networking A.A.S. Degree Option**

The Associate of Applied Science Degree in Computer Information Systems with an option in Computer Networking prepares students for support positions in the fast growing field of network information systems and CISCO networking.

**General Education Required Courses 16 hours**

CCISQ	1103	Introduction To Computer Information**	3
ENGL	1013	English Composition I***	3
ENGL	2013	Technical Writing	3
MATH	1204	College Algebra***	4
XXXX	XXX3	Social/Behavioral Science Elective**	3

**General Business Required Courses 12 hours**

ACCT	2013	Principles of Accounting I**	3
BLAW	2013	Legal Environment of Business I**	3
CISM	1303	Operating Systems (Windows)**	3
OSIM	2503	Computer Support and Project Management	3

**Networking Required Courses 39 hours**

**Networking Core 27 hours**

CISM	1313	Operating Systems (Unix)***	3
NTWK	2013	Networking and Information Sys. (CCNA 1)**	3
NTWK	2023	Network Administration I***	3
NTWK	2053	Microcomputer Hardware Support ***	3
NTWK	2083	Network Hardware Support (CCNA 2)***	3
NTWK	2203	Command Line Scripting	3
NTWK	2233	Information Assurance ***	3
NTWK	2213	Switching Basics & Inter. Routing (CCNA 3)	3
BADM	2703	Internship Experience	3

**Networking Electives Choose 12 hours**

(Choose 4 classes for 12 hours)

NTWK	2113	Network Security	3
NTWK	2223	WAN Implementation & Support (CCNA 4)	3
NTWK	2243	Secure E-Commerce	3

NTWK	2253	Computer Forensics	3
NTWK	2263	Network Security Support (CCNA Security)	3
CISM	1203	Internet Resourcing	3
OSIM	1103	Business Communications	3
NTWK	2103	Web Server Administration	3
NTWK	2073	Networking with Unix	3

**Total Hours 67**

\*\*Class required for the Basic Proficiency Certificate

\*\*\*Class required for the Technical Certificate (the Basic Proficiency Certificate is a prerequisite requirement before obtaining the Technical Certificate).

(Not all courses are available each semester; consult catalog and Website to aid in planning.)

15 Hours must be earned at NWACC to graduate

**Cisco Network Academy Training**

Students completing courses covering the following four areas will have the preparation necessary for success on the Cisco Certified Networking Associate Exam (CCNA).

- Networking and Information Systems (CCNA 1)
- Network Hardware Support (CCNA 2)
- Switching Basics and Intermediate Routing (CCNA 3)
- WAN Implementation and Support (CCNA 4)

See NTWK course descriptions for specific details.

**Certified Information Systems Security Professional/Security Certified Program Training**

Students completing courses covering the following four areas will have the preparation necessary for success on the Certified Information Systems Security Professional Training or Security Certified Program Exams.

- Information Assurance
- Secure Electronic Commerce
- Network Security
- Computer Forensics

See NTWK course descriptions for specific details.



# DIVISION OF CAREER AND TECHNICAL PROGRAMS

## Mission

The mission of the Division of Career and Technical Education (CTE) at NorthWest Arkansas Community College is to provide northwest Arkansas the benefits of an emerging, well-educated workforce by providing quality career and technical education for both secondary and post-secondary students.

## Associate of Applied Science Degree and Certifications

### Dental Assisting

Dental Assistants are an integral part of the dental health care team and increase the efficiency of the dentist in the delivery of oral health care. Dental offices will employ two to four dental assistants with specialty offices often employing more. Dental assistant job duties include front office skills such as phone skills and computer proficiency, patient care including dietary counseling, monitoring vital signs, administering and monitoring nitrous oxide, taking impressions, and providing post operative care and instructions. The demand for quality dental assistants is expected to continue to be above average in the future according to the US Bureau of Labor Statistics.

Students may be eligible to receive financial aid, please contact the Financial Aid Office for more details.

For additional information about the Dental Assisting program, contact Glenda Lee at (479) 444-3058.

#### Technical Certificate in Dental Assisting

##### Degree Requirements

##### Total Semester Credit hours - 36

##### First Semester - 18 semester credit hours

DNTA 1014 Dental Science I

DNTA 1113 Clinical Dentistry

DNTA 1213 Dental Assisting Procedures I

DNTA 1313 Dental Materials I

DNTA 1413 Dental Radiography I

DNTA 1512 Preventive Dentistry

##### Second Semester - 18 semester credit hours

DNTA 1023 Dental Science II

DNTA 1322 Dental Materials II

DNTA 1422 Dental Radiography II

DNTA 1223 Dental Assisting Procedures II

DNTA 1128 Clinical Practice and Research

# DIVISION OF COMMUNICATION AND ART

## Graphic Design

The Associate of Applied Science degree in Graphic Design is designed to serve as a degree program for students who wish to acquire skills and knowledge necessary to succeed in an entry level position in the field of Graphic Design. It is structured to prepare individuals to be capable of (1) creative thinking, (2) producing professional quality graphic solutions to an employers needs, and (3) knowledgeable in the means of producing this work, both traditionally and digitally.

Graduates will be ready to be employed in most areas of graphic design including corporate design, layout, and even web design. Employers include advertising agencies, corporations, design firms, printing companies, newspapers, educational institutions and many other businesses that have graphic communication needs.

All Graphic Design courses must be passed with a grade of C or better. An internship is required for graduation. Students must participate in a minimum of 100 hours of supervised work in a graphic design related position with a local company prior to graduation.

Basic skill proficiency in reading, writing, and mathematics is a part of acceptance into this program. Your proficiency may affect the sequence of courses in which you can enroll and may also extend the time required to complete this program. For details see the Academic Placement section, page 15.

NWACC's Art scholarship may be available to assist Graphic Design students. For application information, see the Division of Communication and Art.

Graduates of the program will receive an Associate in Applied Science Degree in Graphic Design.

### Major Emphasis: Graphic Design

*(not all courses are available each semester; consult catalog to aid in planning)*

#### General Education Required Courses Hours

ENGL	1013	English Composition I OR	3
ENGL	1013H	English Composition I, Honors	3
ENGL	1023	English Composition II, OR	3
ENGL	1023H	English Composition II, Honors	3
ENGL	2013	Technical Writing OR	3
COMM	2303	Public Speaking OR	3
COMM	1313	Fundamentals of Communication	3
MATH	1204	College Algebra OR	3
MATH	1103	Survey of College Math OR	3
MATH	1003	Math for AAS General Education	3

*Social Science Elective (Select from Social Science courses in the catalog)*

#### Art History Required Courses

ARHS	2913	Art History I* OR	3
ARHS	2923	Art History II*	3
ARHS	2823	The History of Photography and Graphic Design	3

#### Graphic Design and Art Required Courses

ART	1303	Introduction to Drawing*	3
ART	1313	Design I*	3
ART	2803	Introduction to Photography OR	3
ART	2863	Digital Photography	3
ART	2363	Graphic Design I	3
ART	2003	Advanced Drawing	3
ART	2103	Introduction to Painting OR	3
ART	2123	Introduction to Watercolor	3
ART	2113	Advanced Painting OR	3
ART	2133	Advanced Watercolor OR	3
ART	2364	Advanced Graphic Illustration	4
ART	1323	Design II OR	3
ART	2013	Figure Drawing OR	3
DRFT	2233	3-D Building Modeling & Documentation	3
		REVET	3
ART	2373	Graphic Design II	3
ART	2333	Color Studies	3
ART	2383	Graphic Design III	3
ART	2393	Advanced Graphic Design	3
ART	295V	Graphic Design Internship**	3
ART	2403	Advanced Graphic Design II OR **	3
ART	2813	Advanced Photography OR	3
CISM	2123	Web Page Design OR	3
ART	2903	Web Animation OR	3
ART	2833	Video Production & Editing	3
		Total Hours	<b>63</b>

\*Should be the first classes taken in this degree

\*\*Should be the last class taken in this degree

#### Certificate of Proficiency in Graphic Design 18 hrs

ARHS	2913	Art History I OR	3
ARHS	2923	Art History II	3
ART	1303	Introduction to Drawing	3
ART	1313	Design I	3
ART	2103	Introduction to Painting OR	3
ART	2123	Introduction to Water Color	3
ART	2363	Graphic Design I	3
ART	2333	Color Studies	3
		Total Hours	<b>18</b>

#### Technical Proficiency Certificate in Graphic Design 42 hrs

The Certificate of Proficiency courses are a requirement plus these courses to obtain the Technical Certificate

ENGL	1013	English Composition I	3
ART	2823	The History of Photography & Graphic Design	3
ART	2373	Graphic Design II	3
ART	2863	Digital Photography	3
MATH	1103	Survey of College Math OR	3
MATH	1003	Math for AAS General Education	3
COMM	1313	Fundamentals of Communication	3
ART	2003	Advanced Drawing	3
ART	2013	Figure Drawing OR	3
ART	1323	Design II (Sculpture) OR	3
DRFT	2233	3D Building Modeling & Documentation	3
		Total Hours	<b>24</b>

**Associate of Applied Science Degree in Graphic Design 63 hrs**

Certificate of Proficiency courses are a requirement and the Technical Certificate courses are a requirement plus these to obtain the Associate of Applied Science Degree

ART 2383 Graphic Design III	3
XXXX XXX Social Science Elective	3
ENGL 1023 English Composition II OR	3
ENGL 2013 Technical Writing	3
ART 2364 Advanced Graphic Illustration OR	3
ART 2113 Advanced Painting OR	3
ART 2133 Advanced Watercolor	3
ART 2393 Advanced Graphic Design	3
ART 2813 Advanced Photography OR	3
ART 2903 Web Animation OR	3
ART 2833 Video Production & Editing	3
ART 2953 Internship	3
Total Hours	<b>19</b>

# DIVISION OF HEALTH PROFESSIONS

## Associate of Applied Science and Certificate Programs

NWACC Program	Certificate or AAS	Examination for Certification or Licensure
Certified Nurse Assistant/ Patient Care Assistant	Certificate of Proficiency	Certification
Dental Assistant*	Certificate	
EMT	Certificate	Licensure
Fire Science	AAS	
First Responder	Certificate of Proficiency	
Nursing	AAS	Licensure
Paramedic Science	AAS or Certificate	Licensure
Physical Therapist Assistant	AAS	Licensure
Respiratory Therapist	AAS	Licensure

\*For complete information on this program, see the Career and Technical Programs section of the catalog.

### Allied Health Sciences

#### Certified Nursing Assistant (CNA)

The Certified Nursing Assistant Program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically, basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. The course is taught following the Arkansas Long-Term Care Facility Nursing Assistant Training Curriculum.

The demand for Certified Nursing Assistants is great. Certified Nursing Assistants have employment opportunities in assisted living organizations, long-term care facilities, long-term acute care facilities, home health care, and hospice care. Those students wishing to work in hospitals are encouraged to complete the Certified Nursing Assistant course, obtain CNA certification, and enroll in the Patient Care Assistant + Program to acquire advanced patient care skills.

For more information, contact the Primary Instructor at (479) 986-6790 or the Program Secretary at (479) 619-4151.

Note: A criminal background check and a urine drug screen will be required prior to the clinical rotation for students enrolled in the CNA Program.

#### Patient Care Assistant + (PCA)

The PCA+ Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and that possess the knowledge, skills, and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area hospitals.

The PCA+ Program's goal is to meet the individual needs of healthcare providers while ensuring program participants receive training in marketable, competitive and life enhancing skills. The demand for Patient Care Assistants is great. PCA's have employment opportunities in hospitals, physician offices, assisted living organizations, long-term care facilities, long-term acute care facilities, home health care, and hospice care.

Prerequisites: Students seeking admission to the PCA+ Program must be a Certified Nursing Assistant (proof required) or have completed, within the past year, a Certified Nursing Assistant Training Program approved by the Arkansas Office of Long Term Care.

For more information, contact the Primary Instructor at (479) 986-6790 or the Program Secretary at (479) 619-4151.

Note: A criminal background check and a urine drug screen will be required prior to the clinical rotation for students enrolled in the PCA+ Program.

#### Medication Assistant

The Medication Assistant (MA) provides the Certified Nursing Assistant an opportunity to expand their vital role in caring for patients in long-term care facilities. The MA Program includes the development of knowledge related to many commonly prescribed medications, medication classification, side effects, and administration techniques. The 115 contact hours include theory, lab, and clinical experience in medication administration and related tasks. The MA performs these duties under the supervision of a licensed nurse within the training program and in their respective employment facilities. Prerequisites: Appropriate Compass reading test score, current Arkansas CNA Certification, and employment as a CNA in a long-term facility for no less than one year is required for admission.

The NorthWest Arkansas Community College Medication Assistant Program is an Arkansas State Board of Nursing approved program. The student

must complete and pass the State of Arkansas Medication Assistant Certification exam and receive the Arkansas State Board of Nursing Certification in order to obtain a job in a nursing home facility. Completion of NWACC's Medication Assistant training program does not assure ASBN's approval to take the certification examination.

Any student convicted of a misdemeanor or felony or listed on the LTCF Employment Clearance Registry with a disqualification status due to abuse, neglect, misappropriation of resident property or a disqualifying criminal record may not be eligible to take the exam. Questions regarding potential disqualifying events should be directed to the Arkansas State Board of Nursing.

Students must submit a completed Medication Assistant application to the primary instructor or nursing secretary to be considered for acceptance. For more information, contact the Primary Instructor at (479) 986-6790 or the Program Secretary at (479) 619-4151.

### **First Responder**

First Responder follows the national standard curriculum guidelines as set forth by the Department of Transportation. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Students who successfully complete the First Responder course will receive a Healthcare Provider CPR card and First Responder Certificate of Proficiency. First Responder is a prerequisite to the EMT Course.

### **Emergency Medical Technician-Basic (EMT-Basic) Certificate Program**

The EMT-Basic Program is designed to prepare the student to render emergency care to the sick and injured. This program also prepares the student to take the National Registry EMT examination in order to become licensed at the EMT level. This is the entry level of licensure for EMS providers. Graduates may be eligible to obtain employment in local industries, EMS agencies, hospitals, clinics or volunteer at local volunteer fire departments. Job market outlook for Basic EMT is low. More Basic EMT's graduate and are in the community than the job market can sustain at this time. Most EMT's work as volunteers or use their education at existing jobs. Those wishing to work in

the EMS field as a career are encouraged to obtain a certificate or AAS degree in paramedic science. This is a physically demanding job with dexterity skills. You may obtain the full description of the physical requirements document from the secretary in Health Professions.

No degree is offered with this course, but a certificate in Emergency Medical Technician is offered.

This course includes both didactic as well as practical hands on skills and a clinical rotation at a local hospital and EMS service. Students who successfully complete this program will be eligible for further assessment by taking the National Registry of EMT basic EMT exam. Passing this exam will allow for licensing in the state of Arkansas.

Students must meet NWACC admission criteria and the criteria for the EMT admission before applying for the EMT program. The Arkansas Department of Health's Division of Emergency Medical Services states that students must be 18 years of age and meet its requirements in order to take the State of Arkansas Licensure Examination. This includes a criminal background check. Conviction of certain crimes will disallow you from taking the National Registry Exam. The EMT Course is offered in the Spring and Fall semesters. A cumulative grade point average of at least 2.0 is required in order to complete the EMT course. EMTA 1013 First Responder is a prerequisite for this program.

Students will not be allowed to register for the EMT courses until a completed EMT Program application packet has been submitted to the Health Professions secretary to be considered for acceptance. The following items must be included in order for file to be complete:

- Current HCP CPR Card
- Current TB skin test
- Documentation of First Responder completion

For more information, contact the program director at (479) 619-4152 or e-mail [sbyrd@nwacc.edu](mailto:sbyrd@nwacc.edu).

### **Fire Science Administration and Technology**

#### **A.A.S. Degree Program**

The Fire Science Administration and Technology Program at NWACC is designed to prepare students to

enter the fire service, promote to a position of leadership within a fire department, and/or continue their education toward a bachelors degree. The program consists of 67-68 credit hours of course work in fire science technology, fire science administration, emergency medical services, occupational safety, and general education.

Graduates work primarily in the fire service, but there are also employment opportunities in private fire protection, safety and stop-loss, insurance agencies, inspection and investigation.

Practical skills training will accompany the Firefighter I and II and EMT courses.

Students will be required to demonstrate proficiency in both the fire science courses and in their general education courses. Students must complete all required course work with a grade of "C" or better.

Graduates of the program will receive an Associate of Applied Science Degree in Fire Science Administration and Technology.

Students must submit a completed Fire Science Program application packet into the Fire Science Program Director. Students must also meet NWACC admission criteria. For more information, contact the Program Director at (479) 619-4276, visit [www.nwacc.edu/academics/healthprofessions](http://www.nwacc.edu/academics/healthprofessions) or email [jsprott@nwacc.edu](mailto:jsprott@nwacc.edu).

<b>Fall Semester- 1st Year</b>			<b>(15-16 hours)</b>
ENGL	1013	English Composition I	3
EMTA	1013	First Responder	3
MATH	1103	Survey of College Math* OR	3
MATH	1003	Math for AAS General Education * OR	3
MATH	1204	College Algebra	4
FIRE	1003	Intro. to Fire Science	3
FIRE	1013	Fire Suppression: Tactics & Strategies	3

<b>Spring Semester-1st Year</b>			<b>(14 hours)</b>
FIRE	1033	Fire Officer Leadership	3
FIRE	2053	Fire Service Hydraulics & Water Supply	3
EMTA	1008	Emergency Medical Tech.-Basic	8

<b>Summer Semester-1st Year</b>			<b>(6 hours)</b>
CISQ	1103	Intro. To Computer Information	3
		Elective	3

<b>Fall Semester – 2nd Year</b>			<b>(12 hours)</b>
ENGL	1023	English Composition II* OR	3
ENGL	2013	Technical Writing	3
FIRE	1043	Fire Prevention & Inspection	3
FIRE	2023	Fire Department Administration	3
COMM	1313	Fund. Of Comm. OR	3
COMM	2303	Bus. & Prof. Speaking	3

<b>Spring Semester – 2nd Year</b>			<b>(12 hours)</b>
FIRE	2033	Building Construction for the Fire Services	3
FIRE	1063	Fire Service Special Operations	3
PSYC	2003	General Psychology OR	3
SOCI	2013	General Sociology	3
		Elective	3

<b>Summer Semester-2nd year</b>			<b>(8 hours)</b>
FIRE	1104	Firefighter I	4
FIRE	1114	Firefighter II	4

**Total Hours** **67-68**  
*\*College Algebra and English Comp. II should be taken if planning to transfer to a 4-year institution.*

### Paramedic Certificate Program

The paramedic certificate will allow students who successfully complete the program to sit for the National Registry of EMT's Paramedic examination.

Graduates obtain employment primarily at EMS services, however some work in the hospital setting as well. Other job opportunities include dispatching, industry work, private transfer business, flight medic and some clinics.

The job market is excellent for the paramedic. Most of the graduates have obtained employment within a six month time period after graduation. EMS agencies in Northwest Arkansas continue to hire paramedics from out of state because we cannot graduate enough students to keep up with the ever-increasing demand.

Physical skills required for a paramedic include the same skills necessary to become an EMT according to the federal government standards.

Financial aid can be requested from our financial aid department.

Upon successful completion of this program, the student will have obtained a certificate in Paramedic Science. Students may opt to continue their education and obtain an associate in applied science by completing the necessary course work.

Students will be assessed didactically as well as clinically and in the lab.

Students must meet NWACC admission criteria and the criteria for admission to the Paramedic program before applying.

All ESL students seeking admission into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test in mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is required for ESL students seeking entrance into Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and

factual reports. All ESL students seeking career paths in health professions scoring below a level 4 are required to meet with the Program Director for advisement and assistance in finding resources to enhance this necessary skill.

The Arkansas Department of Health's Division of Emergency Medical Services states that students must be 18 years of age and be certified as an EMT in order to meet their requirements to take the Paramedic certification examinations. The Paramedic program begins the summer semester of each school year. A student must be currently licensed in Arkansas as an EMT and meet prerequisite course requirements in order to apply for the Paramedic program.

The Paramedic Certificate program requires 14 credit hours of prerequisites and 37 credit hours of Paramedic courses for a total of 51 credit hours. A grade of "C" or above in all required courses is necessary to complete the program. Students must pass all capstone exams in order to proceed through the program.

Deadline for the completed Paramedic Program application to be received by the Health Professions Secretary is the first Monday of March.

For more information, contact the program director at (479) 619-4251, visit [www.nwacc.edu/academics/healthprofessions](http://www.nwacc.edu/academics/healthprofessions) or e-mail [jsnarr@nwacc.edu](mailto:jsnarr@nwacc.edu).

#### **Paramedic Program Prerequisites (14 hours)**

EMTA	1023	First Responder	3
EMTA	1008	EMT Basic Emergency Medical Technology	8
EMTA	1003	EMT Clinical Internship	3

#### **First Semester – Summer (7 hours)**

EMTA	1001	Cardiac Dysrhythmias	1
EMTP	1003	Paramedic Pharmacology	3
EMTP	1012	Human Systems & Patient Assessment	2
EMTP	1111	EMS Environment I	1

#### **Second Semester – Fall (17 hours)**

EMTP	1011	Emergency Respiratory Care	1
EMTP	1026	Paramedic Clinical I	6
EMTP	1123	Medical Emergencies I	3
EMTP	1206	Emergency Cardiac Care	6
EMTP	1031	EMS Environment II	1

#### **Third Semester – Spring (13 hours)**

EMTP	1022	Shock & Fluid Therapy	2
EMTP	1031	EMS Environment II	1
EMTP	1032	Traumatology	2
EMTP	1204	Paramedic Clinical II	4
EMTP	1233	Medical Emergencies II	3
EMTP	1402	Paramedic Field Internship	2

**Total Hours (including prerequisites) 51 hours**

## **Paramedic A.A.S. Degree Program**

Students wishing to obtain an associate in applied science degree need to successfully complete the paramedic program and complete the additional AAS requirements listed below. The additional requirements for an A.A.S. degree may be taken prior to the paramedic certificate program or after the program.

The A.A.S. in Paramedic Science requires 24-25 credit hours of general education/science core classes and 51 credit hours of Paramedic classes for a total of 76 credit hours.

The following courses (taken prior to or after completion of the Paramedic courses) are required in addition to the courses required for the Paramedic Certificate Program:

AHSC	1001	Medical Terminology	1
BIOL	2214	Anatomy & Physiology I	4
BIOL	2224	Anatomy & Physiology II	4
CISQ	1103	Introduction to Computer Info.	3
ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS	3
PSYC	2003	General Psychology	3

**Total Hours 75 or 76 hours**

(Note: College Algebra is recommended for those transferring to a 4-year institution.)

## **Physical Therapist Assistant A.A.S. Degree Program**

The Physical Therapist Assistant (PTA) is a technically educated health care provider who assists the physical therapist in the provision of physical therapy. Under the supervision of a physical therapist and within the physical therapy plan of care the tasks performed by the PTA may include but are not limited to effectively communicating through listening, speaking, reading and writing in English with a variety of patients, assessing patient progress, gathering patient information, performing data collection of muscle strength and patient function, taking vital signs, patient transfer and gait training, manipulation of exercise equipment, exercise instruction, application of various modalities, patient handling and facilitation skills, palpation, and wound care.

PTAs work closely with the patients and other healthcare professionals to help the individual achieve an optimal level of function. Graduation from the PTA Program prepares the student to sit for a state licensure examination. Upon receiving licensure, the graduate is prepared for entry-level employment as a Physical Therapist Assistant.

PTAs may work in private practice therapy offices, hospitals, outpatient clinics, rehabilitation centers, schools, home health agencies, fitness clubs, industrial

health centers, nursing homes, pediatric centers, community health centers, colleges or universities. PTAs work with persons of all ages. Physical therapy services may be offered to individuals with musculoskeletal, neuromuscular, cardiopulmonary or integumentary conditions. A few specific areas may include children with disabilities such as cerebral palsy, and individuals with diagnoses such as stroke, spinal cord injury, traumatic brain injury, fracture, carpal tunnel, heart attack, or multiple sclerosis.

A student must meet NWACC admission criteria and the criteria for admission to the PTA Program before applying to the PTA Program. A copy of the selection process and criteria is made available to the student on the PTA website or upon request. The deadline for the completed PTA Program application packet to be received in the Health Profession Division is the first Monday in March. Additionally, consult with the PTA Program Director regarding policies and information related to the licensure examination. The PTA degree program consists of 29 hours of general education courses and 50 hours of PTA core courses for a total of 79 credit hours in the AAS degree. All required general education courses must be passed with a grade of C or better. For students to be considered eligible for acceptance into the PTA program.

All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is required for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

Students may be required to go to health care institutions outside Northwest Arkansas for clinical internships at the student's expense. Clinical placement is subject to criminal background checks, drug screening and other clinical facility policies. Students

must carry health insurance if admitted into the PTA Program in order to attend clinical education.

Graduates of the PTA Program receive an Associate in Applied Science in Physical Therapist Assistant. The three-year average for first-time pass rate on the National Physical Therapist Assistant Examination is 100% and 100% employment rate in the field of physical therapy within 6 months of graduation.

For more information, contact the Physical Therapist Assistant Program Director at (479) 619-4253, visit [www.nwacc.edu/academics/pta](http://www.nwacc.edu/academics/pta).

**Pre-Requisite Courses:** *NOTE: The following General Education prerequisite (29 hour) courses must be completed before students may be accepted into the technical phase of the PTA program.*

PHTA 2105	Clinical Kinesiology—offered spring semester only
MATH 1204	College Algebra OR
MATH 1003	Math for AAS
BIOL 2214	Anatomy & Physiology I
BIOL 2224	Anatomy & Physiology II
PSYC 2003	General Psychology
ENGL 1013	English Composition I
ENGL 1023	English Composition II OR
ENGL 2013	Technical Writing
AHSC 1001	Medical Terminology
CISQ 1103	Intro to Computer Info

**NOTE:** The above General Education pre-requisite courses MUST be completed by the end of the spring semester in the year the student is applying to the PTA Program. For example, students applying to enter the PTA Program in June 2012 must complete the pre-requisite courses by the end of Spring 2012. Students must have also completed and turned in a PTA Program Application by the first Monday in March 2012. The PTA program accepts 12-14 students each June. Admission is made using a rank system. Only the top ranked 12-14 students will be offered a position in the program.

Students wanting to complete all pre-requisite courses in one year need to take BIOL 0112 Introduction to Life Sciences as the pre-requisite course for BIOL 2214 Anatomy and Physiology I. The Intro to Life Science course will last 3 weeks of the semester then the late start BIOL 2214 - Anatomy and Physiology I course will begin week 4 of the fall semester. Students must register for both courses. Students going part time to complete the pre-requisite courses may take either BIOL 0112 Introduction to Life Sciences or BIOL 1544 Principles of Biology.

**TECHNICAL Courses of PTA PROGRAM (By application & acceptance only)**

These classes are taken in sequential order.



<b>Summer I</b>	
PHTA 2101	Basic Principles of Physical Therapy
PHTA 2121	Basic Principles of Physical Therapy Lab
PHTA 2222	Communication and Documentation
PHTA 2114	Basic PT Tests and Measures
PHTA 2112	Basic PT Tests and Measures Lab

<b>Fall II</b>	
PHTA 2252	Life Span Development
PHTA 2231	Theory & Treatment Tehniques
PHTA 2232	Theory & Treatment Techniques Lab
PHTA 2283	PT Procedures I
PHTA 2202	PT Procedures I Lab
PHTA 2271	Clinical Experience I
PHTA 2241	Gait Analysis & Training
PHTA 2242	Gait Analysis & Training Lab
PHTA 2213	Pathophysiology

<b>Spring II</b>	
PHTA 2301	PT Procedures II
PHTA 2302	PT Procedures II Lab
PHTA 2362	Therapeutic Exercise
PHTA 2333	Therapeutic Exercise Lab
PHTA 2391	Neurophysiology
PHTA 2392	Neurophysiology Lab
PHTA 2332	Special Topics
PHTA 2352	Clinical Experience II
PHTA 2361	Pediatrics Lecture
PHTA 2371	Pediatrics Lab

<b>Summer II</b>	
PHTA 2403	Clinical Internship I
PHTA 2413	Clinical Internship II

*NOTE: Either a 3 or 4 hour College Algebra course will be accepted. College Algebra is recommended for those planning to transfer to a 4-year institution. Students may take BIOL 0112 Introduction to Life Science or BIOL 1544 Principles of Biology for the A&P I pre-requisite.*

**Clinical Placement may be subject to a criminal background check, drug screening and other clinical facility policies.**

## Respiratory Therapy A.A.S. Degree Program

Respiratory Therapists (RT) deal with one of the critical life-sustaining functions of the human body: breathing! RTs work with patients who have been diagnosed with disorders ranging in severity from the non-acute and chronic lung diseases to life-threatening emergencies. RTs might treat newborns, trauma victims, drowning victims and patients suffering from asthma, bronchitis, coronary heart disease, emphysema and pneumonia.

Respiratory Therapists work primarily in hospitals, but employment opportunities are also available in home health agencies, nursing homes, physician offices, sales, and home equipment companies. For more

information on Respiratory Therapy as a career, go to [www.aarc.org](http://www.aarc.org).

A student must meet NWACC admission criteria and the criteria for admission to the RT Program before applying. All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is required for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

The deadline for the completed RT Program application packet to be received in the Allied Health Department is the first Monday in June by 4:30 p.m.

Students will be required to demonstrate proficiency in both the respiratory therapy and general education courses. Students must complete all required course work with a grade of "C" or better. The Respiratory Therapy Program is designed to prepare students for advanced level respiratory therapy. The program consist of 28 or 29 credit hours in general education and 53 credit hours in respiratory therapy course work. Clinical placement is subject to criminal background checks, drug screening and other clinical facility policies.

For more information, contact the Program Director at (479) 619-4250, visit [www.nwacc.edu/academics/healthprofessions](http://www.nwacc.edu/academics/healthprofessions) or email [aclark@nwacc.edu](mailto:aclark@nwacc.edu).

**NOTE: The following General Education prerequisite (22 or 23 hours) courses must be completed before the student may begin taking program courses, except MBIO 2014, which may be taken as a co-requisite.**

BIOL	2214	Anatomy & Physiology I	4
BIOL	2224	Anatomy & Physiology II	4
CISQ	1103	Intro to Computer Info	3
MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS	3
ENGL	1013	English Composition I	3
AHSC	1001	Medical Terminology	1
MBIO	2014	Microbiology	4

**Fall Semester – 1st Year (14 hours)**

RESP	2102	Concepts in Respiratory Care	2
RESP	2103	Cardiopulmonary A & P	3
RESP	2112	Cardiopulmonary Diagnostics	2
RESP	2104	Respiratory Care Science	4
RESP	2232	Assessment and Diagnosis	2

**Spring Semester – 1 Year (12 hours)**

ENGL	1023	English Comp. II OR	3
ENGL	2013	Technical Writing	3
RESP	2123	Pulmonary Diseases	3
RESP	2214	Equipment & Procedures	4
RESP	2222	Pharmacology for Respiratory Care	2
RESP	2201	Home and Rehabilitative Respiratory Care	1

**Summer Semester-1st Year (7 hours)**

RESP	2306	Clinical Practicum	6
RESP	2501	Dysrhythmias for Respiratory Therapists	1

**Fall Semester-2nd Year (13 hours)**

RESP	2414	Mechanical Ventilation I	4
RESP	2433	Pediatrics and Perinatology	3
RESP	2423	Clinical Practicum II	3
PSYC	2003	General Psychology	3

**Spring Semester-2nd Year (13 hours)**

RESP	2514	Mechanical Ventilation II	4
RESP	2503	Professional Development	3
RESP	2523	Clinical Practicum III	3
RESP	2533	Critical Care	3

## Department of Nursing

### A.A.S. in Nursing

#### The Nursing Program is approved by the Arkansas State Board of Nursing

The Associate of Applied Science (AAS) in Nursing Program, (also known as Associate Degree Nursing or ADN) offers a technical, competency-based education that prepares students to provide direct care to clients having common, recurring health problems with predictable outcomes. Graduates will function within the guidelines for Associate Degree Nursing as defined by the following National League for Nursing (NLN) competencies: direct care provider, manager of client care, and member within the profession of nursing. The Nursing Program prepares the graduate to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to function as a Registered Nurse in providing client care at the beginning staff level position. Ninety-four percent of graduates over the last five years have been successful in passing the NCLEX-RN. Subsequently, graduates report a nearly one hundred percent employment rate. Employers consistently rank NWACC Registered Nurses as above average in meeting professional standards of care. Students must complete all required course work with a grade of “C” or better.

Any individual having been found guilty of a misdemeanor or felony may be ineligible to write the

NCLEX exam for licensure as a Registered Nurse. The Director of Nursing Education can provide further information.

### Admission Procedure

Applicants must be high school graduates or have completed the high school level General Education Development (GED) Test.

All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student’s ability to understand Standard American English. A level 4 score is required for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

Applications for Track I, II, and Bridge via Track III available each year on February 1st for admission consideration into the nursing course sequence for summer or fall of that year. Applications for Track III and the LPN to RN transition via Track I are available each year on October 1st for admission consideration into the nursing course sequence for spring of the next year.

Contact:

Department of Nursing

One College Drive

Bentonville, AR 72712

(479) 619-4151 E-mail: [nursing@nwacc.edu](mailto:nursing@nwacc.edu)

Website: [www.nwacc.edu/web/academics/nursing/index.php](http://www.nwacc.edu/web/academics/nursing/index.php) Consult with nursing faculty at a Pre-Nursing Advisement Session concerning appropriate curriculum planning. The Advisement Session schedule can be found at [www.nwacc.edu/academics/nursing](http://www.nwacc.edu/academics/nursing).

### The Nursing Program offers three tracks:

#### 1. Track I (22 months to complete)

*(Begins each Fall for 4 semesters with the summer semester off)*

**2. Track II(15 months to complete)**  
(Begins each summer for 4 consecutive semesters))

**3. Track III (24 months to complete)**  
(Begins each spring - evening and weekends)

**Track Eligibility/Curriculum Requirements**

**Track I**

- A. General Education 15 hours with a cumulative GPA of 2.5 including:
  - 1. College Algebra or Survey of College Mathematics or higher level math i.e. MATH 1213, MATH 2043, etc.
  - 2. At least one of the three required science courses of Anatomy & Physiology I, Anatomy & Physiology II (no older than 5 years), and Microbiology
  - 3. At least 7 credit hours of the required general education courses: English Composition I, English Composition II, General Psychology, Human Growth and Development, a 3-hour computer course, and a college transferable elective OR
- B. Assessment Score Less than 15 hours of college credit:
  - 1. Certain scores on ACT or COMPASS assessment tests; see the Director of Nursing Education for eligibility under this pathway
  - 2. A student being admitted under these criteria must follow the first year and second year Nursing curriculum as outlined under the Nursing Curriculum Requirements.

**Nursing Curriculum Requirements**

**Track I**

**Prerequisite Semester (7 or 8 hours)**

BIOL	2214	Anatomy & Physiology I*	4
MATH	1204	College Algebra OR Higher level Math (Math 1213, Math 2043, etc.) OR	4
MATH	1103	Survey of College Math	3

**Fall Semester of First Professional Year (15 hours)**

BIOL	2224	Anatomy & Physiology II*	4
PSYC	2003	General Psychology	3
NURS	9108	Fundamentals of Nursing	8

**Spring Semester of First Professional Year (16 hours)**

MBIO	2014	Microbiology	4
ENGL	1013	English Composition I	3
NURS	9203	Nursing Care Older Adults	3
NURS	9206	Nursing Care of Adults I	6

**Summer Term (6 hours)**

XXXX	0003	Elective (College Transferable)	3
PSYC	2103	Human Growth & Development	3

**Fall Semester of Second Professional Year (14 hours)**

ENGL	1023	English Composition II	3
NURS	9305	Nursing Care of Adults II	5
NURS	9306	Nursing Care of Childbearing/ Childrearing Family	6

**Spring Semester of Second Professional Year (13 hours)**

AHSC	1123	Electronic Health Records	3
NURS	9404	Nursing Care of Persons with Psychosocial Stressors	4
NURS	9406	Nursing Care of Adults III	6

**Total Program: 71 or 72 hours**

*\*Anatomy & Physiology credit must be no older than 5 years.  
It is recommended that students complete all or almost all of the general education courses prior to entry into the nursing sequence.*

**Track II**

To be eligible for Track II, the student must have completed all the required general education courses, as defined in the AAS Nursing Degree plan, with at least a "C" or better prior to beginning the Nursing sequence and have an overall Grade Point Average (GPA) of 2.5 or better. In addition, the Nursing Program strongly recommends that Track II students be willing to limit outside employment to 12-15 hours per week or less.

**STUDENTS SELECTED FOR ADMISSION INTO TRACK II MAY ONLY HAVE A 5-6 DAYS NOTICE BEFORE THE START OF CLASS.**

**Nursing Curriculum Requirements**

**Track II**

**Summer Semester of First Professional Year (8 hours)**

NURS	9108	Fundamentals of Nursing	8
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**Fall Semester of First Professional Year (9 hours)**

NURS	9203	Nursing Care Older Adults	3
NURS	9206	Nursing Care of Adults I	6

**Spring Semester of Second Professional Year (11hours)**

NURS	9305	Nursing Care of Adults II	5
NURS	9306	Nursing Care of Childbearing/ Childrearing Family	6

**Summer Semester of Second Professional Year (10 hours)**

NURS	9404	Nursing Care of Persons with Psychosocial Stressors	4
NURS	9406	Nursing Care of Adults III	6

**Total Program: 71 or 72 hours**  
*General education course requirement are defined in the AAS Nursing Degree Plan. Anatomy & Physiology credit must be no older than 5 years.*

**Track III**

Students are accepted into Track III course sequence each spring. The applicant must complete the following minimum criteria by the end of the fall semester in order to be considered eligible for admission into the spring semester. All required general education courses must be completed with a "C" or better.

- A. General Education – 15 hours with a cumulative GPA of 2.5 including:
  1. College Algebra or Survey of College Mathematics or higher level math i.e. MATH 1213, MATH 2043, etc.
  2. At least one of the three required science courses of Anatomy and Physiology I, Anatomy & Physiology II (no older than 5 years), and Microbiology.
  3. At least 7 credit hours of the required general education courses: English Composition I, English Composition II, General Psychology, Human Growth and Development, a 3-hour computer course, and a college transferable elective.

**Track III**

**Prerequisite Semester (7 or 8 hours)**

BIOL	2214	Anatomy & Physiology I*	4
MATH	1204	College Algebra OR Higher level Math (Math 1213, Math 2043, etc.)	4
MATH	1103	Survey of College Math Fall Semester of First Professional Year (15 hours)	3
BIOL	2224	Anatomy & Physiology II*	4
PSYC	2003	General Psychology	3
NURS	9108	Fundamentals of Nursing Spring Semester of First Professional Year (16 hours)	8
MBIO	2014	Microbiology	4
ENGL	1013	English Composition I	3
NURS	9203	Nursing Care Older Adults	3
NURS	9206	Nursing Care of Adults I	6
		Summer Term (6 hours)	
XXXX	0003	Elective (College Transferable)	3

PSYC	2103	Human Growth & Development Fall Semester of Second Professional Year (14 hours)	3
ENGL	1023	English Composition II	3
NURS	9305	Nursing Care of Adults II	5
NURS	9306	Nursing Care of Childbearing/ Childrearing Family Spring Semester of Second Professional Year (13 hours)	6
AHSC	1123	Electronic Health Records	3
NURS	9404	Nursing Care of Persons with Psychosocial Stressors	4
NURS	9406	Nursing Care of Adults III	6

**Total Program: 71 or 72 hours**

\*Anatomy & Physiology credit must be no older than 5 years.  
 (Consult with Director of Nursing Education if not current)  
 It is recommended that students complete all or almost all of the general education courses prior to entry into the nursing sequence.

**Advanced Placement Options**

Advanced placement is available to Licensed Practical Nurses through the LPN to RN transition via Track I. The Bridge to RN via Track III offers advanced placement to LPNs, Respiratory Therapists, Paramedics, Physical Therapist Assistants and persons with Bachelor's degrees in other health-related fields. More information is available through the Nursing Program office.

**LPN to RN Transition via Track I**

Students are admitted in the spring semester and integrate with the second year Track I students the following fall semester. Application for spring admission is available on October 1st and is due on the first Monday of November.

**Bridge to RN via Track III**

Students are admitted in the summer term beginning in July and integrate with the second year Track III students in the following spring term. Application for summer admission is available on February 1st and is due on the first Monday of March.

The following courses must be completed prior to entry into NURS 9304:

MATH	1204	College Algebra OR	
MATH	1103	Survey of College Mathematics (higher level MATH – i.e. MATH 1213, MATH 2043, etc.)	
BIOL	2214	Anatomy & Physiology I	
BIOL	2224	Anatomy & Physiology II*	
MBIO	2014	Microbiology	
ENGL	1013	English Composition I	
PSYC	2003	General Psychology	
		<b>First Semester (10 hours)</b>	
NURS	9304	LPN/LPTN to RN Transition	
PSYC	2103	Human Growth & Development	3
XXXX	0003	College Level Elective	3

<b>Second Semester</b>			<b>(14 hours)</b>
ENGL	1023	English Composition II	3
NURS	9305	Nursing Care of Adults II	5
NURS	9306	Nursing Care of Childbearing/ Childrearing Families	6

<b>Third Semester</b>			<b>(13 hours)</b>
AHSC	1123	Electronic Health Records	3
NURS	9404	Nursing Care of Persons with Psychosocial Stressors	4
NURS	9406	Nursing Care of Adults III	6

**Total Program: 71 or 72 hours**

*\*Anatomy & Physiology credit must be no older than 5 years.  
It is recommended that students complete all or almost all the  
general education courses prior to entry into the nursing sequence.*

**Admission by Transfer**

Students who have been enrolled in nursing courses in another nursing program and are seeking transfer into the NWACC Nursing Program should contact the Director of Nursing Education. Official transcripts with course descriptions will be evaluated for transferable nursing course credit. Each student will be evaluated on an individual basis. Admission by transfer is subject to space availability.

A student who has successfully completed a Fundamentals/Foundations course at another nursing program is eligible to apply to NWACC's Nursing Program. All eligible students will enter the second semester of the Program (regardless of how many nursing course have been completed in the previous program) enrolling in NURS 9206 Nursing Care of Adult I and NURS 9203 Nursing Care of the Older Adult. The following shall apply to all eligible students:

- A. No more than 4 semesters shall have elapsed since the completion of the Fundamentals/Foundations course. If more than 4 semesters have elapsed, the student is not eligible for entry into the second semester. He/she may apply for entry into NURS 9108 Fundamentals of Nursing.
- B. Every transferring student must have an overall GPA of 2.5.
- C. Transfer students will be required to furnish a letter of recommendation from the previous nursing program stating they are in good standing and eligible to return to that program.
- D. Residency requirements for graduation from the Nursing Program will include at least two semesters in the Nursing Program at

NWACC.

**Readmission by Consent of the Nursing Department**

Contact the Director of Nursing Education for information.

**Additional Program Fees**

In addition to general College expenses (tuition, fees), Nursing Students have the following estimated needs (Expenses are subject to change.):

- Graduation Expenses (includes NCLEX-RN fees) \$800.00
- Liability Insurance \$30.00
- Miscellaneous (stethoscope, scissors, name pin, etc.) \$80.00-\$200.00
- Textbooks \$1,100.00
- Criminal background check \$50.00
- Urine Drug Screen \$25.00
- Current physical exam \$35.00-60.00
- Cost of medical health insurance coverage (varies for each individual)
- Computerized testing fees \$45.00

# DIVISION OF SCIENCE & MATHEMATICS

## Electronics Technology A.A.S. Degree Program

The Electronics Technology Degree Program is intended for students currently employed in or re-entering the electronics field. The courses, offered in partnership with Northwest Technical Institute (NTI), allow students to upgrade their technical skills or to acquire the additional general education necessary to advance into supervision or management.

The electronics industry is characterized by rapid technological advances and has grown faster than most other industries over the past 30 years. Much of the continuing growth in this industry is expected to be among the professional specialty occupations. Electronic semiconductor processors and electrical and electronic assemblers will also grow faster than the industry average. Highly skilled technical personnel should be able to take advantage of the increasingly sophisticated level of manufacturing technology as industries become more integrated and manufacturing processes more advanced. Employment of electronics production workers and managers is expected to grow more slowly than average.

In general, earnings in the electronics industry are high, although this is partly because many of the lower wage production jobs have been automated or exported to other countries. Average weekly earnings of all production and nonsupervisory workers in the industry were higher than the weekly average for all industries.

Students interested in the electronics technology field need to have an aptitude for math and science and the ability to keep up with rapidly changing technology. A culminating internship in the program allows students to apply to specific positions in area industries the technical knowledge they have learned in classes and labs.

Graduates of the program will receive an AAS degree in Electronics Technology.

Following is a suggested sequence of courses, which can be individualized with the help of advisors both at NWACC and NTI.

### General Education (16 hours)

CISQ	1103	Introduction to Computers** OR
ELT	1503	Computer Essential for Electronics Tech**
COM	1064	Technical Writing**
ELT	1103	DC/AC Current Fundamentals**
ELT	1203	Digital Electronics**
MATH	1204	College Algebra*

### English (6 hours)

ENGL	1013	English Composition I*	3
ENGL	2013	Intro to Business* OR	3
ENGL	1023	Acq. & Mgmt. of Human Capital*	3

### Math (7 hours)

MATH	1204	College Algebra*	3
MATH	1213	Plane Trigonometry*	4

### Electronics Courses (27 hours)

ELT	1103	DC/AC Current Fundamentals**	3
ELT	1203	Digital Electronics**	3
ELT	1313	Industrial Automation & Robotics**	3
ELT	2103	Solid State Devices**	3
ELT	2203	Process Control**	3
ELT	2313	Programmable Logic Controllers**	3
ELT	2403	Motors for Technicians**	3
ELT	3133	Electronic Troubleshooting**	3
ELT	3513	Intro to Machine Tool** OR	3
ELT	4003	Internship**	3

### Approved Electives (12 hours)

CISQ	1103	Intro to Computer Info Systems OR	4
ELT	1503	Computer Essential for Electronics Tech**	3
ELT	4103	Advanced Programmable Logic Controllers **	3
MATH	1003	Math for AAS Gen. Education*	3
BADM	2413	Business Organizational Management	3
BADM	2533	Supervision	3
CHEM	1024	Basic Chemistry	4
COMM	1313	Fundamental of Communication	3
ENSC	2303	Haz-Mat Control and Emergency Response	3
ENSC	2301L	Haz-Mat Control and Emergency Response lab	3
ENSC	2413	Environmental Compliance Documentation	3
ENSC	2703	Fundamentals of Industrial Hygiene	3
ENSC	2911	Environmental Special Problems	3
ENSC	2913	Environmental Special Problems*	3
ENSC	1103	Introduction to Engineering*	3
ENSC	2003	Introduction to Occupational Health and Safety	3
ENSC	2203	OSHA General Industry Standards	3

\*\* NTI courses; \*NWACC courses with prerequisites

For more information call the NWACC Science Department, (479) 619-4159

## Environmental & Regulatory Sciences A.A.S. Degree Options and Certificate Programs

The Division of Science & Mathematics offers a technical, competency-based Associate of Applied Science Degree in the field of Environmental Regulatory Science. Option I focuses on safety & health and the management of hazardous materials in the workplace. Option II focuses on the management of environmental resources and GIS technology and software. Graduates of either option may work for employers that include private industry, consulting firms, and public utilities. Graduates may also work in

the area of government agencies such as EPA, OSHA, or the Corps of Engineers. Approximately 90% have been successful within one year of graduation, as defined by employment in the field or seeking further higher education in a related discipline. Participation in an internship is encouraged and may be required for graduation. To acquaint students with professional opportunities occurring within the field, students are encouraged to participate in local safety and health conferences and student section of ASSE prior to graduation.

In addition to college credit, students can receive additional certifications in some classes. Examples: 40-Hour HAZWOPER certification, OSHA 30-Hour General Industry certification, and OSHA Train - the Trainer certification.

For more information, contact Cindy Hammons, (479) 936-5178 or 1-800-995-6922.

### Option I: Safety & Health, and Hazardous Materials Management

The occupational safety and health degree is designed for people entering the safety and/or environmental department within their company or for those who seek employment in this demanding field. The two-year program is designed to equip the safety/environmental professional with the tools needed to keep his/her company in compliance with current regulatory agencies and to create a safe and healthy work environment for all employees.

#### First Semester (16 hours)

CISQ	1103	Intro to Computer Information	3
ENGL	1013	English Composition I 3	
MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS General Education	3
BIOL	1544	Principles of Biology I 4	
OSHA	2003	Intro to Occupational Safety & Health 3	

#### Second Semester (16 Hours)

ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
CHEM	1104	College Chemistry I OR	4
CHEM	1054	Chemistry in the Modern World	4
OSHA	2203	OSHA General Industry Standards	3
ENSC	2413	Environmental Compliance Documentation	3
COMM	1313	Oral Communication	3

#### Third Semester (16 Hours)

BLAW	2013	Legal Environment of Business I	3
ENSC	2233	Instrumentation, Sampling & Analysis (Air Quality) OR	3
ENSC	2243	Instrumentation, Sampling & Analysis (Water Quality)	3
ENSC	2703	Fundamentals of Industrial Hygiene	3
CHEM	2614	Organic Physiological Chemistry OR	4

BIOL	2214	Anatomy & Physiology I OR	4
MBIO	2014	Microbiology	4
PSYC	2003	General Psychology	3

#### Fourth Semester (17 Hours)

OSHA	2533	Safety and Health Risk Management 3	
ENSC	2303	Hazardous Materials Control and Emergency Response 3	
ENSC	2301L	Hazardous Materials Control and Emergency Response Lab 1	
ENSC	2453	Internship in Environmental Science 3	
ENSC	2913	Environmental Special Problems 3	
BOTY	2534	Environmental Biology OR 4	
ENSC	2204	Introduction to Soil Science 4	
Total Hours:			65 - 66

### Option I: Safety & Health, and Hazardous Materials Management

The occupational safety and health degree is designed for people entering the safety and/or environmental department within their company or for those who seek employment in this demanding field. The two-year program is designed to equip the safety/environmental professional with the tools needed to keep his/her company in compliance with current regulatory agencies and to create a safe and healthy work environment for all employees.

### Option I: Safety & Health, and Hazardous Materials Management Online

In 2007, Arkansas Department of Higher Education approved the curriculum for Option I (Safety & Health, and Hazardous Materials Management) for online delivery and (AAS) degree in Environmental and Regulatory Science became the first AAS online degree for NWACC. This curriculum meets the guidelines developed jointly by the American Society of Safety Engineers (ASSE) and the Board of Certified Safety Professionals (BCSP). These guidelines define academic requirements for safety degrees and other routes of academic preparation for the profession. The guidelines reflect the tasks and functions performed by safety practitioners.

The Safety & Health, and Hazardous Materials Management Option I Curriculum is designed to provide occupational safety and health training to both pre-service and in-service safety practitioners. The courses may be completed via internet delivery or at our Bentonville, AR campus. The flexibility of online courses allows you to continue your education while meeting employment, community and family responsibilities.

**English & Communication (9 Hours)**

ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
COMM	1313	Oral Communication	3

**Mathematics & Science (11 - 12 Hours)**

MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS General Education	3
BIOL	1544	Principles of Biology I	4
CHEM	1054	Chemistry in the Modern World	4

**Other General Education (9 hours)**

CISQ	1103	Intro to Computer Information	3
BLAW	2013	Legal Environment of Business I	3
PSYC	2003	General Psychology	3

**Environmental Regulatory (31 hours)**

OSHA	2003	Intro to Occupational Safety & Health	3
OSHA	2203	OSHA General Industry Standards	3
OSHA	2533	Safety and Risk Management	3
ENSC	1003	Environmental Science	3
ENSC	1001L	Environmental Science lab	1
ENSC	2303	Hazardous Materials Control and Emergency Response	3
ENSC	2413	Environmental Compliance Documentation	3
ENSC	2453	Internship in Environmental Science	3
ENSC	2703	Fundamentals of Industrial Hygiene	3
ENSC	2913	Environmental Special Problems (I)	3
ENSC	2913	Environmental Special Problems (II)	3

**Total Hours: (60-61)****Option II: Environmental Management**

The Environmental Management option emphasizes water and land management and stresses soils, water treatment, and waste management. Students in this program have the outlook of an ecologist, and the orientation of a scientist with diverse skills and the ability to solve problems and work with people.

**English & Communication (9 Hours)**

ENGL	1013	English Composition I	3
ENGL	1023	English Composition II OR	3
ENGL	2013	Technical Writing	3
COMM	1313	Oral Communication	3

**Mathematics & Science (22-24 Hours)**

MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS General Education	3
CHEM	1104	College Chemistry I OR	4
CHEM	1024	Basic Chemistry	4
CHEM	2614	Organic Physiological Chemistry	4
BOTY	2534	Environmental Biology OR	3
ENSC	1003	Environmental Science AND	3
ENSC	1001	Environmental Science Lab	1
BOTY	1614	Plant Biology OR	4
BOTY	2404	Survey of the Plant Kingdom	4
GEOL	1114	General Geology OR	3
GEOL	2943	Intro to Geographic Information Science	3

**Other General Education (12 Hours)**

BLAW	2013	Intro to Computer Information	3
CISQ	1103	Legal Environment of Business I	3
PSYC	2003	General Psychology	3
XXXX	XXX3	Elective	3

**Environmental Regulatory (19-21 Hours)**

ENSC	2003	Environmental Management AND	3
ENSC	2001L	Environmental Management Lab	1
ENSC	2233	Instrumentation, Sampling and Analysis (Air Quality) OR	3
ENSC	2243	Instrumentation, Sampling and Analysis (Water Quality)	3
ENSC	2204	Introduction to Soil Science* OR	4
ENSC	2913	Environmental Special Problems	3
ENSC	2303	HazardousMaterial Control and Emergency Response	3
ENSC	2301L	HazardousMaterial Control and Emergency Response Lab	1
ENSC	2413	Environmental Compliance Documentation	3
ENSC	2453	Internship in Environmental Sciences	3

**Total Hours: (61-66)**



## Certificate of Proficiency in Safety and Health – Available Online

The Certificate of Proficiency Program is designed for students that are already working in a related field of safety and health, requiring a basic understanding of federal/state environmental regulations. This program of study would allow an individual the opportunity to improve their job skills for their current job even if no other additional classes were sought. If a student completes the Certificate of Proficiency and then wants to pursue further study, the Technical Certificate described below could be an option.

OSHA	2003	Introduction to Occupational Safety & Health	3
CISQ	1103	Introduction to Computer Info. OR Proficiency Demonstrated OR	3
ENSC	2413	Environmental Compliance Documentation	3
OHSA	2203	OSHA General Industry Standards	3
OSHA	2533	Safety and Health Risk Management	3
ENSC	2303	Hazardous Materials Control & Emergency Response	3
ENSC	2911	Environmental Special Problems	1

**Total Hours: 16**

## Technical Certificate in Environmental Regulatory Sciences

The Technical Certificate also requires a firm base of understanding of federal/state regulations. This certificate, however, is more specifically geared to employees who do on-site exposure sampling, handle hazardous materials, respond to emergency release of chemicals in the workplace, or address other workplace related environmental issues. If a student completes the Technical Certificate and then wants to pursue further study, the Associate of Applied Science (AAS) in Environmental and Regulatory Science could be an option. All courses are available online except ENSC 2301L, ENSC 2233, and ENSC 2243.

OSHA	2003	Introduction to Occupational Safety & Health	3
OSHA	2203	OSHA General Industry Standards	3
OSHA	2533	Safety & Health Risk Management	3
ENSC	2233	Instrumentation, Sampling & Analysis (Air Quality) OR	3
ENSC	2243	Instrumentation, Sampling & Analysis (Water Quality)	3
ENSC	2303	Hazardous Materials Control & Emergency Response	3
ENSC	2301L	Hazardous Materials Control & Emergency Response Lab	1
ENSC	2413	Environmental Compliance Documentation	3
ENSC	2703	Fundamentals of Industrial Hygiene	3
OSHA/ENSC/BOTY Related Electives			6
CISQ	1103	Intro to Computer Information OR Proficiency Demonstrated	3
XXXX	XXX3	3 hours any elective	3

**Total Hours: 34**

## Certificate of Proficiency in Environmental Management GIS Technician

The Certificate of Proficiency is designed for students interested in learning skills related to creating and maintaining environmental related Geographical Information Science (GIS) data. ESRI software, specifically the ArcGIS Suite (Arc Catalog, Arc Map, Arc Toolbox) are used to perform GIS data collection, conversion/editing, GIS map production, and spatial database management.

GEOS	2943	Introduction to Geographical Information Science I	3
CHEM	1054	Chemistry and the Modern World OR	4
CHEM	1024	Basic Chemistry OR	4
CHEM	1104	College Chemistry I	4
ENSC	1003	Environmental Science AND	3
ENSC	1001L	Environmental Science Lab OR	1
BOTY	2534	Environmental Biology	4
BOTY	2404	Survey of the Plant Kingdom OR	4
BOTY	1614	Plant Biology	4
ENSC	2911	Environmental Special Problems	1

**Total Hours: 16**

### Earn Certificates as along the way

It is possible to move through the AAS degree curriculum and earning the certificates along the way. Students interested in this career pathway should earn the certificate of proficiency in safety and Health first (16 hours), then the technical certificate in Environmental Regulatory Science (19 additional hours) and then conclude by finishing the supporting general education portions of the AAS Option I of the Environmental regulatory programs (additional 30 hours).

# DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

## Legal Studies Department

### Criminal Justice A.A.S Degree Program

The Associate of Applied Science degree program in Criminal Justice is considered appropriate for persons preparing for employment in many municipal, state and private police agencies as well as persons considering employment in local, state, federal, and private correctional facilities. While the Associate degree may be a stepping stone for those students who plan to go on for a bachelor's degree, it is designed as a standalone two year terminal degree program. The objective of the degree program is to provide students with an understanding of the process by which justice is distributed in our society, the function and operation of the criminal justice system (law enforcement, criminal courts and corrections) role of individuals in the allocation of justice.

The associate degree in criminal justice has three tracks: a law enforcement track, prevention and corrections track, and forensic sciences track. Students may choose one of the three tracks as an area of emphasis. This emphasis will be fulfilled by completing the 12 hours of criminal justice electives. All students are required to complete the core courses. Core courses for an associate degree include CMJS 2013, 2023, 2033, and 2043. Additional courses are to be taken from areas of social and behavioral sciences as well as Math and English. The total number of hours required for completion of the associates degree is 63. Students may complete the degree in four semesters if they average 16 hours per semester.

NWACC will award six hours of credit for students who can demonstrate completion of training from Arkansas Law Enforcement Training Academy (ALETA). Three hours will substitute for either Law Enforcement in Society or Criminal Procedures and three hours will apply toward Criminal Justice electives. Financial Aid Scholarships are available for CMJS majors.

NWACC, in partnership with the Criminal Justice Institute, is able to offer AAS degrees in Crime Scene Investigation and Law Enforcement Administration to actively employ law enforcement personnel. Please contact the Criminal Justice Coordinator for details of these programs.

CMJS 9983 may be awarded at the discretion of the Criminal Justice Coordinator as a general course substitution for a CMJS elective to those students with substantial relevant academic criminal justice training

or experience not directly fitting within existing course descriptions.

For more information about careers in the field of criminal justice or aspects of the criminal justice program, visit the departmental website at: [www.nwacc.edu/academics/criminaljustice/index.htm](http://www.nwacc.edu/academics/criminaljustice/index.htm).

<b>First Semester</b>			<b>15 hours</b>
ENGL	1013	English Composition I	3
CMJS	2003	Law Enforcement in Society	3
CISQ	1103	Intro. To Computer Information	3
COMM	1313	Fund. Of Communication OR	3
PSYC	2003	General Psychology	3

<b>Second Semester</b>			<b>18-19 hours</b>
ENGL	1023	English Composition II	3
CMJS	2013	Intro. To Criminal Justice	3
PLSC	2003	American National Government	3
EMTA	1013	First Responder	3
SOCI	2013	General Sociology	3
		Related Electives	3-4

<b>Third Semester</b>			<b>16-17 hours</b>
MATH	1024	College Algebra OR	4
MATH	1003	Math for AAS General Education*	3
CMJS	2023	Criminology	3
		Related Electives	3-4
		Criminal Justice Electives	6

<b>Fourth Semester</b>			<b>15 hours</b>
CMJS	2033	Criminal Law	3
CMJS	2043	Criminal Procedures	3
SCWK	2233	Juvenile Delinquency	3
		Criminal Justice Electives	6

<b>Related Electives</b>			
SPAN	1003	Elementary Spanish I	3
PSYC	2043	Abnormal Psychology	3
ANTH	1013	Intro. Biological Anthropology	3
ANTH	1011L	Intro. Biological Anthropology	3
LEGL	1043	Introduction to Law	3
HSEM	1003	Introduction to Terrorism	3
PLSC	2203	State & Local Government	3
SOCI	2033	Social Problems	3

<b>Criminal Justice Electives</b>			
CMJS	2053	Criminal Justice Investigation	3
CMJS	2063	Probation and Parole	3
CMJS	2073	Police Administration	3
CMJS	2083	Corrections	3
CMJS	2093	Introduction to Forensic Anthropology	3
CMJS	2233	Gangs an Individual & Group Perspective	3
CMJS	2243	Fraud Examination	3
CMJS	2343	Crime Scene Investigations	3
CMJS	2443	Criminalistics: Intro to Forensic Science	3
CMJS	2453	Crime Scene Photography	3
CMJS	2463	Child Abuse & Neglect: Perspectives	3
CMJS	2474	Response to Child Maltreatment	4
CMJS	2543	Criminal Justice Internship	3

*(Not all courses are available each semester; consult catalog to aid in planning)*

*\*MATH 1003 is non-transferable.*

*Terminal non-transfer degree.*

## Certificate of Proficiency in Criminal Justice (18 hours)

CMJS	2003	Law Enforcement in Society
CMJS	2013	Introduction to Criminal Justice
CMJS	2033	Criminal Law and Society
CMJS	2023	Introduction to Criminology
ENGL	1013	English Composition I
CISQ	1103	Intro Computer Information

## Technical Certificate in Criminal Justice (18 hours)

The Certificate of Proficiency courses are a requirement plus these courses to obtain the Technical Certificate

CMJS	2043	Criminal Procedure
ENGL	1023	English Composition II
MATH	1003	*Math for A.A. S. Gen Education
XXX	XXX	6 Hours Criminal Justice Electives **
XXX	XXX	3 Hours Related Electives ***

**Total Hours: 36**

## Associate of Applied Science in Criminal Justice (24 hours)

Certificate of Proficiency courses are a requirement and the Technical Certificate courses are a requirement plus these to obtain the Associate of Applied Science Degree

COMM	1313	Fundamentals of Communication
PSYC	2003	General Psychology
PSLC	2003	American National Government
EMTA	1013	First Responder
SOCI	2013	General Sociology
SCWK	2233	Juvenile Delinquency
XXX	XXX	3 Additional Hours Criminal Justice Electives **
XXX	XXX	3 Additional Hours Related Electives ***

**Total Hours: 60**

## Criminal Justice Certificates

Certificates of Proficiency may also be awarded in the areas of Law Enforcement, Prevention and Corrections, and Forensic Science. Each Certificate requires eighteen credit hours within the specialized area of study and may be a part of an AAS degree or a stand-alone program of study.

### Certificate of Proficiency in Criminal Justice for Forensic Science)

CMJS	2003	Law Enforcement in Society
CMJS	2013	Intro to Criminal Justice
CMJS	2053	Criminal Investigations
CMJS	2093	Intro to Forensic Anthropology
CMJS	2343	Crime Scene Investigation
CMJS	2443	Criminalistics

### Certificate of Proficiency in Criminal Justice for Prevention and Corrections

CMJS	2003	Law Enforcement in Society
CMJS	2013	Intro to Criminal Justice
CMJS	2023	Intro to Criminology
CMJS	2063	Probation and Parole
CMJS	2083	Corrections
SCWK	2233	Juvenile Delinquency

### Certificate of Proficiency in Criminal Justice for Law Enforcement

CMJS	2003	Law Enforcement in Society
CMJS	2013	Intro to Criminal Justice
CMJS	2033	Criminal Law and Society
CMJS	2043	Criminal Procedures
CMJS	2053	Criminal Investigations
CMJS	2343	Crime Scene Investigation

\*Under a Memorandum of Understanding, active duty law enforcement personnel may obtain Certificates and/or an AAS degree in Crime Scene Investigation or Law Enforcement Administration by obtaining Criminal Justice hours through the Criminal Justice Institute and general education hours through NorthWest Arkansas Community College. Those students who are currently employed in law enforcement may obtain information regarding these programs by contacting the Criminal Justice Institute or by contacting Jerry Rose, NWACC Criminal Justice Coordinator at 479-619-4344.

## Homeland Security/Emergency Management A.A.S. Degree Program

The Associate of Applied Science Degree Program in Homeland Security/Emergency Management is considered appropriate for individuals currently in an emergency response profession seeking to update skills or for those interested in entering the field of homeland security and emergency management. Those benefiting from the program include first responders, fire fighters, corrections and criminal justice professionals, emergency managers, those in the health care professions and corporate and government workers. The Associate degree also is a stepping stone for those students who plan to go for a bachelor's degree, but is a terminal non-transferable degree.

The objective of the degree is to provide students with an understanding of the fundamental principles of emergency management and an all-hazards approach to disaster planning, the ability to understand the basis of terrorism and its effect on society as well as policies and procedures for countermeasures, and understanding both the historical and evolving concept of homeland security within the broader political and national security system of the contemporary nation-state. The Associate of Applied Science Degree in Homeland Security/Emergency Management (HSEM) is a two year interdisciplinary degree program of 65/66 semester hours including 34/35 general education courses. All students are required to complete new core courses of Introduction to Terrorism, Mass Disaster and Emergency Response, Incident Command System, Principles of Emergency Management, and State and Local Disaster Management. For more information

about careers in the field of homeland security/emergency management or other aspects of the degree program contact the Homeland Security Coordinator, Criminal Justice Coordinator, or the dean of Legal and Protective Services.

#### Possible Placement Requirements

(these hours will not transfer to a four-year Institution):

MATH	0013	Pre-Algebra
MATH	0053	Beginning Algebra
MATH	0103	Intermediate Algebra
READ	0003	Preparing for College Algebra
READ	0033	College Reading
ENGL	004V	Foundations of Writing
ENGL	0053	Beginning Writing
ENGL	0063	Intermediate Writing

#### General Education Required Courses (18-19 hours)

ENGL	1013	English Composition I
ENGL	1023	English Composition II
CISQ	1103	Intro Computer Information
COMM	1313	Fundamentals of Communication
MATH	1204	College Algebra OR
MATH	1003	Math for A.A.S. General Education
PLSC	2003	American National Government

#### General Related HSEM Required Courses (17 hours)

MGMT	1023	Leadership Development
CHEM	1024	Basic Chemistry
GEOG	1123	Human Geography
ENSC	2301	Lab-Haz. Mat. Cont. & Emer Resp.
ENSC	2303	Haz. Mat. Cont & Emer Resp.
PSYC	2003	General Psychology

#### HSEM Required Courses (15 hours)

HSEM	1003	Introduction to Terrorism
HSEM	1013	Mass Disaster & Emergency Response
HSEM	1023	Incident Command System
HSEM	1033	Principles of Emergency Management
HSEM	1053	State & Local Disaster Management

#### General (FEMA) Electives (Select 6-7 hours)

HSEM	1063	(FEMA) Elective
HSEM	1163	(FEMA) Elective

#### HSEM & Related Electives (6 hours)

ENSC	2413	Environmental Compliance Doc.
ENSC	2233	Instrument Sampling & Analysis - Air Quality OR
ENSE	2243	Instrument Sampling & Analysis - Water Quality
PHIL	2033	World Religion
MBIO	2014	General Microbiology
HSEM	1093	Internship
PSYC	2043	Abnormal Psychology

#### Total Hours 62-65

NOTE: 15 Hours must be earned at NWACC to graduate. (not all courses are available each semester; consult catalog to aid in planning.)

### Certificate of Proficiency in Homeland Security/Emergency Management

HSEM	1003	Intro to Terrorism
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HSEM	1013	Mass Disaster & Emergency Response
HSEM	1023	Incident Command System
HSEM	1033	Principles of Emergency Management
HSEM	1063	FEMA (1st 8 Weeks)
HSEM	1163	FEMA (2nd 8 Weeks)

#### Total Hours 18 hours

### Technical Certificate in Homeland Security/Emergency Management (21 hrs)

The Certificate of Proficiency courses are a requirement plus these courses to obtain the Technical Certificate

HSEM	1053	State & Local Disaster Management
LEAD/MGMT	1023	Leadership Development
GEOG	1123	Human Geography
PSYC	2003	General Psychology
ENGL	1013	English Composition I
COMM	1313	Fundamentals of Communication
MATH	1003	Math for AAS Gen. Education

#### Total Hours 39 hours

### Associate of Applied Science Degree in Homeland Security/Emergency Management (23 hours)

The Certificate of Proficiency courses are a requirement and the Technical Certificate courses are a requirement plus these to obtain the Associate of Applied Science Degree

ENGL	1023	English Composition II
CISQ	1103	Into Computer Information
PLSC	2003	American National Gov.
CHEM	1024	Basic Chemistry
ENSC	2301	Lab-Haz Mat Cont
ENSC	2303	Haz.Mat Cont & Emer Response
Electives (Select Two)		
CMJS	2003	Law Enforcement in Society
CMJS	2013	Introduction to Crim. Justice
CMJS	2033	Criminal Law & Society
ENSC	2413	Environ. Compliance Doc
ENSC	2233	Instrument Sampling & Analysis -Air Quality (OR)
ENSC	2243	Instrument Sampling & Analysis- Water Quality
PHIL	2033	World Religion
PSYC	2043	Abnormal Psychology
HSEM	1093	Internship

#### Total Hours 62 hours

### Paralegal A.A.S. Degree Program

This program is an American Bar Association approved paralegal program designed for paralegal professionals who assist attorneys in the research, investigation, document preparation, trial coordination, case management and writing responsibilities of a law firm, corporate legal department, or government law office or judicial agency. Students interested in the program need excellent writing and communication skills, the ability to accept responsibility and take

direction, and an aptitude for organizing legal ideas and factual materials. As less than 25% of all paralegal programs have ABA approval status, this is a mark of distinction and shows that the program meets high standards in the areas of faculty, student achievement, curriculum and the overall student services of the college.

The NWACC program supports the general principles of ethical legal practice, professional responsibility, and the prohibition against the unauthorized practice of law by non-lawyers. Students receive extensive training in legal ethics, including the mandate that paralegals work only under the supervision of attorneys and are prohibited by law from giving legal advice to the public.

**Possible Placement Requirements**

(these hours will not transfer to a four-year institution):

MATH	0013	Pre-Algebra
MATH	0053	Beginning Algebra
MATH	0103	Intermediate Algebra
READ	0003	Preparing for College Algebra
READ	0033	College Reading
ENGL	004V	Foundations of Writing
ENGL	0053	Beginning Writing
ENGL	0063	Intermediate Writing

**First Semester (16 hours)**

ENGL	1013	English Composition I	3
CISQ	1103	Intro. to Computer Information	3
COMM	1313	Fundamentals of Speech	3
LEGL	1043	Introduction to Law	3
LEGL	1104	Legal Research	4

**Second Semester (15-16 hours)**

MATH	1204	College Algebra OR	4
MATH	1003	Math for AAS Majors Math	3
PLSC	2003	American National Government OR	3
HIST	2003	History of the American People to 1877 OR	3
HIST	2013	History of the American People 1877 to Present	3
ENGL	1023	English Composition II	3
CMJS	XXX	Criminal Justice Elective	3
LEGL	2133	Torts	3

**Third Semester (15-16 hours)**

PSYC	2003	General Psychology	3
LEGL	2323	Civil Litigation	3
LEGL	1133	Legal Writing	3
LEGL	2382	Legal Ethics	2
LEGL	2252	Family Law	2
<i>Elective - Select from Group A, B or C</i>			2-3

**Fourth Semester (15-16 hours)**

LEGL	2643	Contracts	3
LEGL	2553	Real Estate Law	3
LEGL	2753	Wills, Trusts and Probate	3
LEGL	2772	Business Organizations	2
LEGL	2822	Trial Practice OR	2
LEGL	29LV	Paralegal Internship	1-6

**Total hours 62-64**

**GROUP A - Paralegal Electives**

LEGL	2153	American Constitutional Law	3
LEGL	2162	Employment Law	2
LEGL	2173	Evidence	3
LEGL	777V	General Paralegal Elective (see catalog)	3

*NOTE: Students can be awarded 5 credit hours for completion of the Paralegal Certificate from the University of Arkansas School of Continuing Education and Academic Outreach. These hours will substitute for 3 hours of Torts and 2 hours of the Paralegal Elective (Group A).3*

**GROUP B - Criminal Justice Electives**

CMJS	2033	Criminal Law	3
CMJS	2043	Criminal Procedures	3
CMJS	2013	Intro to Criminal Justice	3
CMJS	2023	Criminology	3

**GROUP C - General Education Electives**

Foreign language, natural or physical science, history, sociology, Political science, humanities or English

*NOTE: Students can be awarded 5 credit hours for completion of the Paralegal Certificate from the University of Arkansas School of Continuing Education and Academic Outreach. These hours will substitute for 3 hours of Torts and 2 hours of the Paralegal Elective (Group A).*

*Students must earn at least 15 hours at NWACC and receive a grade of "C" or better in all LEGL courses to graduate.*

*The paralegal program will only accept up to 12 hours of credit for legal specialty courses which are transferred in from other accredited college paralegal programs, including programs which are approved by the American Bar Association. The decision as to whether a paralegal course from another institution will be accepted is the sole discretion of the NWACC paralegal program administrator.*

**ROTC**

The University of Arkansas Reserve Officers Training Corps offers classes in both Army and Air Force ROTC through NWACC. Students sign up through NWACC and attend classes held on the campus of the University of Arkansas in Fayetteville.

**Education and Wellness Department  
Early Childhood Education A.A.S. \* Degree Program - Mission:**

The Early Childhood Program is committed to providing excellent, research-based educational experiences and modeling best practices for all learners (including the young child and the adult learner).

The Early Childhood Program provides courses that allow students to:

Acquire the lower-division early childhood and child development foundations needed for completion of the AAS degree at NorthWest Arkansas Community College and employment in quality child care centers;

Develop broad perspectives of the discipline by

gaining an understanding of the underlying continuity of human development, understanding the relationship between child development and later development and success in life, and understanding the importance of the role of the early childhood professional in today's society;

Comprehend the value of critical thinking in analyzing current trends and issues impacting children and their families by developing a socio-cultural view of child development, critically evaluating research as it pertains to children and their families, drawing sound conclusions from research in order to better inform their professional decisions;

Communicate with colleagues, families, and the broader community about children's issues.

#### **Early Childhood Education Core (16 hours)**

CHED	1003	Foundations of Early Childhood Edu.
CHED	1033	Creative Experiences
CHED	1201	Field Experience I
CHED	1203	Environments for Young Children
CHED	2033	Child Growth & Dev.
CHED	2053	Administration of Child Care

#### **Early Childhood Teaching Credential (21 hours)**

ECTC	2303	Literacy & Language Arts for E.C.
ECTC	2403	Math & Science for Early Childhood
ECTC	2503	Child Guidance
ECTC	2603	Child Development Practicum
ECTC	2703	Preschool Curriculum
ECTC	2803	Infant and Toddler Curriculum
ECTC	2903	Future Perspectives in E.C.

#### **Early Childhood Core Credit Total 37 hours**

#### **English Composition (6 hours)**

ENGL	1013	English Composition I
ENGL	1023	English Composition II

#### **Mathematics (3-4 hours)**

MATH	1204	College Algebra OR
MATH	1003	*Math for A.A.S. Gen. Edu.

#### **Behavioral and Social Sciences (9 hours)**

CMJS	2463	Child Abuse & Neglect
PSYC	2003	General Psychology
SOCI	2013	General Sociology

#### **Communications (3 hours)**

COMM	1313	Fundamentals of Comm.
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#### **Business and Computer Information (3-4 hours)**

CISQ	1103	Intro to Computer Information
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#### **Approved Elective (3 hours)**

PSYC	2103	Human Growth & Dev.
SCWK	2033	Social Problems
SOCI	2043	Marriage & Family

#### **General Education Credits (27-28 hours)**

#### **Total Hours 64-65**

*Related Electives are: PYSC 2103 Human Growth & Development; SOCI 2033 Social Problems; SCWK 2633 Child Welfare Upon showing appropriate documentation, students who have obtained CDA certification will receive credit.*

## **Child Development Associate Training**

Child Development Associate Training, known as CDA Training is available at NWACC. The courses ensure that CDA candidates will be prepared for assessment by the CDA council for professional recognition, which is the national organization that awards CDA credentials to candidates.

## **Child Development Associate (CDA) Certificate of Proficiency**

The following sequence of courses provides preparation for assessment for the Child Development Associate Credential (CDA). Students must be employed in an approved early childhood program and working at least 30 hours per week with children of the appropriate age for CDA credential sought.

CHED	1003	Foundations of Early Childhood Education
CHED	1201	Field Experience
CHED	1203	Environment for Young Children
CHED	2003	Child Growth & Development

In partnership with the University of Arkansas, the Early Childhood Program at NWACC offers Child Care Orientation Training throughout the year. This 10-hour training is required by the State of Arkansas for anyone who is hired to teach young children in a child care setting. Please call 619-4149 for a schedule of workshops. There is no fee, but you must be able to attend all 10 hours in order to receive the certificate of completion.

## Teacher Education

### The Technical Certificate Program for Paraeducators of Special Needs Learners

This 30-credit hour technical certificate program is designed to deliver the curriculum for classroom assistants and instructional aides working or those seeking to work in the K – 12. Fifteen (15) hours of college core courses articulate directly into the Associate of Arts in Teaching degree. Fifteen (15) hours include applied courses which will provide a practical approach to working with all students, particularly those with special needs. For more information, contact the Coordinator of Teacher Education, or the Learner Development Center.

#### College Core Courses (15 Credit Hours)

ENGL	1013	English Composition I OR	3
ENGL	1013H	English Composition I, Honors	3
CIED	1001	Practicum: Introduction to Education*	1
CIED	1002	Introduction to Education*	2
ETEC	2003	Education Technology (K-12 Computing Skills)	3
PSYC	2003	General Psychology OR	3
SOCI	2013	General Sociology	3
COMM	1313	Fund. Of Communications	3

#### The Paraeducator Academy (12 Credit Hrs Minimum)

CIED	1013	Teaching Exceptional Learners	3
CIED	1023	Classroom Management for Special Needs Learners (grades 4-12) OR	3
ECTC	2503	Child Guidance	4
CIED	1033	The Paraeducator's Role in the Classroom	3
CHED	2033	Child Development	3

#### Specialization Track: (3 Credit Hours)

CIED	2013	Disability Awareness and Self-Advocacy	3
CIED	2023	Literacy for Special Needs Learners	3
CIED	2033	Integrated Curriculum for ELL Learners	3
CHED	1003	Foundations and Theories	3
CHED	1033	Creative Experiences	3

**Total Hours** **30**

# CULINARY ARTS AND HOSPITALITY MANAGEMENT

The world of Culinary Arts and Hospitality Management can lead to an eventful, productive, and rewarding career. The possibilities for advancement, growth, and challenge are virtually unlimited. Whether you desire a career that keeps you close to home or one that offers you an opportunity for travel, Culinary Arts and Hospitality Management may be for you.

Few career fields match the diversity and range in positions that Culinary Arts and Hospitality Management can offer. Career paths include professional chef, restaurant owner, caterer, culinary educator, food research and development chef, health care, food sales and marketing, hotel management, and other highly enjoyable fields of work. NWACC offers instruction from some of the area's best hospitality and culinary professionals. All of our instructors come to us with years of professional experience and are constantly updating their skills to provide the most up to date instruction possible. Also our small class sizes allow for quality hands on instruction under the guidance of our skilled staff.

The hospitality and culinary programs at NWACC offer a wide range of varied and exciting internship opportunities at many of the area's best food and lodging establishments. So whether you are ready to start on your new career, want to improve and update your current skills or just want to learn more about the world of hospitality, NWACC has what you need.

On behalf of the faculty and staff of the Culinary Arts and Hospitality Management programs, I would like to welcome you to our program. We look forward to growing with you as you venture into your future.

## Certificate of Proficiency in Culinary Arts

CULY 1003	Safety and Sanitation
CULY 1103	Introduction to Food Preparation
CULY 1203	Stocks, Sauces and Soups
CULY 1303	Center of the Plate Applications
CULY 2204	Culinary Internship

**Total Hours** 16

## Technical Certificate in Culinary Arts (18 hrs)

The Certificate of Proficiency courses are a requirement plus these courses to obtain the Technical Certificate

CULY 1403	Garde Manger
CULY 2003	World Cuisine
CULY 2103	Contemporary Cuisine
CULY 1303	Hospitality Purchasing
General Education	

ENGL 1013	English Comp I
Communications Elective	
MATH 1003	Math for AAS General Ed
<b>Total Hours</b>	34

## Associate of Applied Science Degree in Culinary Arts (30 hrs)

Certificate of Proficiency courses are a requirement and the Technical Certificate courses are a requirement plus these to obtain the Associate of Applied Science Degree

HOSP 1103	Supervisory Management
HOSP 1203	Nutrition for Foodservice
CULY 1103	Introduction of Food Preparation
HOSP 2003	Hospitality Layout & Menu Design
HOSP 2303	Hospitality Operations
BAKG 1003	Introduction to Baking
Electives any HOSP, CULY, BAKG	
General Education	
ENGL 1023	English Comp II
Computer Skills elective	
Social Sciences elective	
<b>Total Hours</b>	64

## Hospitality Management Certificate of Proficiency

HOSP 1003	Introduction to Hospitality	3
HOSP 2204	Hospitality Internship	4

**Students must choose (4) classes from the following list:**

HOSP 1103	Supervisory Management	3
HOSP 1303	Hospitality Purchasing	3
HOSP 1403	Hospitality Marketing	3
HOSP 1503	Catering and Banquet Service	3
HOSP 2003	Hospitality Layout and Menu design	3
HOSP 2303	Hospitality Operations	3
CULY 1003	Safety and Sanitation	3
HOSP 1803	Travel and Tourism	3
<b>Total certificate credit hours</b>		1

## Baking Arts Technical Certificate

CULY 1003	Safety and Sanitation	3
HOSP 1303	Hospitality Purchasing	3
BAKG 1003	Introduction to Baking	3
BAKG 1103	Classical Pastries	3
BAKG 1203	Yeast and Quick Breads	3
BAKG 1303	Cakes and Cake Decorating	3
BAKG 2103	Bakeshop Operations	3
BAKG 2204	Baking Internship	4
HOSP 1403	Hospitality Marketing	3

<b>Certificate specific credits</b>		28
MATH 1204	MATH College Algebra OR	3
MATH 1003	MATH for AAS General Ed	3
ENGL 1013	English Comp I	3
<b>Communications elective</b>		3
<b>Social Studies elective</b>		3
<b>General education credits</b>		12
<b>Total certificate credit hours</b>		40



# NWACC COURSES BY DIVISION

## **Health Professions Division (479-619-4153)**

Allied Health Science  
Emergency Medical Sciences  
Fire Science Administration & Technology  
Nursing  
Paramedic Science  
Physical Therapist Assistant  
Respiratory Therapy

## **Business and Computer Information Division (479-619-4155)**

Accounting  
Business Administration  
Business Law  
Banking and Finance  
Computer Information Systems Management  
Computer Information  
Computer Aided Design  
Economics  
Entrepreneurship (Pending ADHE Approval)  
Finance  
International Business  
Management  
Networking  
Office Systems Integration & Management  
Computer Programming  
Tax Specialist  
Transportation & Logistics  
Walton College of Business Transfer

## **Communication and Arts Division**

### **Performing & Visual Arts (479-619-4157)**

Art  
Communication/Film  
Drama  
Graphic Design  
Music

### **Language & Humanities (479-619-4331)**

College Intensive English Program  
English & Literature  
French  
German  
Humanities  
Reading  
Spanish

## **Science and Mathematics (479-619-4142)**

Agricultural, Food & Life Science  
Anthropology  
Astronomy  
Biology  
Botany  
Chemistry  
Environmental & Regulatory Sciences  
Geology

GeoSciences

General Engineering  
Horticulture  
Transfer & Developmental Mathematics  
Microbiology  
Mechanical Engineering  
Projects Advancing Curriculum Technology & Service  
Safety & Health Regulations  
Physical Science  
Physics

## **Social and Behavioral Sciences Division (479-619-4149)**

Air Force ROTC  
Army ROTC  
Anthropology  
Criminal Justice  
Curriculum and Instruction  
Early Childhood Education  
Educational Technology  
Homeland Security/Emergency Management  
Health Science  
Physical Education Activities  
Leadership Fundamentals  
Legal Assistance/Paralegal  
Geography  
History  
Philosophy and Religion  
Political Science  
Psychology  
Social Work  
Sociology

# COURSE TITLES

All courses are listed alphabetically by course prefix. NWACC courses are identified by a four digit number. The first digit indicates the course level; “0” indicates courses that do not lead towards graduation; “1” indicates first year or freshman level courses; “2” indicates second year or sophomore level courses. The final digit indicates the course credit hours. The semester in which a course is scheduled to be offered is indicated by a code following each course name. The codes are F = Fall semester, S = Spring semester, SUM = Summer semester and on demand = as needed.

Some of the courses listed may not transfer to all four year institutions. Therefore, it is the responsibility of the student planning to transfer to check with an advisor as to the transferability of specific courses.

<b>Course Prefix</b>	<b>Academic Discipline</b>	<b>Course Prefix</b>	<b>Academic Discipline</b>
ACCT	Accounting	GERM	German
AERO	Air Force ROTC	GNEG	General Engineering
AFLS	Agriculture, Food, & Life Science	HFDB	Hospitality Food & Beverage
AHSC	Allied Health Science	HIST	History
ANTH	Anthropology	HLSC	Health Science
ARAB	Arabic	HMGTT	Hospitality Management & Culinary Arts
ARHS	Art History	HMKT	Hospitality Marketing
ART	Art	HORT	Horticulture
ASTR	Astronomy	HRMN	Hotel Restaurant Management
AVSC	Aviation Science	HSEM	Homeland Security/Emergency Management
AVTA	Aviation Technology Airframe Maintenance	HUMN	Humanities
AVTG	Aviation Technology General Maintenance	INTB	International Business
AVTP	Aviation Technology Powerplant Maintenance	KINS	Kinesiology
BIOL	Biology	LEAD	Leadership Fundamentals
BADM	Business Administration	LEGL	Paralegal
BLAW	Business Law	MATH	Mathematics
BOTY	Botany	MBIO	Microbiology
BUTR	Business Transfer to WCOB	MGMT	Management
CFT (BFIN)	Banking & Finance	MEEG	Mechanical Engineering
CHED	Early Childhood Education	MILS	Army ROTC
CHEM	Chemistry	MTEC	Medical Technology
CIED	Curriculum & Instruction	MUSI	Music
CIEP	English for Non Native Speakers	NTWK	Computer Networking
CISM	Computer Information Systems Management	NURS	Nursing
CISQ	Computer Information	OSHA	Safety & Health Regulations
CMJS	Criminal Justice	OSIM	Office Systems Integration & Management
COMM	Communication	PEAC	Physical Education Activities
DRAM	Drama	PHIL	Philosophy & Religion
DRFT	Computer Aid Design (CAD)	PHSC	Physical Sciences
ECON	Economics	PHTA	Physical Therapist Assistant
EMTA	Emergency Medical Technician	PHYS	Physics
EMTP	Paramedic	PLSC	Political Science
ENGL	English	PROG	Computer Programming
ENSC	Environmental and Regulatory Science	PSYC	Psychology
ENTR	Entrepreneurship	READ	Reading
ETEC	Educational Technology	RESP	Respiratory Therapy
FIRE	Fire Science	SCWK	Social Work
FREN	French	SPAN	Spanish
GEOG	Geography	TRLG	Transportation & Logistics
GEOL	Geology	TXSP	Tax Specialist
		WCIV	Western Civilization

# COURSE DESCRIPTIONS

Listings are in alphabetical order by department abbreviation.  
Classes listed as on demand will be offered on an as needed basis.

## Accounting

### ACCT 1013 Basic Accounting - (On Demand).

A survey of the basic concepts of accounting, petty cash, accounts payable, payroll, bank reconciliation, preparation of financial statements, inventory control and depreciation. Designed for the entry-level clerical student or as preparation for ACCT 2013. Suggested prerequisite: BADM 2413.

**ACCT 2013 Principles of Accounting I - (F, S, SUM).** Presents the fundamentals of accounting theory, introduction to accounting concepts, principles and terminology. Emphasizes the double-entry accounting system for sole proprietorships and partnerships. Students should be prepared to use basic mathematics and basic algebra with accuracy and reasonable speed. Suggested Prerequisite: High School Accounting or job related experience.

**ACCT 2023 Principles of Accounting II - (F, S).** Continues the presentation begun in Accounting I with emphasis on the corporate form of business cost accounting and managerial analysis. Prerequisite: ACCT 2013.

**ACCT 2043 Computerized Accounting with (Quickbooks) - (On Demand).** The course emphasizes the application of computers to sound accounting practices. Students will learn to use the computer for the following accounting applications: general ledger, accounts receivable, accounts payable, financial analysis, depreciation, inventory, and payroll. Prerequisite: ACCT 2013.

**ACCT 2053 Cost Accounting - (S).** This course relates the analysis of accounting data for managerial use in planning for the future of a business through budget preparation, implementation of plans to control costs, particularly manufacturing costs using the job order cost system. Prerequisite: ACCT 2023.

**ACCT 2073 Payroll and Business Tax Accounting - (S).** This course provides a study of payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures and recordkeeping requirements. Students learn to process payroll and maintain personnel and payroll information required by current laws. Course will also include accounting for franchise taxes, sales tax, and an overview of taxes relating to partnerships and corporations. Prerequisite: ACCT 2013.

**ACCT 2083 Managerial Accounting - (F).** Managerial Accounting covers accounting principles and procedures as an aid in management planning, decision making and control, financial statements, statement analysis, flow of funds, cash analysis, accounting concepts, cost accounting, budgets, capital expenditures and pricing decisions. Prerequisite: ACCT 2023.

## Air Force ROTC

In partnership with The University of Arkansas and the U.S. Air Force, NorthWest Arkansas Community College offers beginning-level Air Force ROTC (AFROTC) courses for interested students. Students enroll through NWACC and attend classes on the U of A campus. AFROTC courses offered are:  
**1010L, 1020L Foundations of the Air Force labs (F, S)**

**AERO 1011, 1021 Foundations of the United States Air Force (F, S).** A survey course designed to introduce cadets to the United States Air Force and Air Force Reserve Officer Training Corps. Topics include the mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. One hour of classroom and two hours of leadership lab per week. Prerequisites: None.

### 2010L, 2020L Evolution of Air Power labs (F, S)

**AERO 2011, 2021 The Evolution of Air and Space Power (F, S).** A historical survey of air and space power, from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples illustrate the development of Air Force capabilities and missions. Additional topics: principles of war and tenets of air and space power. One hour of classroom and two hours of leadership lab per week. Prerequisites: Determined by the Professor of Aerospace Studies on an individual basis.

## Agricultural, Food & Life Science

**AFLS 1002 Careers in Agricultural, Food, & Life Science - (F, S).** An introductory course to the depth and breadth of career opportunities in agricultural, food and life sciences. Students will use the internet as a resource for career information, and to communicate about career options, job placement, and job opportunities.

## Allied Health Science

### AHSC 1123 Electronic Health Records (S, SUM, F)

Students are introduced to the use of computers and the Internet in utilizing, creating, and updating an electronic medical record. Commercial software packages are used to simulate the electronic health records of healthcare providers including hospitals and physician offices. This course prepares students interested in patient care, health information management, and business professionals seeking employment in the healthcare industry.

**AHSC 1123 Electronic Health Records AHSC 1213 Certified Nursing Assistant (CNA)- (S, SUM, F).** The Certified Nursing Assistant course follows the

Arkansas Long-Term Care Facility Nursing Assistant Training Curriculum. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically, basic nursing skills essential to patient care, including vital signs, infection control, personal care skills, and Alzheimer's and Dementia training are covered. Successful completion results in a Certificate of Proficiency. In addition, this course is a prerequisite for the PCA+ course AHSC 1223.

**AHSC 1223 Patient Care Assistant + (PCA+) – (S, SUM, F).** The PCA+ course expands the student's knowledge of healthcare gained in AHSC 1213 and introduces advanced patient care skills, professional development training, and an introduction to the Electronic Health Record through didactic instruction, hands on lab and clinical training at area hospitals. Addressing patient care needs/techniques unique to acute care hospitals is the focus. Successful students will receive CPR Certification and a Certificate of Proficiency. Students seeking admission to the PCA+ Program must have completed NURS 1013, be a Certified Nursing Assistant (documentation required) or have completed, within the past year, a Certified Nursing Assistant Training Program approved by the Arkansas Office of Long Term Care.

**AHSC 1116 Medication Assistant – (F).** The Medication Assistant Certified Program (MA-C) provides the certified nursing assistant an opportunity to expand his or her vital role in caring for patients in long-term care facilities. The MA-C Program includes the development of knowledge related to many commonly prescribed medications, medication classification, side effects, and administration techniques. The 115 contact hours include theory, lab, and clinical experience in medication administration and related tasks. The MA-C performs these duties under the supervision of a licensed nurse within the training program and in his or her respective employment facilities.

**AHSC 1001 Medical Terminology - (F, S, SUM).** A presentation of how medical terms are formed from root words, prefixes, suffixes and combining forms; exploration of rules of pronunciation and spelling; use of drawings, diagrams and definitions that will relate human anatomy to medical terminology.

### **Anthropology**

**ANTH 1011L Introduction to Biological Anthropology Laboratory - (F, S).** Laboratory exercises illustrating concepts of physical anthropology. Co requisite: ANTH 1013.

**ANTH 1013 Introduction to Biological Anthropology - (F, S).** An introduction to the field of physical anthropology using human evolution as a unifying concept. Areas include human genetics, race, speciation, primate evolution and human variation and

adaptation. Co requisite: ANTH 1011L.

**ANTH 1023 Introduction to Cultural Anthropology - (F, S).** An introduction to the peoples of the world, the nature of culture and its influence on human behavior, social life, and social organization. The course is designed to demonstrate the interrelationships of ethnology to anthropology and the social sciences, and to survey the various culture areas and culture types of the world. Issues of globalization and globalization's impact on indigenous cultures will be emphasized.

**ANTH 1033 Introduction to Archaeology - (F, S).** Introduction to methods and techniques used to identify and date archaeological cultures, reconstruct past lifeways and describe cultural evolution. Overview of the prehistory of Africa, Western Europe, southwest Asia, and the Americas from earliest dated human cultures to rise of complex civilizations.

### **Arabic**

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program [CIEP].)

**ARAB 1003 Elementary Arabic I – (F).** Introductory course in understanding, speaking, reading, and writing standard Arabic. Emphasis on learning the alphabet and Arabic script.

**ARAB 1013 Elementary Arabic II - A** continuation of ARAB 1003. Further development of basic skills in aural comprehension, speaking, reading, and writing of standard Arabic

### **Art History**

**ARHS 1003 Art Appreciation - (F, S, SUM).** A general introduction to the visual arts. Lectures on art theory and an introduction to art history, plus demonstrations, films, slides, and field trips.

**ARHS 2823 The History of Photography and Design - (F, S).** A survey of photography and design.

**ARHS 2913, 2923 Art History I, II - (F, S).** Survey and analysis of movements and masterpieces of art from the Stone Age to the present. Art History I introduces the student to art forms from the Stone Age through the Middle Ages. Art History II explores

artists and works from the Renaissance to the present. Courses may be taken in sequence or separately.

## Art

**ART 1033 Introduction to Studio Art - (F, S).** Through hands-on experience involving basic visual elements, students apply principles of design to projects in painting, drawing and sculpture.

**ART 1303 Introduction to Drawing - (F, S).** A studio course focusing on projects dealing with the materials and techniques of drawing, including basic concepts of line, perspective and value.

**ART 1313 Design I (F, S).** Students in this course learn to use the elements and principles of design as a basis for all creative work in the visual arts. Students are introduced to the vocabulary of design as well as the use of the computer as a design tool. This course must be taken before any Graphic Design course.

**ART 1323 Design II (Sculpture) - (F, S).** Studio projects offer an opportunity to work in three-dimensional forms, using paper, wire, plaster, wood or clay.

**ART 2003 Advanced Drawing - (F, S).** Further exploration of drawing techniques with emphasis on experimentation and interpretation, Prerequisite: ART 1303 Introduction to Drawing or consent of instructor.

**ART 2013 Figure Drawing - (F, S).** Continuation of advanced drawing with emphasis on human figure studies. Prerequisite: ART 1303 Introduction to Drawing or consent of instructor.

**ART 2103 Introduction to Painting (oil or acrylic) - (F, S).** A basic creative approach to painting that includes color mixing and techniques, still life, landscape and portrait painting.

**ART 2113 Advanced Painting (oil or acrylic) - (F, S).** Enhances the use of materials, procedures, subject matter and approaches to painting. Prerequisite: ART 2103 Introduction to Painting or consent of instructor.

**ART 2123 Introduction to Watercolor - (F).** An exploration of the basic concepts and techniques of watercolor painting.

**ART 2133 Advanced Watercolor - (S).** A creative approach to watercolor painting with an emphasis on experimentation and mixed media. Prerequisite: ART 2123 Introduction to Watercolor or consent of instructor.

**ART 2203 Sculpture - (S, F).** Continuation of three-dimensional design using additive and subtractive techniques. Emphasis is on the studies of the human form. Clay will be the primary medium for exploration. Prerequisite: ART 1323 Design II - Sculpture or consent of instructor.

**ART 2313 Computer Applications for Fine Art - (F).** This course is an introduction to digital imaging in the

visual arts, beginning instruction in image creation, manipulation and processing. Introduction to computer imaging software, scanning software, scanning and printing of art images.

**ART 2333 Color Studies (F, S).** In this course, students investigate color qualities and relationships through research and studio problems, using both traditional and digital techniques and experiments. The class focuses on the use of Adobe Photoshop. Prerequisite: ART 1313 Design I.

**ART 2363 Graphic Design I (F, S).** This course is an involved study of the principles and techniques of graphic design as applied to exercises and projects representative of the advertising and promotional world. Students enrolling in this course must have a strong knowledge of Adobe Illustrator™ that can be gained in NWACC's Design I course. Prerequisites: ART 1303 Introduction to Drawing, ART 1313 Design I.

**ART 2364 Advanced Graphic Illustration - (S).** Students will explore the styles and techniques of commercial illustration (books and magazines, music CDs, posters, packaging, etc.) and inking with basic illustration skills such as proportion, perspectives, and composition. (Pastel, watercolor, acrylic, etc. will also be used.) Students will learn both conventional hand rendered and computer illustration techniques. Prerequisites: ART 2363 Graphic Design I and either ART 2123 Intro To Watercolor or ART 2103 Intro to Painting

**ART 2373 Graphic Design II: Symbols (F, S).** This course focuses on the development of logos, pictographs, symbols and conceptual symbolism. Projects are realized through traditional and digital techniques. The course emphasizes the use of several field standard software packages. Prerequisite: ART 2363 Graphic Design I

**ART 2383 Graphic Design III: Layout & Prepress (F, S).** This course focuses on the organizational principles and practices of layout design. Projects are realized through traditional and computer techniques. A strong emphasis is given to the use of computers and software for preparing designs for printing. Prerequisite: ART 2363 Graphic Design I

**ART 2393 Advanced Graphic Design I (Special Problems in Graphic Design) (F, S).** This course is an advanced course in the study of graphic design principles and techniques. The areas of focus vary from semester to semester. Prerequisite: ART 2373 Graphic Design II.

**ART 2403 Advanced Graphic Design II (Special Problems in Graphic Design) (F, S).** This course is the same as Advanced Graphic Design I. Students should register for this version of the course if they are taking the class a second time for additional credit. Prerequisite: Art 2393 Advanced Graphic Design I.

**ART 2803 Introduction to Photography (F, S, SUM).** This is an introductory course in the study of photography. The course deals with composing, shooting, developing, printing, presenting, and critiquing black & white photographic film and prints. Students are required to have a working 35mm camera and lens with manual settings for aperture and shutter speed.

**ART 2813 Advanced Photography (S).** This course deals with a more advanced study of black & white film and printing techniques, and introduces students to a variety of other areas of photography including color, alternative processes and digital imaging. Prerequisites: ART 2803 Intro to Photography or instructor's consent.

**ART 2833 Video Production/Editing (F, S).** An introduction to Video Pre-production, Production, and Post-production. Digital, portable video cameras along with digital editing equipment and nonlinear digital editing software will be used. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2844 3D Logo Animation (F, S).** An introduction to computer 3D logo animation: Pre-Production, Production, and Post-production with an emphasis on Lightwave3D animation and modeling software. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2854 Interactive CD Authoring (F, S).** An introduction to the production of CD-ROMs for portfolios, marketing, presentations, training and instruction. Focus on Macromedia Director, FlashMX or other interactive authoring software. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2863 Digital Photography – (F)** This is an introductory course in digital photography, including composing, lighting, exposing, printing, editing, critiquing, presenting, and more. Students are required to have a digital SLR camera with adjustable manual settings for aperture and shutter speed.

**ART 2903 Web Animation (F, S).** An introduction to Web animation, currently focusing on the program Macromedia Flash, which is used to create rich animation content in Web site designing. Prerequisite: ART 1313 Design I or consent of instructor.

**ART 2953 Graphic Design Internship (F, S).** This course requires that students obtain employment in a position relating to graphic design with a local business. Students are helped to prepare their portfolio and résumé, and guided toward possible positions. The students must interview and work out a contractual agreement regarding their duties and responsibilities with their employer. The position must be supervised and expose the student to some aspect of the graphic design profession. This should be one of the final courses taken in this degree program. Prerequisite:

Approved written plan and consent of instructor and division chair.

### Astronomy

**ASTR 2004 Survey of the Universe - (F, S).** This course is a basic study of the solar system, stars, galaxies, and the rest of the universe. Three hours lecture and 3 hours lab required weekly. Topics include physical science foundations, celestial motion, planets and planetary formation, stellar and galactic properties, stellar and galactic evolution, and cosmology. Daytime and nighttime observing with telescopes and indoor exercises on selected topics will be included. Several night sessions are required. Prerequisites: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra (MATH 0103).

### Baking Arts

**BAKG 1003 Introduction to Baking - (F, S).** This course introduces the student to the ingredients, procedures and processes of basic baking. The course includes concepts in formulas, measuring and scaling and the chemical reactions of basic doughs, cakes and batters. Prerequisite: CULY 1003.

#### BAKG 1103 Classical Pastries and Desserts - (F).

This class involves the study and practice of creating classic European style pastries and desserts. Topics will include cakes and tortes, laminated dough, sugar and chocolate decorating techniques, including stenciling, piping, marzipan, pastillage and fondant. Also included are enhanced dessert presentation and souffé and ice cream making. Prerequisites: CULY 1003, BAKG 1003.

**BAKG 1203 Yeast and Quick Breads - (F).** This course provides study and practice of the culinary art of quick bread and yeast bread techniques, including biscuit, scones, muffins, miscellaneous quick breads, as well as basic yeast bread, artisan bread and sourdough bread production. Prerequisites: CULY 1003, BAKG 1003.

**BAKG 1303 Cakes and Cake Decorating - (F, S).** This course will include the study and practice of the culinary art of cake production and decorating techniques, including mixing, cake formula balance, scaling, panning, baking, altitude adjustments, formulas, icings, assembling and icing simple cakes, basic decorating techniques, planning and assembling specialty cakes and procedures for popular cakes including wedding cakes. Prerequisites: CULY 1003, BAKG 1003 or Program Director permission.

**BAKG 2103 Bakeshop Operations - (F, S).** Students will participate in providing a variety of baked goods for sale at various outlets determined by the program. This will include providing goods at any student operated café, catered event or promotional

event. The student will be given the opportunity to use their personal creativity and decision making skills to provide quality products in a real world setting. Prerequisites: CULY 1003, HOSP 1303, BAKG 1003, BAKG 1103.

**BAKG 2204 Baking Internship - (F, S).** This course entails a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of specific program area for application. Student will complete 180 hours of practical hands on training in a department approved setting. Prerequisites: CULY 1003, HOSP 1303, BAKG 1003, BAKG 1103.

## Biology

**BIOL 0112 (Formerly ACSK 0112) Introduction to Life Science (F, S).** Basic concepts in chemistry and cellular structure and function are presented. This course benefits any student who wishes to refresh their basic understanding of life science. Successful completion of this course demonstrates prerequisite knowledge of biological concepts necessary for success in Human Anatomy and Physiology (BIOL 2214 & 2224).

**BIOL 1544 Principles of Biology I - (F, S, SUM).** Principles of Biology is an introductory college-level course that surveys various levels of organization from atoms to biomes. The course introduces students to basic principles that provide a background for understanding biological issues in society and a foundation for further study. Topics of study include the scientific method; the chemistry of life; cell structure & function, metabolism, cell reproduction, genetics, DNA structure & function, evolution, basic ecological principles. Three hours lecture and three hours laboratory weekly.

**BIOL 1544H Principles of Biology I, Honors - (F).** This course is an EAST/EMPACTS course. Students will work collaboratively to analyze a problem related to science and society. This course is open to motivated students who wish to gain a better understanding of the richness and complexity of scientific processes. BIOL 1544H includes the same course content as BIOL 1544.

**BIOL 1014 General Biology II - (F, S).** An introductory course that examines the common characteristics of life, such as movement, energy usage, reproduction and responsiveness through study of the diversity of life. The general structural organization and basic physiology of the phyla of the five kingdoms will be considered along with elements of their interdependence (ecology) and change through time (evolution). Three hours lecture and 3 hours laboratory weekly. Prerequisite: Principles of biology I (BIOL

1544) with a grade of C or better, or its equivalent is required.

**BIOL 1604 General Zoology - (S).** An introductory biology course that examines zoological principles related to cellular, tissue, and organ levels of development and genetics. All the animal phyla will be considered along with elements of their ecology and evolution. Prerequisite: None, Principles of Biology I (BIOL 1544) recommended.

**BIOL 2214 Anatomy & Physiology I - (F, S, SUM).** The first of two courses examining basic human anatomy and fundamentals of human physiology. Topics covered include an overview of body organization, tissues, the integument, skeletal, muscular, nervous and endocrine systems. Three hours lecture and three hours lab weekly. Prerequisite: BIOL 1544 Principles of biology I (or its equivalent) with a grade of C or better or successful completion of BIOL 0112 Introduction to Life Science. This prerequisite may be waived by scoring 23 or higher on the biological Concepts Proficiency Test.

**BIOL 2224 Anatomy & Physiology II - (F, S, SUM).** The second of two courses examining basic human anatomy and fundamentals of human physiology. Topics discussed include circulation, the immune response, gas exchange, digestion, excretion and reproduction. Three hours lecture and 3 hours lab weekly. Prerequisite: BIOL 2214 with a grade of C or better, or its equivalent.

NOTE: Typically, both Anatomy and Physiology I and II should be taken at NWACC to transfer to institutions who offer Human Anatomy as a separate course from Human Physiology.

**BIOL 2534 Cell Biology - (On Demand).** An introduction to cell structure and function. Three hours lecture and three hours lab weekly. Prerequisite: At least one semester of college biology and one semester of college chemistry.

## Business Administration

**BADM 2413 Business Mathematics - (On demand).** Focuses on calculation in fundamental mathematics, percentages, inventories, depreciation, interests, annuities introduction to statistics, computer math, and the metric system. It is a suggested prerequisite to Basic Accounting. Prerequisite: MATH 0103 Intermediate Algebra.

**BADM 2513 Business Organization and Management - (F, S).** Discussions of the managerial process, examining the managerial functions of planning, organizing, staffing, directing, controlling and their relation to the daily job of the supervisor.

**BADM 2523 Small Business Management - (F, S).** An integrative course which emphasizes application of skills and knowledge acquired in the Entrepreneurship curriculum. Small business management problems are

solved using case studies, role playing, and simulation. This is a capstone course in the Entrepreneurship program.

**BADM 2533 Supervision – (S).** An introduction to the theory, principles, and practice of supervision. This course introduces the roles and functions of the first-line manager. Course content focuses on the human interaction in supervision. Students will study core supervisory skills such as supervisory communication and successful meetings, goal-setting and expectations, generational supervision issues, working with special populations, performance appraisals and staff motivation.

**BADM 2633 Marketing (F, S).** A study of the function and role of marketing in our free enterprise system. Study involves pricing theories and policies, channels of distribution, promotional policies and techniques, marketing management, market research, product planning and development, consumer behavior and career opportunities.

**BADM 2703 Internship Experience.** This course will develop the student's knowledge and skills while working in a business environment that further enhances the student's business knowledge and expertise. Students will apply classroom knowledge and skills, acquire new knowledge and skills, and identify knowledge, skills and abilities needed for future employment. Prerequisite: Sophomore standing minimum of 24 upper level hours in business.

**BADM 2733 Web Business Strategy & Marketing - (On Demand).** A business oriented study of the online business environment and the role of marketing in that environment. Case studies and business examples will be used to complement concepts and provide a real-world context. The course will concentrate on the practical, from creating a unique identity and attracting customers, to managing and promoting a site. No prerequisite.

### Business Law

**BLAW 2003 Business Ethics - (F).** Through case studies students are introduced to the contemporary issues of ethics, morality and social responsibility that face the business community. Prerequisite: BLAW 2013.

**BLAW 2013 Legal Environment of Business I - (F, S, SUM).** A discussion of the legal environment, contracts, dealings with goods, debts and creditors, the judicial system and forms of business organization. This is the introductory course in law for all business students.

**BLAW 2023 Legal Environment of Business II - (S).** A continuation of BLAW 2013 includes the study of property, estate planning, insurance, agency, and the regulatory environment. Prerequisite: BLAW 2013.

### Plant Science

#### **BOTY 1614 Plant Biology - (F, S).**

Consideration of basic flowering plant structure, growth, development, physiology, genetics, and ecology. A brief survey of different plant groups will also be presented. GIS (Geographic information Science) incorporated to facilitate student learning of course content. Prerequisite: None.

**BOTY 2404 Survey of the Plant Kingdom - (F, S).** Reproduction, structure and evolution of plant groups. Topics in plant ecology. Three hours lecture and 3 hours laboratory weekly. Prerequisite: BIOL 1544 or BOTY 1614 with a grade of "C" or better, or equivalent.

#### **BOTY 2534 Environmental Biology - (F, S).**

This is a general education course which focuses on the fundamentals of ecology and conservation. Special emphasis will be placed on the ecology of man and his efforts on behalf of and interrelationships with ecosystems. Will satisfy a 4-hour laboratory science requirement towards a B.A. Three hours lecture and 3 hours laboratory weekly.

### Transfer Courses to Walton College of Business

#### **BUTR 1023 Business Foundations - (F, S).**

Presents an integrated view of business organizations by studying the business processes that are common to most businesses, including the acquisition of capital and human resources, purchasing, production, and sales. This course also develops the accounting model that captures information about business processes and reports results through formal financial statements. Prerequisites: COMM 1313 -Fundamentals of Communication, with grade of "C" or better and computer competency requirement satisfied.

**BUTR 1033 Data Analysis and Interpretation - (F, S).** This is an introductory level course covering topics involving estimation of population and sample characteristics, research design and hypothesis testing, as well as measuring and predicting relationships. The course should enable the students to develop an understanding regarding the application and interpretation of basic data analysis techniques with an emphasis on statistical applications. Prerequisites: MATH 2053 Finite Math with grade of "C" or better and computer competency requirement satisfied.

#### **BUTR 2013 Markets and Consumers - (F, S).**

Key decisions required to understand the existence of markets and how buyers within those markets may be accessed profitably. Key concepts include an overview of competitive markets, buyer behavior, developing new markets and products, promotion and distribution channels, pricing and profitability concepts, the sales and collections process, and strategic planning. NOTE:



Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.

**BUTR 2023 Production & Delivery of Goods and Services - (F, S).** This course is designed to provide students with a broad understanding of the production and delivery of goods/services. The course focuses on concepts and methodologies for managing the flow of material and information throughout the production and delivery of goods/services.

Prerequisites: (Grade of “C” or better in all of the following) BUTR 1023, BUTR 1033, ECON 2023, BLAW 2013.

**BUTR 2033 Acquisition and Management of Human Capital (F,S).** Study of the process of acquiring and managing human resources, focusing on the organizational behavior, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees; emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social, human, and environmental dynamics. NOTE: Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.

**BUTR 2043 Acquisition & Management of Financial Resources (F, S).** Key decisions within business processes related to the acquisition and management of capital resources, including decisions regarding what to acquire, how to finance the acquisition, and issues related to the accounting for those capital resources. The identification of key decisions leads to decision models and the identification of information needs. NOTES:

- 1 Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.
- 2 Prerequisite for AAS Business Management students is ACCT 2013.

## Early Childhood Education

**CHED 1003 Foundations of Early Childhood Education - (F, S).** This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting early childhood education

and learn how to develop an effective program designed uniquely for children (ages birth to eight). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children.

**CHED 1013 Child Guidance - (F).** This course provides an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. The emphasis is on self-esteem, problem-solving, positive guidance principles and techniques, and cultural influences.

**CHED 1023 Infant and Toddler Development (S).** Focus will be on developmentally appropriate infant and toddler programs (birth to age 3) including quality care-giving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

**CHED 1033 Creative Experiences - (F, S).** This course provides an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CHED1201 Field Experience I-(F, S).** This course provides students with an introduction to the types of programs that employ graduates of the Early Childhood Development program. Students complete a total of 20 hours working in a variety of settings with infant to school-age children.

**CHED 1203 Environments of Young Children-(F, S).** This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage and culturally appropriate for children birth to five.

**CHED 1043 Child Development Associate Training I - (F).** The course provides a study of seven of the CDA functional areas: creative, cognitive, physical, communication, families, professionalism, and program management. It also includes child growth and development, working with children with special needs, and observation skills. Prerequisites: Concurrent enrollment in CHED 1053 Practicum – CDA Credential Training I.

**CHED 1053 Practicum I Child Development Associate Training- (F).** Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student

combines classroom learning with work experience. The course provides on-the-job-training in the Child Development Associate (CDA) functional areas with emphasis on creative, cognitive, physical, communication, families, professionalism, and program management. It also includes ways to adapt teaching techniques and activities to meet the developmental needs of children with special needs. Prerequisites: Concurrent registration in CHED 1043 and a minimum of 20 hours per week employment in an approved early childhood program.

**CHED 1063 Child Development Associate Training II – (S).** The course provides a study of six of the CDA functional areas: safe, healthy, learning environment, self, social and guidance. It also includes child growth and development, working with children with special needs (including adapting the environment and guidance techniques for children with special needs), and observation skills. Prerequisites: Concurrent enrollment in CHED 1073 Practicum – CDA Credential Training II.

**CHED 1073 Practicum II Child Development Associate Training – (S).** Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. The course provides on-the-job-training in the Child Development Associate (CDA) functional areas with emphasis on safe, healthy, learning environment, self, social, and guidance, and working with children with special needs. Prerequisites: Concurrent registration in CHED 1063 and a minimum of 20 hour per week employment in an approved child care program.

**CHED 1083 CDA Preparation for Assessment – (F, S, SUM).** This course provides an opportunity for the student to demonstrate knowledge of professional resources both for colleagues, families, and themselves; state minimum standards for child care centers; demonstrate knowledge of NAEYC accreditation standards for child care centers; demonstrate ways in which they can advocate for young children within the local, state, and national political systems; write competency statements as required by CDA standards; adequately answer mock interview questions; create a resource file as outlined by CDA. Prerequisites: Completion of at least one semester of CDA training.

**CHED 2023 Curriculum For Early Childhood Education – (F).** A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

**CHED 2033 Child Growth and Development (AAT Statewide Syllabus) – (F, S, SUM).** This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle

childhood (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations.

**CHED 2043 Child Development Practicum – (S).** This course is a blended course; the lecture is web-based, and work-based instruction helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course should be taken when the student nears graduation, because she/he will be expected to demonstrate knowledge and skills learned in other early childhood classes.

**CHED 2053 Administration of Child Care – (S).** This course emphasizes the practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs, including a study of operating, supervising, and evaluating programs. Additional topics included are philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

## Chemistry

**CHEM 1024 Basic Chemistry – (F, S, SUM).** A one-semester introductory course covering general inorganic, organic, and biochemical concepts. The course is relevant for non-science majors and fulfills the science with lab general education requirement. Because of the breadth of the topics, this course may be appropriate for students in technical programs where a one semester chemistry course is required. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement for College Algebra.

**CHEM 1054 Chemistry and the Modern World – (F, S, SUM).** A one-semester introductory course covering general inorganic, organic, and biochemical concepts. This course is designed especially for non-science majors focusing on the economic, social, health and ecological impact of chemicals in modern society. This course provides understanding of basic chemical concepts through investigating various topics such as environment, ecology, nutrition and health. GIS (Geographic Information Science) activities and/or demonstrations utilize to reinforce curriculum elements. Three hours lecture and three hours laboratory weekly.

**CHEM 1075 Fundamentals of Chemistry – (F, S).** Fundamental principles of chemistry for students majoring in Home Economics, Animal Science, and some other agricultural-related disciplines and students in health professions. Includes 4 hours lecture, 1 hour drill, and 2 hours laboratory per week. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement score for College algebra.

**CHEM 1104 College Chemistry I - (F, S, SUM).**

The first course of a two-semester sequence designed to provide background for further study in such majors as pre-agriculture, pre-professional, pre-science, pre-engineering or mathematics. The course provides an introduction to the study of inorganic, organic, analytical, and physical chemistry from a more concentrated viewpoint than offered in CHEM 1024. Three hours lecture and three hours laboratory weekly. Prerequisite: Intermediate algebra (MATH 0103, or higher math) or minimum placement score for College Algebra.

**CHEM 1124 College Chemistry II - (F, S).** The continuation of CHEM 1104 with lab. Emphasis on introductory qualitative analysis. Three hours lecture and 3 hours laboratory weekly. Prerequisite: CHEM 1104 or equivalent.

**CHEM 2614 Organic Physiological Chemistry - (F, S).** Organic chemistry survey basic to the understanding of biological systems and related physiological chemistry. Special emphasis placed upon specific biohazardous materials. Three hours lecture and three hours laboratory weekly. Prerequisite: CHEM 1024, or CHEM 1075, or CHEM 1104, with a grade of C or better, or equivalent.

**Curriculum and Instruction**

**CIED 1001 Practicum. Introduction to Education - (F, S).** This course is a 30-hour early field experience designed to give prospective teachers opportunities to observe and participate in a variety of school settings. Includes a variety of field-based activities to encourage personal reflection. Special focus upon organization of school systems, effective classroom environments, teaching styles and new directions in education. Co-requisite: CIED 1002. Prerequisite: English Composition I

**CIED 1002 Introduction to Education - (F, S).** This course integrates psychological, sociological and philosophical foundations of education with concurrent involvement in field experiences. Encourages prospective teachers to become reflective practitioners by emphasizing organization of school systems, planning and implementation of effective classroom environments, development of teaching styles and new directions in education. Co-requisite: CIED 1001. Prerequisite: English Composition I

**CIED 1013 Teaching Exceptional Learners - (On Demand).** As a core course for the Paraeducator Technical Certificate Program, this course provides an overview of curricular and teaching strategies for the paraeducator (and other educators) when working with pre-K through grade 12 students with differing abilities. Special topics include curricular adaptations, behavioral strategies, special needs, and a survey of the interrelationship of the social, physical, emotional, and intellectual development of exceptional learners.

**CIED 1023 Classroom Management for Special Needs Learners (grades 4-12) - (On Demand).** This course is an introduction to positive classroom management, guidance, and discipline techniques that are developmentally appropriate and culturally sensitive.

**CIED 1033 The Paraeducator's Role in the Classroom - (On Demand).** This course provides the background regarding the roles and responsibilities of paraeducators. Specific topics will include legal and ethical issues and strategies for working effectively with all constituencies including families and teachers.

**CIED 2013 Disability Awareness and Self-Advocacy - (On Demand).** This course increases awareness of various types of disabilities and how to promote advocacy for special needs learners in three areas: advocating for self, developing friends, and developing socialization skills.

**CIED 2023 Literacy for the Special Needs Learner - (On Demand).** This course addresses concepts, methods, and techniques for assisting literacy instruction in a K-12 regular or special needs classroom. Special topics covered are language development, readiness, lesson plans, comprehension, spelling, listening, and reading in the content areas.

**CIED 2033 Integrated Curriculum for Limited English Proficiency (LEP) Learners - (On Demand).** This course covers activities and techniques that are developmentally appropriate for LEP learners across curricular lines. Topics include learning styles, small group instructional strategies, cognitive and metacognitive strategies, and general intervention strategies for LEP students.

**College Intensive English Program**

The College Intensive English program supports non-native speakers of English who are seeking general admission to enroll in NWACC's college credit courses. A variety of learning approaches is strengthened by the interaction of students from diverse cultures. The goal is to assess and provide proper placement and curricula to strengthen students' English language skills critical to college success. These courses count as institutional credit hours and are used to figure grade point average (GPA) but do not count toward a degree.

**CIEP 0012 College Intensive English Program - (On Demand).** This is a fulltime curriculum of twelve credit hours designed for nonnative speakers of English. There are eighteen class contact hours each week. The primary focus is to prepare ESL students for general academic success. This integrated course of study includes reading, writing, grammar, and listening and speaking components. Students may not register for additional college courses. Students will meet with their instructor to discuss progress made (as

demonstrated by standardized testing and class requirements met) and be advised on appropriate registration for the following semester. Prerequisite: High intermediate or advanced English language abilities as demonstrated by appropriate COMPASS ESL test scores.

**CIEP 0026 Academic English Skills – (F, S).** This integrated course of study includes reading, writing, grammar, and listening and speaking components. Students may register for additional college courses as general placement and advisement recommend. Completion of this course with a “C” or better will allow entry into the next level of English courses: College Reading (CIEP or READ 0033) and Intermediate Writing (CIEP or ENGL 0063). Prerequisites: Appropriate COMPASS test scores or approval of CIEP Coordinator.

**CIEP 0033 College Reading for Non-Native Speakers – (F).** This upper level reading course is specifically designed to meet the needs of non-native speakers of English. Its’ primary focus will be the acquisition of vocabulary and reading skills vital to success in general education courses and /or the workplace. Completion of this course with a “C” or better satisfies the reading prerequisites for all general education courses. Prerequisites: CIEP 0026, READ 0003, appropriate COMPASS test scores, or approval of CIEP Coordinator.

**CIEP 0053 Intensive English Fundamentals of Writing - (On Demand).** This is a three credit hour course designed for non-native speakers of English with a primary focus on improving written communication skills necessary for academic and/or professional purposes. Students will work extensively on basic sentence structure, punctuation, and vocabulary. This course can replace ACSK/ENGL 0053, Beginning Writing, and the student who succeeds with a “C” or better can proceed to ACSK/ENGL 0063 Intermediate Writing. Students may enroll in additional college courses. PREREQUISITE: Advanced English language abilities as demonstrated by COMPASS ESL Reading score or approval of CIEP Coordinator.

**CIEP 0063- Intermediate Writing (F,S).** - This is a three credit hour course designed for non-native speakers of English (NNS) with a primary focus on the study and practice of sentence structure rules, critical thinking skills, writing as a process, and basic grammar. Students will learn to write academic paragraphs and essays using standard English. Completion of this course with a “C” or better allows a student to proceed to Composition I. Prerequisite: ENGL/CIEP 0053, CIEP 0056/0086, appropriate COMPASS test scores or approval of CIEP Coordinator.

## Computer Information Systems Management

**CISM 1003 Computer Basics - (F, S, SUM on**

**demand).** Acquaints the student with the basic computer skills required in today’s society. This course covers such basic topics of using a computer: the keyboard, mouse, windows features, the World Wide Web, e-mail, computer components, protecting and upgrading your pc, and computer terminology. Elective course. Does not fulfill any degree requirements. (Outside lab time will be required.)

**CISM 1203 Internet Resourcing - (F, S, SUM on demand).** Acquaints the student with navigating the web, as well as more advanced topics such as formulating successful search strategies, downloading files, getting the most out of multi-media. The emphasis is on conducting research using web resources. (Outside lab time will be required.)

**CISM 1223 Photoshop - (F, S).** An introduction to the creation and editing of graphic images using Adobe Photoshop with emphasis placed on graphics for the web. Students will learn basic Photoshop tools and palettes and explore how to use different techniques to create and modify graphics. This course will not count toward the AAS in Graphic Design degree. (Outside lab time will be required.)

**CISM 1243 Introduction to Web Animation** An introduction to the creation and editing of animated graphic images. Students will learn basic tools and palettes and explore how to use different techniques to create and modify animated graphics. Outside lab time will be required.

**CISM 1303 Operating Systems-Windows - (F, S).** This course is a basic overview of the practical use and basic management of the Windows operating system. Covered topics include customization, storage management, application installation and removal, file manipulation, maintaining and optimizing the computer, and basic troubleshooting. Other topics such as using a scanner or digital camera with your computer may be covered. (Outside lab time will be required.)

**CISM 1313 Operating Systems-UNIX - (S-Even years).** An introductory course on concepts and practical applications of the UNIX operating systems. Emphasis is on commands used to create and manipulate files and directories and obtain information from the system. Basic shell scripts will be created and tested and system security will be introduced. Prerequisites: CISQ 1103, CISM 1303 or equivalent experience. (Outside lab time will be required.)

**CISM 1403 Database Management-ACCESS - (F, S, SUM on demand).** Advanced utilization of Access software to efficiently plan, create, modify and retrieve database information. Topics include the planning and designing of databases, labels, reports, queries, forms and entire database applications. Prerequisite: CISQ 1103

**CISM 1423 Database Concepts –** This course covers concepts of database management features

continuing from CISM 1403 including multiple table operations, advanced queries, screens and reports, using ACCESS as the database management software. Emphasis will be given to applying student skills to real world situations. Prerequisites: CISM 1403, CISM 1433, and PROG 1103. (Outside lab time will be required.)

**CISM 1433 SQL Concepts** – This course covers concepts of database management queries continuing from CISM 1403 including the history of SQL, and using SQL to manipulate data in tables and utilizing SQL Server as a Database Management tool. Emphasis will be given to applying student skills to real world situations. Prerequisites: CISM 1403. (Outside lab time will be required.)

**CISM 1503 Spreadsheet Analysis-EXCEL - (F, S, SUM on demand)**. Advanced utilization of Windows-based spreadsheet software used in the production of business-related spreadsheets using financial and mathematical functions. Emphasis will be given to the development and manipulation of complex functions and function sets to achieve the desired goal. Prerequisite: CISQ 1103

**CISM 1603 Word/Information Processing I - (F, S, SUM on demand)**. Utilization of WordPerfect software to efficiently plan, create, and modify documents. Topics include inserting graphics, creating tables, basic desktop publishing, creating forms, reports, and templates for effective use in the business office environment. Prerequisite: CISQ 1103. (Outside lab time will be required.)

**CISM 2123 Web Page Design** An introduction to basic web page design. Students will learn how to use HTML to design their own web pages. Basic HTML tags for structuring web pages will be covered as well as an introduction to XHTML and cascading style sheets. (Outside lab time will be required.)

**CISM 2133 Intermediate Web Page Design** A further exploration of Web Page Design building on the basic structures covered in CISM 2123. This course will emphasize the use of cascading style sheets to control the presentation of HTML elements and to control page layout. An introduction to Dreamweaver may be covered as well. Prerequisite: CISM 2123.

**CISM 2213 Advanced Web Page Design - (S-odd years)**. An exploration of more advanced Web Page Design. Students will learn how to use Web design tools such as Dreamweaver to create state-of-the-art web pages. Prerequisites: CISM 2123 and CISM 2133 or Instructor Consent. (Outside lab time will be required.)

**CISM 2223 Advanced Photoshop** Building upon the basics presented in CISM 1223-Photoshop, students will focus on advanced concepts in layer blending, layers masks, color correction, adjustment layers, tonal corrections, and color management.

**CISM 2303 Operating Systems Theory - (On Demand)**. This course shows the student how to manage the more advanced features of Operating Systems. Covered topics include OS installation, configuring, upgrading, manipulation and troubleshooting. Also, there will be an introduction to the theory and application of operating systems. Topics may also include an examination of the techniques used by operating systems for the allocation of system resources, such as memory management, file management, the processor management, and device management. Prerequisites: CISM 1303, CISM 1313 encouraged but not required.

**CISM 2403 Advanced Database Management - (S-even years)**. This course will cover advanced database features continuing from CISM 1403 including multiple table operations, advanced queries, screens and reports. Emphasis will be given to applying student skills to real world situations. Prerequisites: CISM 1403, CISM 1303.

**CISM 2413 Database Integration with VBA - (F-odd years)**. This course covers the integration of database systems and WWW pages into a WWW site that will allow users the ability to access, create and manipulate database information thru a web interface, security issues and correct database design. Prerequisites: CISM 2123, CISM 1403, PROG 1303 and PROG 2303 strongly encouraged but not required.

**CISM 2503 Advanced Spreadsheet Analysis - (F-odd years)**. This course covers advanced spreadsheet features continuing from CISM 1503 including advanced data manipulation, using pivot tables, the creation of professional looking workbooks, using templates, developing customized events, creating customized user interfaces, macros and the use of Visual Basic. Prerequisites: CISM 1503, PROG 1003 or equivalent suggested but not required. (Outside lab time will be required.)

**CISM 2603 Word/Information Processing II - (S-odd years)**. This hands-on microcomputer course offers opportunities for advanced work in word/information processing using WordPerfect word processing software. Prerequisite: CISM 1603. (Outside lab time will be required.)

**CISM 2713 Introduction to Macromedia - (S)**. An introduction to the creation and editing of animated graphic images using Macromedia Flash. Students will learn basic Flash tools and palettes and explore how to use different techniques to create and modify animated graphics. This course will not count toward the AAS in Graphic Design degree. (Outside lab time will be required.)

## Computer Information

**CISQ 1103 Introduction to Computer**

**Information Systems - (F, S, SUM).** An orientation to the terminology and applications of computers and the Internet. Commercial software packages used will include Windows, word processing, spreadsheet, business presentations and database applications. This course will satisfy the hands-on computer requirements of most degree plans. Prerequisites: Minimum keyboarding skills of 25 wpm plus minimum score of 25% on the pre-assessment exam and basic hands-on familiarity with a Windows based computer. Students will be given a pre-test during first class meeting. (Outside lab time will be required.)

**CISQ 2013 Business Statistics – (On Demand).** Introduction to probability and statistics. Topics include collecting, presenting and describing data; probability; probability distribution including normal, sampling student-t and F-distributions; decision making through hypothesis testing; and simple linear regression. Prerequisite: MATH 2053 Finite Math. (CISQ 1103 Intro to Computer Information recommended.)

**CISQ 2103-Introduction to Information Systems**

This course presents the fundamental concepts used in developing information systems. It provides a framework for students to use throughout their software development coursework. Also includes management of information systems concepts. This course requires extensive use of computer systems. Prerequisite: CISQ 1103.

**Criminal Justice**

**CMJS 2003 Law Enforcement in Society - (F, S).** The various expectations placed upon the role of the police will be examined with special emphasis upon the police organization's interactions with other components of the criminal justice system. Special attention is focused upon the topics of women in law enforcement, the hiring, promotion, and interactions with minorities, use of force, training issues, national accreditation and the reshaping of the role of the police in a changing society.

**CMJS 2013 Introduction to Criminal Justice - (F, S).** An examination of the history and philosophy of the administration of justice in America. Includes the theories of crime and punishment, rehabilitation, as well as ethics, education and training of professionals in the field.

**CMJS 2023 Introduction to Criminology - (F, S).** A study of the nature and extent of crime, including discussion of the theories of causation, processes of criminal justice, correctional methods and the prevention and treatment of crime. Prerequisites: CMJS 2003 OR CMJS 2013, and SOCI 2013 OR SOCI 2033 OR instructors approval.

**CMJS 2033 Criminal Law and Society - (F).**

Principles of criminal law as they developed from early common law to modern United States law. Includes classification of crimes, elements of and parties to a crime, and the study of criminal case law. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2043 Criminal Procedures - (S).** Principles of police work, including arrests, search and seizure, and other criminal procedures affected by constitutional safeguards. Prerequisite: CMJS 2003 OR SOCI 2013 OR instructors approval.

**CMJS 2053 Criminal Investigations - (On Demand).** Survey of the techniques utilized in the location, preservation and presentation of evidence. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2063 Probation and Parole - (F).** Examines the development of the use of probation and parole as correctional techniques. Emphasis is placed on the practical aspects of both probation and parole. Prerequisite: CMJS 2003 OR SOCI 2013 OR instructors approval.

**CMJS 2073 Police Administration - (On Demand).** Focus is placed on the evolution of police management concepts, theories and practices as well as on contemporary issues and approaches. A blend of old and new ideas in regard to motivation, leadership and evaluations are presented to illustrate current issues in police management. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2083 Corrections - (S).** An overview of the theories, principles and operations of the corrections function within the criminal justice system. Emphasis will be on prisons and prison management. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2093 Introduction to Forensic Anthropology - (S).** Application of human identification methods to skeletal/dental tissues. Topics include human osteology, skeletal aging and sexing techniques, trauma analysis, skeletal recovery, and the evolving role of forensic anthropology in medico-legal system.

**CMJS 2233 Gangs: An Individual and Group Perspective - (F).** The course is designed to provide the student with an overview of street gangs. An introduction to the history of gangs, gang dynamics, criminal activities, identification of differences between gangs, narcotic involvement, and gang philosophy.

**CMJS 2243 Fraud Examination - (S).** Overview of the nature of occupational fraud and how it is committed including an introduction to the actions that can be taken to determine the presence of occupational fraud and procedures that can be implemented to deter fraud. Also covered is the proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure.

**CMJS 2343 Crime Scene Investigation - (F). A**

comprehensive study of the techniques and procedures used for approaching and protecting the crime scene, survey and documentation, collection of fragile and easily destroyed evidence, detailed search of the scene, package and initial evidence collected, process the scene for latent prints, maintain the chain-of-custody and transport or mail evidence. The legalities of crime scene searches and seizures, from the initial entry into crime scene to the presentation of the physical evidence in the courtroom.

**CMJS 2443 Criminalistics: Introduction to Forensic Science - (S).** Introduction to forensics focusing on the scientific analysis of physical and biological evidence encountered in criminal investigations. Chemical, microscopic, biological, and observational techniques employed in the analysis of material evidence are covered in detail and illustrated within an investigative framework. Topics to be covered include; inorganic remains, fiber, tissue, human identification, fingerprint, tools, and weapons.

**CMJS 2453 Crime Scene Photography - (On Demand).** A comprehensive study of theory, techniques, and procedures used for forensic photography. Topics covered include techniques of various camera uses, the legalities of crime scene photographs, the application of evidence in the court of law, and the proper procedures in the handling and uses of photos in criminal justice.

**CMJS 2463 Child Abuse and Neglect: Perspectives. - (On Demand).** This course is an introductory course in child advocacy covering the history, comparative perspectives, legal framework, responses to child maltreatment and child advocacy. The course is designed for law enforcement, prosecution and child advocacy professionals, and for students majoring in criminal justice, education, social work, sociology, early childhood development, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children might be necessary.

**CMJS 2474 Professional & System Responses to Child Maltreatment.** This course is the second course of a planned child advocacy certificate program and focuses on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student's knowledge and skills in identifying, investigation and prosecuting child maltreatment. Students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal and other areas where knowledge of child maltreatment, investigation and advocacy are necessary will receive competency bases skills and training such as forensic interviewing, documentation, etc. CMJS 2474 is a prerequisite for this course or consent. A background check may be required for the course and students on sex offender lists will not be allowed to take this course.

**CMJS 2543 Criminal Justice Internship - (F, S).**

A work experience internship in which a student is placed with a public or private law enforcement agency (including NWACC security) for 8 to 10 hours per week in addition to regular meetings with the Criminal Justice Coordinator. Students will keep a journal of their work experiences and deliver a final report upon completion of their placement. Prerequisite: Students must be in their final semester of a Criminal Justice program. Instructor approval is required prior to registration.

## Communication

A national survey conducted by the National Association of Colleges and Employers and published in Job Outlook 2008 listed the following:

The top skills employers seek

Communication skills

Honesty/integrity

Teamwork skills

Interpersonal skills

Enrolling in NWACC's communication classes can help you improve the skills employers demand. In a self-assessment survey completed by students enrolled in communication courses at NWACC, students report improvement in overall communication skills.

**COMM 1003 Film Arts - (F, S).** Film Arts is a transferable Humanities/Fine Arts course in American film, concentrating on the evolution of film and its ideology from the late 1800's to the present .

The course is designed to increase students' understanding of film as an art form and to develop critical analysis skills necessary to interpret mediated information. Prerequisite: ENGL 1013 English Comp I.

**COMM 1013 Mass Communication - (ON DEMAND).** Mass Communication is an introduction to media for the masses, including an examination of radio, television, print, electronic, and computer media and the historical development of these media types.

**COMM 1313 Fundamentals of Communications - (F, S, SUM).** This introductory course in human communication surveys basic communication theories of communication models, interpersonal communication, small group communication, and public communication. Students will deliver a variety of speeches and participate in course related classroom interaction.

**COMM 2303 Public Speaking - (On Demand).** This course is designed to increase understanding of the principles of effective public speaking. Students will study, develop and deliver various types of speeches. Prerequisite: COMM 1313 Fundamentals of Communication or consent of instructor.

**COMM 2323 Interpersonal Communications - (S).** Interpersonal communication is an in-depth study of the principles of interpersonal communication in the context of classroom, workplace, family and other

personal situations. A seminar/workshop curriculum utilizes lectures, video simulations of interpersonal situations, actual simulations of interpersonal situations, and the opportunity to practice and study these situations on campus and off campus.

**COMM 2403 Oral Interpretation - (F).** Oral Interpretations focuses on the analysis and oral presentation of various literary genres including essay, prose, poetry, and drama.

**COMM 2503 Small Group Communication. - (F).** Small group communication focuses on the process of communication and working effectively in small groups by understanding and studying the dynamics of small group communication and interaction, with emphasis on problem-solving techniques, leadership styles, group roles, and the mechanics of group process. Students will participate in a variety of small group presentations.

**COMM 290V Special Topics-Independent Study (On Demand).** A student who wishes to work independently with an instructor on an individual topic may earn 1 to 3 hours credit. Permission from instructor and a written proposal are required in advance of registration.

## Culinary Arts

**CULY 1003 Safety and Sanitation - (F, S, SUM).** This course will provide students with the knowledge of various safety and sanitation practices in the foodservice and hospitality industries. Through lecture and hands on training, students will practically apply the information of the course. Students will be required to take the national Serve Safe certification exam. Prerequisite: None.

**CULY 1103 Introduction to Food Preparation and Theory - (F, S).** This course introduces basic food preparation knowledge and skills, recipe conversions and measuring techniques. Also included is instruction in the operation of commercial food service equipment and consideration of the history and value of food to society. The course consists of both a lecture and lab component which is competency driven.

**CULY 1203 Stocks, Soups and Sauces - (F).** In this course students will be instructed in the classic art of stock, sauce and soup production. Classic techniques will be taught and utilized that will then lead into a more modern approach to soups, stocks, and sauces. This course lays the foundation for many other areas of cooking and will provide invaluable competencies utilized in other courses. Prerequisites: CULY 1003, 1103.

**CULY 1303 Center of the Plate Application - (F, S).** This course builds on basic food preparation knowledge and skills by focusing on presentation and consumption of center-of-the-plate items and products.

Special attention will be given to meat, fish and poultry cooking and presentation. In addition, this course further broadens knowledge of culinary arts within the commercial kitchen. Prerequisites: CULY 1003, 1103, 1203.

**CULY 1403 Garde Manger - (S).** This course provides an advanced study of the culinary art of the cold kitchen. Topics range from salads and dressing to sausage making, pates and terrines. Students will also learn techniques used in the presentation of buffets including upscale décor and garnishing. Prerequisites: CULY 1003, 1103, 1203.

**CULY 2003 World Cuisine - (F).** Provides advanced training in preparation of selected ethnic and foreign cuisines. Students will explore the relationship and influence of foreign cuisine on today's more popular ingredients and dishes. Prerequisites: CULY 1003, 1103, 1203.

**CULY 2103 Contemporary Cuisine - (F, S).** The purpose of this course is to give the student specialized practical instruction in the actual operation of the back of the house in a food establishment.

**CULY 2204 Culinary Arts Internship - (F, S, SUM).** This course encompasses a supervised work experience in the major field which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Program director for an internship application. The internship requires 180 verified work hours. Prerequisites: 46 credit hours in HOSP and CULY or program Director Permission.

**CULY 2303 Culinary Arts Survey -** Provides the advanced culinary arts student opportunities to meet and learn from chefs and other professionals in the hospitality field as they examine career opportunities. Lectures will focus on situations and challenges they will face in the work place as well as the various career paths students may take. This course will also include a Capstone exam to determine student mastery of course competencies.

## Dental

**DNTA 1014 Dental Science I -** This course reviews anatomy and physiology, with a comprehensive study of the head and neck. The student's understanding of morphological and functional interrelationships of the anatomical structures, as well as the functional relationship of the teeth within the dentition. A unit on microbiology/oral pathology includes historical contributions to the student of microbiology, recognition of growth patterns, and means of destruction. Body defenses to inflammation,



healing and repair, various types of lesions of the oral cavity. Pre-requisites: Acceptance into program by interview.

**DNTA 1023 Dental Science II**- Introduces students to practice management, includes job application, gaining and maintaining employment, performing general duties in the typical dental business office, and maintaining financial records. This course introduces the principles of the psychological aspect of the dental patient's behavior during treatment, communication between the dentist, patient, and members of the dental health team. Emphasis is placed on stress-coping mechanisms, verbal and nonverbal communication. Pre-requisites: Successful completion of Dental Science I and program director approval.

**DNTA 1113 Clinical Dentistry** – This course provides an orientation to the dental profession with emphasis on the dental assistant, includes historical information on the dental profession, basic information concerning education and licensure of the dentist and hygienist. Introduces the ethical principles and laws that pertain to the state and national practice of dentistry. Focuses on medical and dental emergencies, the fundamental principles, skills, preventive measures and knowledge to respond in various emergency situations that may arise in the dental office. Cardiopulmonary resuscitation (CPR) for the Health Care Provider training for certification is included. Pre-requisites: Acceptance into program by interview with program director.

**DNTA 1128 Clinical Practice and Research** – Clinical practice assignments are designed to develop a student's competency in dental assisting procedures. Each student will be assigned to more than one dental office. During these assignments, the student will acquire clinical practice routinely performed by a dental assistant under the supervision of the dentist. Professional development, clinical practice experiences, current techniques, materials, and equipment will be discussed in group sessions to determine the diversity and depth of learning experiences. Pre-Requisites: Successful completion of all dental program course work plus program director approval.

**DNTA 1213 Dental Assisting Procedures I** – Provides background knowledge of clinical practice and prepares students to become competent in performing assignments in general dentistry including an introduction to the dental specialty practices. An introduction to basic dental terminology, dental equipment, instruments, infection control processes, and procedures associated with the dental office. Students learn the process of four handed dentistry through demonstrations and hands on practice. The study of therapeutics includes a brief history of drugs, methods of administration, drug effects, and commonly used drugs in the treatment of oral lesions, anxiety, and pain control. Pre-requisites: Acceptance into program by interview with program director.

**DNTA 1223 Dental Assisting Procedures II** – This course is a continuation of Dental Assisting Procedures I, with an emphasis on dental specialty practices, laboratory procedures and improving competency in chairside procedures. Includes participation in on-site clinic. Pre-Requisites: Successful completion of Dental Assisting Procedures I and program directors approval.

**DNTA 1313 Dental Materials I** – Provides students with an understanding of dental materials used in intraoral and lab procedures and experience in manipulation. This course is a study of the physical properties and origin of dental materials. Laboratory experiences are designed to develop competency in skills of identification, manipulation, and application of the materials in dental procedures. Emphasis is on cements and restorative materials. Pre-Requisites: Acceptance into program by interview with program director.

**DNTA 1322 Dental Materials II** – Provides students with an opportunity to become competent in the use of dental materials and equipment used either at chairside or in the dental laboratory. Includes fixed and removable prosthodontics, gypsum products, impression material, waxes, abrasives, polishing materials, specialty materials and dental implants. Pre-Requisites: Successful completion of DNTA 1313 Dental Materials I and program director approval.

**DNTA 1413 Dental Radiography I** – Students receive a fundamental knowledge of the basic principles of radiation physics, biological effects of ionizing radiation, safety, radiographic quality assurance, exposure techniques, processing, mounting and evaluation of finished radiographic films. The student receives practical experience exposing and processing radiographs on manikins and selected patients. Pre-Requisites: Acceptance into program by interview with program director.

**DNTA 1422 Dental Radiography II** – this course is a continuation of Dental Radiography I. Provides students with an opportunity to gain competence in exposure, developing, and interpretation skills of dental radiographs. Extraoral radiographs are covered in this section. Pre-Requisites: Successful completion of DNTA 1413 Dental Radiography I and program director approval.

**DNTA 1512 Preventive Dentistry** – This course stresses the philosophy of preventive dentistry. Includes a thorough discussion of plaque formation, oral hygiene, diet and nutrition, and systemic and topical fluorides. Pre-Requisites: Acceptance into program by interview with program director.

## Drama

Each semester, the Drama Department at NWACC produces a full-length play. Participation is open to all NWACC students and no experience is necessary. In

addition to the main stage productions, students may participate in performing a children's theatre production each spring through the creative dramatics class. In the past 10 years, NWACC has produced 7 original plays and musicals by local playwrights.

**DRAM 1003 Introduction to the Theatre - (F, S).** Introduction to the theatre is a general survey of the field of theatre, emphasizing the study of various play genre, acting styles, directing techniques, scenery, lighting, and costume design as well as the history of the theatre.

**DRAM 1653 Acting I - (F).** This course examines the principles of acting, including stage directions, use of stage area, coordination of voice and body, and practice scenes from plays. Variable credit of 1-3 hours. May be repeated for a maximum of 3 credit hours.

**DRAM 1753 Creative Dramatics - (S).** This course examines the fundamentals principles of drama as an educational tool in working with children. Acting, music, art, and puppetry will be used. Performances are scheduled off-site at area grade schools in Rogers and Bentonville. All performances are scheduled during the regular class time.

**DRAM 2683 Acting II - (S).** Advanced course in Acting (continuation of Acting I). Students will learn background and theories of acting, how to analyze scripts and characters, and learn advanced methods of use of voice and body. Monologue and duet acting scenes will be presented with a showcase performance during the final exam, open to the public.  
Prerequisites: DRAM 1653

**DRAM 2723 Drama Practicum - (F, S).**  
Production of a play for public performance. Performers are selected by audition and technical roles assigned. Students must be able to participate in scheduled weekend performances. Variable credit may be taken of 1, 2, or 3 hours each semester. The course may be repeated for a total of 6 credit hours toward a degree at NWACC.

**DRAMA 290V-Special Topics-Independent Study (On Demand).** A student who wishes to work independently with an instructor on an individual topic may earn 1 to 3 hours credit. Permission from instructor and a written proposal are required in advance of registration.

### **Computer Aided Design (CAD)**

**DRFT 1122 CAD Careers and Applications (F, S).** This course will help familiarize beginning level CAD students with job opportunities in the field, what salary range they can expect, overview of current software, areas of specialization, etc.  
Prerequisite: None.

**DRFT 1234 Engineering Graphics I - (F, S).** This course introduces students to the fundamentals of technical drawings and the skills needed to

communicate graphically in all fields. Emphasis is on basic techniques and principles used to produce engineering drawings. Topics include drawing layouts and organizations, text, orthographic projection and multiview drawings, scales, geometric design and construction, sketching, section development, auxiliary view development, and dimensioning. Prerequisite: None.

**DRFT 1244 Engineering Graphics II - (S).** This course is a continuation of Engineering Graphics I and the concepts of visualization and communication of technical design. Topics include fastening devices and methods, dimensioning and tolerancing, axonometric and perspective drawings, descriptive geometry, intersections, developments and flat patterns, and architectural drawing elements. Drawing assignments will be completed using AutoCad. Prerequisites: DRFT 1234, DRFT 2114.

**DRFT 2114 DRFT Auto CAD I - (F, S, SUM).** This course introduces students to the essential 2D drawing techniques and commands used to draw, edit, annotate, view, analyze, and plot drawings used for engineering and building design. Students will create small, real-world projects using the latest revision of AutoCAD software with an emphasis on mechanical and architectural documents.  
Prerequisite: None.

**DRFT 2123-Advanced Engineering Graphics**  
This is an advanced graphic communication course that uses 3D parametric modeling software to design parts and assemblies. Several software packages currently used in industry will be introduced. Solid models and their associated working drawing sets will be produced. Problem solving, collaboration, and engineering design are the central features of this course. Prerequisites: DRFT 1244, DRFT 2533.

**DRFT 2154 Auto CAD II - (F,S).** This course is a continuation of DRFT 2114 and introduces students to the advanced 2D commands and concepts of AutoCAD used in engineering and building design. Advanced concepts and commands including dimensioning and tolerancing techniques, pictorial drawings, graphic patterns and hatching, blocks with attributes and dynamic blocks, XRFES, and annotative objects are explored. Students will create projects which use these commands. Emphasis is placed on effectively using CAD from the design planning process through production and development of working drawings. Prerequisites: DRFT 1244, DRFT 2533

**DRFT 2163 Landscape Design - (F, S).** This course is the study of landscape design, including principles of design, the design process, drafting, graphic standards, and the creation of construction documents. Topics include designs for planting areas, paved areas, paths, lawns, water features,

maintenance and energy conservation. Project emphasis is placed on the design principles and standards for residential and small commercial sites. Prerequisites: DRFT 1234, DRFT 2114.

**DRFT 2233 3D Building Modeling & Documentation - (F, S, SUM).** This course covers the basics of Revit Architecture, from schematic design through construction documentation. Students are introduced to the concepts of Building Information Modeling (BIM) and the tools for parametric building design and documentation. This course covers the building of a 3D model with walls, windows, doors, floors, roofs, stairs, reflected ceilings, furniture plans, and the creation of views and annotation for a set of construction documents. Prerequisites: DRFT 1244, DRFT 2154.

**DRFT 2253 Architectural Design - (F, S).** This course provides an overview of American architectural design from Native American and immigrant roots to present day including the factors that have influenced this design. Construction techniques and the characteristic design elements of architectural styles will be introduced. Emphasis will be on how geography, climate, availability of materials, financial and political trends, and innovations in technology have affected construction over time. Prerequisites: None.

**DRFT 2263 Civil Engineering Fundamentals - (F).** This course will introduce basic Civil Engineering Principles using AutoCad Civil 3D in the preparation of AutoCad drawings. Topics include AutoCad Civil 3D essentials, GLO legal descriptions, US Geological Survey mapping and symbols, and boundary topographic surveys. Students will prepare, plan, and profile sheets for subdivision streets, sanitary sewers, and storm drainage systems. The students will be introduced to determining drainage basin boundaries and calculating storm sewer runoff volumes. Prerequisites: DRFT 1234, DRFT 2114.

**DRFT 2283 Advanced Revit - (S).** This course builds on the concepts introduced in DRFT 2233 and focuses on the more advanced concepts of Revit. Topics include site design, advanced rendering techniques, phasing and design options, creating families of custom components, and collaborating on design projects. Hands-on exercises in both metric and imperial units will be given. Prerequisite: DRFT 2233.

**DRFT 2333 Advanced 3D Modeling - (F, S).** This course provides students with the tools necessary to master 3D modeling commands in AutoCad. Topics include user coordinate systems, constructing 3D wireframes, surface modeling, constructing solid primitives, developing and editing solid models, rendering animation, and displaying models as a 2D drawing. Prerequisites: DRFT 1234, DRFT 2154.

**DRFT 2343 Design and Production Technology - (F, S).** This course is a study of the modern techniques of design, production, and operations including material and process selection. The correct application of these concepts to engineering drawings is emphasized. The importance of concurrent engineering and computer-integrated manufacturing in design is examined. Students will tour local manufacturing plants that use these techniques. Prerequisite: DRFT 1234.

**DRFT 2353 Residential Design and Construction - (F, S).** This course is a study of the production of residential construction documents and light frame construction techniques. The student will produce detailed working drawings for residential structures that are in compliance with criteria set forth in National Building codes and local code restrictions. Topics include common residential construction materials, components, and systems as related to wood frame structures. Prerequisite: DRFT 1234.

**DRFT 2363 Commercial Building Design and Construction - (F, S).** This course introduces students to commercial building terminology, materials, methods of construction, and the codes governing their design. Procedures in planning and drawing construction documents for non-residential structures such as schools, clinics, churches, office buildings, etc. will be addressed. Emphasis is placed on architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building. Prerequisite: DRFT 1234.

**DRFT 2403 Site Planning & Land Development - (F).** This course involves the study of civil and landscape details and drawings associated with site planning and land development. Most of this course will include the production of construction documents associated with landscape placement and site planning design using AutoCAD Civil 3D platform. This course will emphasize student understanding in zoning and site development code requirements and the thought processes involved in creative design. Prerequisites: DRFT 2263, DRFT 2154.

**DRFT 2423 Garden & Plant Design - (F, S).** This course will prompt the landscape designer to consider the proposed level of service and maintenance requirements, the sub-grade and climate conditions, cost parameters, and limitations of plant materials used in a variety of landscape design situations. The instructional direction of the course will aim toward providing framework for thinking about appropriate site detail as related to particular climate conditions. Attempts will be made to include field trips that will familiarize the student with quality plant and garden design methods in our regional area. Prerequisite: DRFT 2154, DRFT 2163.

**DRFT 2493 Building Systems – (F).** This course covers the essentials of producing building systems drawings for the architectural environment. Topics include plumbing, mechanical (HVAC), and electrical systems for residential and commercial buildings including applicable code requirements. Prerequisites: DRFT 2353, DRFT 2363.

**DRFT 2523 Introduction to Geometric Dimensioning and Tolerancing – (On Demand).** This course is an in-depth study of the international standard Geometric Dimensioning and Tolerancing (GD&T) as adopted by the American National Standards Institute (ANSI). The conventions introduced in this course apply to engineering drawings produced here and abroad. Topics include the placement of datums, dimensions, interpreting symbols, calculating tolerances, and virtual conditions. Prerequisites: DRFT 1244, DRFT 2114.

**DRFT 2533 Parametric Modeling – (On Demand).** This course provides students with the skills they need to create, edit, and document part and assembly models of moderate complexity using Inventor software. The focus of the course will be to determine the best approach for the parametric design of individual parts and assemblies. Topics include the commands needed to conceptually sketch a part through the creation of a solid model, assembly design, and 2D drawing production. Prerequisites: DRFT 1244, 2154.

**DRFT 2543 Advanced Parametric Modeling – (On Demand).** This course is a continuation of DRFT 2533 and emphasizes the more advanced features and concepts of parametric design with Autodesk Inventor. Topics include creating sweeps and lofts, creating and editing assembly constraints, driving constraints, creating adaptive parts, creating and using iParts, presentation files, and sheet metal parts. Prerequisite: DRFT 2533.

**DRFT 2593 Modeling and Presentation – (F).** This is a graphics presentation course that focuses on presentation and communication skills within the architectural, civil, mechanical, or landscape design environment. Students will prepare presentations of their models for specific audiences including customers, supervisors, peers, and manufacturers. Prerequisites: DRFT 2333, or DRFT 2233 or DRFT 2533.

**DRFT 2953 CAD Internship – (F,S)** The CAD internship is intended to assist the student to gain professional skills as required in an Architectural or Engineering design support position. The minimum contact time between the employee (student) and employer is ninety hours. During training, an intern shall be introduced to fundamental skills as practiced in the workplace and outlined in the course syllabus. Prerequisite: DRFT 2154 or Consent of Instructor.

## Early Childhood Teaching Credential

**ECTC 2303 Literacy and Language Arts for Early Childhood –(F).** This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs with language rich environments by incorporating the four areas of language: speaking, listening, reading, and writing. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

**ECTC 2403 Math and Science for Early Childhood –(S).** Students will become familiar with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. Prerequisites: CHED 1003 and CHED 2033.

**ECTC 2503 Child Guidance- (F).** This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of five (5) hours of observation.

**ECTC 2603 Practicum –(S).** Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student's work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. Prerequisites: Instructor Consent.

**ECTC 2703 Preschool Curriculum-(F).** This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3 – 5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the

National Association for the Education of Young Children for quality early childhood settings. Also covered:

- Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings
- Arkansas Frameworks Handbook for Three and Four Year Olds

Prerequisites: CHED 1003 and CHED 2033

**ECTC 2803 Infant/Toddler Curriculum-(S).** This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered:

Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings

- Arkansas Frameworks Handbook for Infants and Toddlers

Prerequisites: CHED 1003 and CHED 2033

**ECTC 2903 Future Perspectives of Early Childhood-capstone course- (S).** This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate Degree Standards. Prerequisites: Instructor Consent

## Economics

**ECON 2013 Principles of Macroeconomics - (F, S, SUM).** This course is an introduction to the major areas of modern economic theory, American capitalism, pricing system, national income accounting, fiscal policy, monetary policy, money and banking and general price levels.

**ECON 2013H Principles of Macroeconomics, Honors – (F).** This course is open to dedicated or enthusiastic students who want an understanding of the major areas of modern economic theory, such as American capitalism, pricing systems, national income accounting, fiscal policy, monetary policy, money and banking, and general price levels. This Honors course will be conducted through lecture, discussion, intensive reading, and analytical writing. The course develops a

conceptual framework to help students independently analyze economic policy issues.

**ECON 2023 Principles of Microeconomics - (F, S, SUM).** The course covers concepts related to elasticity of demand, consumer utility, production and costs in firms, and market behavior. Economic principles are used to analyze the role of unions, environmental quality, public goods and poverty.

## Emergency Medical Sciences

**EMTA 1001 Cardiac Dysrhythmias - (F, S, SUM).** An introductory course in the recognition and interpretation of cardiac dysrhythmias. The course covers basic anatomy, normal cell function and properties, electrical activity of the heart and ECG wave forms, followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g.: atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments.

**EMTA 1003 EMT Clinical Internship.** This course is primarily for students wishing to enter into the paramedic program. The course is structured EMS experience, working on a paramedic level ambulance service under the guidance of a seasoned EMT and Paramedic. The student is expected to gain the knowledge necessary to perform the duties of an EMT while working with a paramedic.

**EMTA 1008. Emergency Medical Technician Basic - (F, S, On Demand).** The EMT-Basic Program is an introductory study to Emergency Medical Programs. It follows the national standard curriculum as set forth by the Department of Transportation. Standards of care, procedures and techniques for dealing with emergencies are discussed. Upon successful completion, the EMT candidate should meet the requirements to challenge the Arkansas or National EMT licensure exam. EMT-Basic is a prerequisite for the Paramedic Program. First responder is a prerequisite for EMT program. Criminal background checks will be performed by the Arkansas Department of Health.

**EMTA 1013 First Responder - (F, S, SUM).** First Responder follows the national standard curriculum guidelines as set forth by the Department of Transportation. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Graduates will receive a Health Care Provider CPR card and a First Responder certificate. \*This course is a prerequisite for the EMT program.

## Paramedic Science

Prerequisite for these courses: Admission by acceptance into the Paramedic Program only.

**EMTP 1003 Paramedic Pharmacology & Parenteral Medication Administration – (SUM).**

This is an introductory course covering the fundamentals of pharmacology and the administration of drugs and fluids. Drug calculations, IV drip, injection, oral administration and drug memorization and other skills are taught. This entry level course teaches the student the skills necessary to begin their clinical phase of the paramedic program. Students must be enrolled and accepted into the paramedic program prior to taking this course.

**EMTP 1011 Emergency Respiratory Care - (F).** Management and treatment of respiratory emergencies involving adults and children. Disease process, treatments, and advanced airway management will also be covered.

**EMTP 1012 Human Systems and Patient Assessment - (SUM).** Presentation of the needs of the patient, skills and knowledge necessary to address these needs, and identification of priorities. Included are a brief introduction, scene survey, primary survey, resuscitation, secondary survey, definitive field management and re-evaluation.

**EMTP 1022 Shock and Fluid Therapy - (S).** An understanding of shock or lack of cellular oxygenation and its management are covered in depth. Course will present a discussion of body fluids, osmosis, pathophysiology of shock, evaluation and resuscitation. The use of MAST and intravenous techniques are introduced and practiced in class prior to the student using these in the clinical areas.

**EMTP 1026 Paramedic Clinical I - (F).** During this course the student will ride on the ambulance with a selected preceptor and practice skills and perform tasks necessary to gain paramedic experience. The student will also matriculate through the hospital ER and perform phlebotomy sticks on patients and observe the physician performing physical exams. IV administrations, drug administration, and other skills will also be performed. (Minimum of 180 hours plus a minimum number of skills to be performed.)

**EMTP 1031 EMS Environment II - (S).** Recognition and management of a mass casualty scene will be taught/demonstrated. Each student will be expected to participate in a mock disaster drill as set forth by the county and to utilize knowledge gained from class and the drill in a final disaster scenario. Rescue operations and stress management in emergency services will also be covered.

**EMTP 1032 Traumatology - (S).** Management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. Material included is based on Prehospital Advanced Trauma Life Support Program by the National Association of EMTs, the training curriculum developed by the American Academy of Orthopedic Surgeons.

**EMTP 1111 EMS Environment I (Paramedic Role) - (F).** Overviews of all important areas of pre-hospital environment are covered. Included are medical ethics, professionalism, legal considerations by the paramedic, duty to act and scope of duties performed by the paramedic. Communications, radio and

dispatching will be taught in this section.

**EMTP 1123 Medical Emergencies I - (F).** Medical emergencies are discussed such as endocrine and metabolic emergencies, nervous system emergencies, gastrointestinal emergencies, genitourinary and reproductive emergencies, toxicology and substance abuse, and anaphylaxis.

**EMTP 1204 Paramedic Clinical II - (S).** During this clinical phase, students will ride in the ambulance with selected preceptors. The student will practice skills and perform tasks necessary to gain paramedic experience and be evaluated on these skills. Students will also work in the Emergency Room, Operating Room, and Obstetrics performing assessments and skills such as endotracheal intubation, emergency childbirth, pediatric assessments, IV and drug administration.

**EMTP 1206 Emergency Cardiac Care - (F).** Students will be taught advanced cardiac care including twelve-lead ECG recognition, Advanced Cardiac Life Support, Emergency Cardiac Drug identification and administration, and other cardiac care techniques. Students will be evaluated on their ability to perform didactically as well as in the lab.

**EMTP 1233 Medical Emergencies II - (S).** Recognition, management, and pathophysiology of OB-GYN and pediatric emergencies. Emergency childbirth, childbirth complications and gynecological emergencies will be discussed as well as treatments of each OB-GYN emergency scenario. Infectious diseases, geriatric patients and emergency management of the neonate as well as psychiatric emergencies will be discussed. The primary reference will be Pediatric Advanced Life Support from the American Academy of Pediatric and the American Heart Association. PEPP course may be substituted for PALS as needed. Also infectious diseases, environmental emergencies, and behavioral/psychiatric emergencies will be taught.

#### **EMTP 1302 Paramedic Internship I**

During Field Internship the student will ride the ambulance with a selected preceptor. The student will practice skills and perform tasks necessary to gain paramedic experience and be evaluated on these skills. (150 clinical hours).

**EMTP 1402 Paramedic Field Internship - (S).** Students will perform skills and tasks of a paramedic and be evaluated on independent performance of these skills. Students must pass a written comprehensive exam over material presented during the paramedic program. (Minimum of 25 ALS calls)

### **English**

NOTE: Developmental Reading and Writing course numbers begin with 00. These courses count as institutional credit and are used to figure grade point average (GPA) but do not count toward a degree.

**ENGL 0023 Grammar and Mechanics of Writing - (S, F, SUM On Demand).** A three hour course designed for first or second language learners to review basic grammar, mechanics, usage, and punctuation of standard written English. Students will develop writing skills with a concentration on

correct sentence structure. Successful completion allows entry into ENGL 0053: Beginning Writing.

**ENGL 0041, 0042, 0043 Foundations of Writing - (F, S).** This is a course to address the punctuation, verb forms, patterning, and usage skills needed by first or second language students. The student may enroll in one, two, or three credit hours. The schedule is planned on an individual student basis, with weekly computer lab time and instructor conference at an arranged time. Home use of a computer tutorial and conferencing by e-mail are possible. This course may be taken along with Composition I or II, or alone, and can be repeated. Enrollment for one credit hour is allowed through the eighth week of the regular semester. No prerequisite.

**ENGL 0043-DL-WWW** is offered through distance learning with instructor consent. It is the same course content as above (ENGL 0043), but the format is different. This course is taught on-line as distance learning.

**ENGL 0053 Beginning Writing - (F, S, SUM).** A course designed to review grammar, mechanics, usage, and sentence structure with concentration on developing writing skill through paragraphing. Computer software tutorials support the lecture course. Successful completion allows entry into Intermediate Writing. Prerequisite: ENGL 0041, 0042, 0043 (Formerly ACSK 0041, 0042, 0043) Foundations of Writing with a C or better, or minimum placement score: ACT-10 or COMPASS 14.

**ENGL 0063 Intermediate Writing - (F, S, SUM, on demand).** The study and practice of sentence structure rules, critical thinking skills, writing as a step-by-step process, and basic grammar. Students will learn to express ideas and opinions in clear, organized paragraphs and essays. Students will also learn and use word processing as it applies to academic writing. Successful completion allows a student to enter English Composition I. Prerequisite: ENGL 0053 Beginning Writing with a C or better or minimum placement score: ACT-13 or COMPASS-42.

**ENGL 1013 English Composition I - (F, S, SUM).** Guiding the student through the process of writing with regular practice and analysis of effective writing, this first course of the composition sequence emphasizes the writing of clear, concise, developed academic prose. Generally students are expected to follow the rules of Standard Edited English, to understand paragraph development, and to write a research assignment involving the integration of sources. Prerequisite: minimum placement score (19 ACT, 75 Compass), completion of ENGL 0063 Intermediate Writing or CIEP 0063 with a C or better.

**ENGL 1013H. English Composition I, Honors - (F).** Course begins the composition sequence by teaching skills to enable the student to write clear, concise expository prose and to improve critical thinking skills through the writing process. The student

prepares for other college writing assignments by evaluating and synthesizing academic sources in print and online. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: Minimum placement score (25 ACT, 85 COMPASS)

**ENGL 1023 English Composition II - (F, S, SUM).** Although the primary reading text is an anthology of literature, the emphasis in this course continues to be on the student's writing academic prose. The student uses the writing process introduced in Composition I using literature as an academic subject for analysis, interpretation, critical appraisal, and research. Prerequisite: completion of English 1013 with a C or better.

**ENGL 1023H. English Composition II, Honors - (S).** Course is a continuation of English Composition I. Emphasis is placed on writing academic prose using literature as a subject for analysis, interpretation, critical appraisal, and research. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: Completion of ENGL 1013 or ENGL 1013H with a B or better.

**ENGL 0133 PLA Portfolio Development course - (F, S)** The PLA Portfolio course offers students with prior learning from work experience an alternative to course work by teaching them how to translate experience into learning outcomes. These learning outcomes, along with relevant and valid documentation, are matched to specific courses for which credit may be requested. Students will be taught how to create a portfolio that will contain specific elements in a required format. This course will also allow students to develop an understanding of where to begin in building on their existing knowledge. Prerequisite: Completion of ENGL 1013 Composition I with a C or better. (Pass/Fail)

**ENGL 2013 Technical Writing - (F, S, SUM).** Skills learned in regular composition classes are directed towards the products that are written in organizations, offices and laboratories. The writing assignments may include extended definitions, evaluations, instructions, arguments, letters of various types, memorandums, and a collaborative research project which culminates in a formal report and/or a finished product. Emphasis is on improving the communication skills of students seeking a career in technical or scientific fields. Prerequisite: Completion of English 1013 with a C or better.

**ENGL 2023 Imaginative Writing I - (F, S).** Designed to teach students the fundamental techniques of fiction and poetry. Students write original poems and stories and critique student and professional models in a workshop setting. Some uses of visiting authors and individual conferences with the instructor. Prerequisite: English 1013 and 1023 with a "C" or

better, or consent of instructor.

**ENGL 2033 Imaginative Writing II** - (On Demand). Designed as a follow-up course for students of Imaginative Writing I. Students may continue working on material developed in the first semester course or pursue new material in either Fiction or Poetry. Emphasis will be on developing work into publishable material. Workshop setting will allow students to critique each other's work in a friendly and cooperative setting. Some individual conferences will be conducted and visiting authors may be invited to lecture on the writer's life. Prerequisite: English 2023 with a grade "C" or better, or consent of instructor.

**ENGL 2113 Survey of British Literature to Romanticism** - (F). Students in this course explore the literature of British Isles. The students begin their journey with life in Anglo-Saxon times of the Venerable Bede and Beowulf. As they wend their way to modern times, they progress through the Middle English and the Renaissance with side excursions along the way. The course ends with the literature of the Enlightenment. The students in this course become familiar with the culture and history of Great Britain as they read. Prerequisite: English 1013 and 1023 with a C or better, or consent of instructor.

**ENGL 2123 Survey of British Literature from Romanticism (F,S)**. This course finds the student in the literature from the Romantic period in Britain. The students move from the free-spirited Romantics to the rule-bound Victorians on the way to the modern age with its angst and energy. The students read, analyze, and interpret the literature of the British Empire, as they learn about the culture and life of the Britons. Prerequisite: English 1013 and 1023 with a grade "C" or better, or consent of instructor.

**ENGL 2213 Survey of World Literature to 1650** - (F, S, SUM). Students in this course read the oldest of literatures. Typically the course includes the generally accepted literary masterpieces of western culture. While such literature is removed from the student's experience by time, history, and culture, its ties to contemporary life are more compelling than its differences. These issues are frequently addressed as the student learns to read, interpret, and analyze this literature. Prerequisite: English 1013 and 1023 with a grade "C" or better, or consent of instructor.

**ENGL 2213H Survey of World Literature to 1650 Honors (F)**. A survey of major literary and lesser known works from Asia, Africa, Europe, North and South America composed from classical times to 1650. Specific literary works will vary. The aim of the course is to deepen appreciation and understanding of individual works, to examine their relationship to other literature in their tradition as well as literary traditions of other cultures, and to achieve a sense of each work as an expression of the culture that originated it. This is an honors course.

Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: Successful completion of ENGL 1013 or 1013H and 1023 or 1023H with a B or better.

**ENGL 2223 Survey of World Literature from 1650** - (F, S, SUM). This course introduces the student to the literature of the world as well as the literature from English-speaking countries. The students may read literature from Asia, Africa, and South America as well as from Europe and North America. Reactions and comparisons to the students' lives are explored as the students read, interpret and analyze this literature. Prerequisite: English 1013 and 1023 with a grade "C" or better, or consent of instructor.

**ENGL 2223H Survey of World Literature from 1650 Honors (S)**. This course introduces the student to the literature of the world as well as the literature from English-speaking countries. The students may read literature from Asia, Africa, and South America as well as from Europe and North America. Reactions and comparisons to the students' lives are explored as the students read, interpret and analyze this literature. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: Successful completion of ENGL 1013 or 1013H and ENGL 1023 or 1023H with a B or better.

**ENGL 2313 Survey of American Literature to the Civil War** - (F). From Native American tales and songs to the haunting stories of Edgar Allan Poe and the intriguing poetry of Emily Dickinson, students read and discuss what Americans were singing, talking, and writing about during America's earliest days up till the War Between the States. Students experience American history through the eyes of explorers like Christopher Columbus, religious leaders like William Bradford, settlers like Anne Bradstreet, patriots like Thomas Paine, outspoken women like Abigail Adams, individualists like Henry David Thoreau, slaves like Harriet Jacobs, romantics like Nathaniel Hawthorne, and innovators like Walt Whitman. The multicultural selections in the textbook help students understand the viewpoints of Americans from diverse backgrounds and ethnicity. Prerequisite: English 1013 and 1023 with a grade "C" or better, or consent of instructor.

**ENGL 2323 Survey of American Literature Since the Civil War (S)**. Students will read, discuss, and write about fiction, poetry, nonfiction, and drama by major American authors from the post-Civil War era up through the present times such as Mark Twain, Kate Chopin, William Faulkner, Ernest Hemingway, Robert Frost, Henry James, Willa Cather, Langston Hughes, Arthur Miller, and Toni Morrison. In addition, students will examine how literary trends like realism, naturalism, imagism, and post-modernism influenced the writing of the time. Several texts by Americans



from diverse backgrounds and ethnicity enhance the student's awareness of America's multicultural literary heritage. Prerequisite: English 1013 and 1023 with a grade "C" or better, or consent of instructor.

### **Environmental and Regulatory Science**

#### **ENSC 1001L Environmental Science**

**Laboratory - (F, S).** This is designed to be taken as a corequisite, and to amplify further, ENSC 1003. Class exercises will include laboratory experiments and analysis, field studies, discussion, and reports. An environmentally based project/exercise will include the use of GIS (Geographic Information Science) and other innovative technologies. Three hours laboratory weekly.

**ENSC 1003 Environmental Science - (F, S).** A course focusing on the interrelationships between man and his environment. The first half of the course is an abbreviated study of basic ecological and conservation principles. The second half focuses on environmental topics of special interest. These topics may include air and water pollution, environmental ethics, policy and decision-making, waste management, attracting and preserving wildlife, or other requested topics. ENSC 1001L is a co-requisite.

**ENSC 2003 Environmental Management - (F, S).** The human impact on resources and ecosystems. Study of the changing role of management from economic exploitation to environmental conservation and protection, along with multiple use strategies. Evaluate various wildlife and habitat management techniques along with a review of environmental policies dealing with water, air, and soil pollution abatement and mitigation. Prerequisite: Successful completion of Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) or Principles of Biology I (BIOL 1544) or consent of instructor. Corequisite: Environmental Management Laboratory (ENSC 2001L).

**ENSC 2001L Environmental Management Laboratory - (F, S).** This is designed to be taken as a corequisite and to amplify further, ENSC 2003. Class exercises will include laboratory experiments and analysis, field studies, discussion and reports. An environmentally based EAST/EMPACTS project will include the use of GIS (Geographic Information Science) and other innovative technologies. Three hours laboratory weekly. Corequisite: ENSC 2003 Environmental Management

**ENSC 2204 Introduction to Soil Science - (Yearly).** The classification and origin of soils. Study of chemical, physical, and biological properties of soils. Three hours lecture and three hours lab weekly.

**ENSC 2233 Instrumentation, Sampling and Analysis: Air Quality - (F).** Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis on analysis commonly performed by the field technician. The student will demonstrate proper selection of basic monitoring

equipment and instrument calibration, sampling, field analysis, and preservation procedures; representative sampling methods; and prepare and evaluate documentation associated with sampling and field analysis. Practical hands-on case studies will be utilized in developing sampling strategies, sampling methods, and analysis of sampling results. The student will be able to prepare a written report of field analysis.

**ENSC 2243 Instrumentation, Sampling and Analysis: Water Quality - (S).** Water sampling, field analysis, preservation and transport to the laboratory for quality assurance is emphasized. Laboratory instrumentation analysis using spectrographic and titrimetric methods along with quality control will be stressed. Two hours lecture and two hours laboratory weekly. Prerequisite: Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) or Environmental Management with Lab (ENSC 2003 & 2001L) & college chemistry (CHEM 1104) or Basic Chemistry (CHEM 1024) with grades of C or better, or consent of instructor.

**ENSC 2301L- Hazardous Materials Control & Emergency Response Lab (F, S, SUM)** Laboratory course for compliance with 29CFR 1910.120 Appendix E for Hazwoper- allows an environment that permits each student to have experience performing tasks, making decisions, or using equipment appropriate to the job assignment for which the training is being conducted. Students must have completed ENSC 2303 (Hazardous Materials Control & Emergency Response), or be concurrently enrolled, or have instructor permission.

**ENSC 2303 Hazardous Materials Control and Emergency Response - (F, S).** This course will provide the student with a practical approach to the concepts of handling hazardous materials. Topics include: basic chemistry of hazardous materials, hazard classes and toxicology, evaluating risk, selecting correct protective equipment, specific competencies required of persons responding to a hazardous materials emergency, managing an incident, and addressing tactical and strategic issues while minimizing down-time and reducing risk to other workers. Available Online.

**ENSC 2413 Environmental Compliance Documentation (F, S).** This course is an overview of the regulations which affect the environment. Federal regulations included are EPA, SARA, CERCLA, and RCRA. OSHA's role in worker protection in environmental mishaps is also discussed. Available Online.

**ENSC 2703 Fundamentals of Industrial Hygiene (F,S).** This course is designed to introduce students to industrial hygiene as it relates to the anticipations, recognition, evaluation, and control of hazards in the workplace. Emphasis is on chemical hazards and their roles in occupationally related

diseases. Historical basis and current legislation are discussed. In addition, the principles of epidemiology, industrial toxicology, exposure standards, and respiratory protection are addressed. Available Online.

**ENSC 2453 Internship in Environmental Sciences - (On Demand).** Supervised practical work experience in an industrial facility, county or state government agency, or private business involving environmental analysis utilizing current management techniques. Required responsibilities and reports will be determined by the NWACC instructor, cooperating business or government agency, with input and agreement from the student and overall approval by the Program Director. Prerequisite: Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) and Environmental Management with Lab (ENSC 2003 & ENSC 2001L) or Environmental Special Problems (ENSC 291V) with grades of C or better, or consent of instructor.

**ENSC 2911 Environmental Special Problems - (F, S).** Work on special projects and problems in environmental science or related fields. One hour of environmental science credit.

**ENSC 2913 Environmental Special Problems - (F, S).** Work on special projects and problems in environmental science or related fields. Three hours of environmental science credit. Prerequisite: Environmental Biology (BOTY 2534) OR Environmental Science (ENSC 1003) or Environmental Management (ENSC 2003) with a grade of C or better, or consent of instructor.

### Entrepreneurship

**ENTR 1003 Introduction to Entrepreneurship - (F).** An introduction to the role of entrepreneurial businesses in the U.S., the impact of entrepreneurial businesses on the U.S. and global economy, how ideas become businesses, how entrepreneurs operate within a company, and the general precepts of entrepreneurial businesses.

**ENTR 2003 Professional Selling/Advertising - (F).** A course specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. Prerequisites: BUTR 2013, OSIM 1103, and ENGL 1023 or ENGL 2013.

**ENTR 2013 Opportunity/Feasibility Analysis - (S).** This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. Prerequisites: ENGL 1023 or ENGL 2013.

### ENTR 2023 Funding Acquisitions for

**Entrepreneurs - (S).** A course designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method. Prerequisites: ACCT 2023, and BLAW 2013.

### Educational Technology

**ETEC 2003 Educational Technology - (F, S).** A criterion-based course designed to provide beginning technology users with conceptual knowledge and skills in the area of fundamental computer technology and traditional educational media.

### Fine Arts

The following courses fulfill the Fine Arts requirement for students who intend to transfer to the University of Arkansas.

ARHS 1003	Art Appreciation
ART 1033	Introduction to Studio Art
COMM 1003	Film Arts
DRAM 1003	Introduction to the Theatre
MUSI 1003	Music Appreciation

### Fire Science Administration and Technology

Prerequisite: Admission by acceptance into the Fire Science Administration and Technology Program only.

**FIRE 1003 Introduction to Fire Science (F).** This course will study the philosophy and history of fire science, the review and analysis of fire losses, the introduction to fire protection agencies, career possibilities, the use of protective clothing and equipment, the use and identification of basic fire fighting equipment, and current technological developments.

**FIRE 1013 Fire Suppression - Tactics and Strategies - (F).** This course reviews special methods of teaching tactical concepts relative to extinguishing all classes of fire. Forms of extinguishing equipment and compounds along with fire development are covered. .

**FIRE 1033 Fire Officer Leadership - (S).** This course provides the participant with basic skills and tools needed to perform effectively in the fire service environment. Topics of discussion will include group dynamics, communication, decision making, problem solving and other personnel matters. This course will enable mid-range managers, especially company officers, to be more effective in their roles as leaders.

**FIRE 1043 Fire Prevention and Inspection - (F).** This course provides the student with an overview and understanding of the field of fire prevention including history of fire prevention, code development and enforcement, inspection principles, public fire safety education, and arson suppression. This course follows the objectives outlined in the National Fire Protection Association (NFPA) Standard 1031, Fire

Inspector I. Prerequisite: FIRE 1063

**FIRE 1063 Fire Service Special Operations.**

This course provides knowledge and skills to students related to NFPA 472 competencies for Hazardous Materials First Responders through the Awareness and Operations Levels, essential Wildland Firefighting awareness, and information concerning specialized fire service rescue operations including rope, confined space, and trench rescues. The National Incident Management System (NIMS), the Incident Command System, and Single Resource Initial Actions will also be covered. Prerequisite for FIRE 1104 - Firefighter I.

**FIRE 1104 Firefighter I - (SUM).** This course is designed to provide students with the knowledge and skills necessary to become a Firefighter at the first level of certification. This course follows NFPA Standard 1001 - Firefighter Professional Qualifications. Prerequisite: FIRE 1063 and EMTA 1013

**FIRE 1114 Firefighter II - (SUM).** Continuation of the knowledge and skills necessary for student to be certified as a Firefighter at the second level of certification. Upon successful completion of the course a representative of the Arkansas Fire Academy will test students. Prerequisite: Firefighter I.

**FIRE 2023 Fire Department Administration - (F).** Fire Department administrative functions, including application and implementation in the fire service, personnel selection, training and evaluation and relationship of administration at various levels of the organization, including reporting and budgeting will be covered in this course.

**FIRE 2033 Building Construction for the Fire Service - (S).** This course covers the advantages and disadvantages of major structural materials, wood, masonry, steel and concrete. Fire problems of non-structural elements with emphasis on fire characteristics and safety factors, as well as liabilities of code enforcement.

**FIRE 2053 Fire Service Hydraulics and Water Supply - (S).** This course deals with the principles and formulas for fire ground hydraulics and pump operations of water systems, private, public, standpipes and sprinklers; nozzle pressures, friction losses, and effective fire streams and water supply problems. Included will also be the maintenance and operation of emergency vehicles and solutions of problems involving fire streams

## French

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA,

BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program [CIEP].

**FREN 1003 Elementary French I - (F).**

Introductory course designed for students beginning the college-level study of French. Presentations of vocabulary, grammatical structures, and Francophone culture enable the student to understand, speak, read, and write basic French. No prerequisite.

**FREN 1013 Elementary French II - (S).** This course is a continuation of FREN 1003. The study of vocabulary, grammatical structures, and Francophone culture enables students to strengthen listening, speaking, reading, and writing skills. PREREQUISITE: Completion of FREN 1003 with a C or better, or department consent.

**FREN 2003 Intermediate French I - (F).** Further development of language skills in French, with attention to reading, composition, and conversation. It includes readings in French literature, culture, and civilization and extensive grammar review. Class is conducted primarily in French. PREREQUISITE: Completion of FREN 1013 with a C or better, three years of recent high-school French, or department consent.

**FREN 2013 Intermediate French II - (S).** This course is a continuation of FREN 2003. It includes readings in French literature, culture, and civilization. Grammar is reviewed and expanded. Class is conducted primarily in French. PREREQUISITE: Completion of FREN 2003 with a C or better, or department consent.

## Geography

**GEOG 1003 Physical Geography - (On Demand).** An introductory survey of the various components of the physical environment and the basic interrelationships among them. Topics of study include movements of the earth and seasonal change, interpretation of maps, the elements of weather and climate, and the effects of physical processes upon various types of regions. Emphasis is on developing a broad perspective of the natural world.

**GEOG 1123 Human Geography - (F, S).** An introductory study of the cultural factors that make up Human Geography and their relevance in today's world. From the viewpoint of spatial distributions, students gain a perspective on different aspects such as population growth, language, religion, political systems and economic development. Students acquire a global perspective by comparing selected countries and seeing

the impact of change on their cultural landscapes.

**GEOG 2313 World Regional Geography - (F, S).**

This course surveys the major geographic regions of the world, considering the differences that set one realm apart from another environmentally, socially, politically, and economically. The meaning of "development" is considered and used in comparing the various regions in the context of diversity and globalization. A sampling of regions studied includes North America, Latin America, Sub-Saharan Africa, Southwest Asia, Europe, the Russian Domain, and Central and East Asia, Southeast Asia, and Australia.

**Geology**

**GEOL 1114 General Geology - (F, S).** Survey of the geological process and products and their relationship to land forms, natural resources and the environment. Global Positioning System (GPS) field work techniques introduced. Three hours of lecture and 3 hours of laboratory weekly, including field trips.

**GEOL 1134 Environmental Geology - (S, On Demand).** The application of geologic principles to problems created by human exploitation of the environment. Laboratory exercises concerning interaction of human populations with flooding, groundwater movement and contamination, erosion, earthquakes, and waste disposal and landfills. GIS (Geographic Information Science) is used to facilitate student learning of most curriculum topics.

**GeoSciences**

**GEOS 2943 Introduction to Geographic Information Science I - (F, S).** This course introduces students to the basic spatial data manipulation skill set necessary for utilizing GIS in the workplace. Topics of study will come from fields such as environmental and regulatory, landscape design, land use planning, and mapping. Class time will be divided into lecture, computer lab, and field work.

**German**

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program [CIEP].)

**GERM 1003 Elementary German I - (F).**

Introductory course designed for students beginning the college-level study of German. Presentations of vocabulary, grammatical structures, and German culture enable the student to understand, speak, read, and write basic German. No prerequisite.

**GERM 1013 Elementary German II - (S).** This course is a continuation of GERM 1003. Presentations of vocabulary, grammatical structures, and German culture enable the student to strengthen listening, speaking, reading, and writing skills. **PREREQUISITE:** Completion of GERM 1003 with a C or better, or department consent.

**GERM 2003 Intermediate German I - (F).** Further development of language skills in German, with emphasis on reading, composition, and oral practice. It includes readings in German literature, culture, and civilization. **PREREQUISITE:** Completion of GERM 1013 with a C or better, three years of recent high-school German, or department consent.

**GERM 2013 Intermediate German II - (S).** This course is a continuation of GERM 2003. Grammar is reviewed and expanded. It includes cultural readings. **PREREQUISITE:** Completion of GERM 2003 with a C or better, or department consent.

**General Engineering**

**GNEG 1103 Introduction to Engineering - (F, S).** Intended for potential engineering students in the first year of study. It is designed to introduce these students to the process and diversity of the various engineering fields. It also acquaints students with modeling and problem solving techniques used by engineers as well as some of the computer tools necessary for pursuing a degree in engineering. **Prerequisite:** MATH 1204 with a grade of C or better or appropriate placement scores.

**History**

**HIST 1003 History of Western Civilization to 1650 - (F, S, SUM).** A survey of Western development from the pre-historic period to 1650. Emphasis is on cultural, scientific, religious and political contributions of the ancient, medieval and early modern civilizations to 1650.

**HIST 1013 History of Western Civilization Since 1650 - (F, S, SUM).** A survey of Western development from 1650 to the present. Emphasis is on the cultural, scientific, religious and political development of modern Western civilization.

**HIST 1003H History of Western Civilization to 1650, Honors - (F).** A survey of the development of Western civilization and culture from its origins in the Near East to 1650. Course content includes the cultural, scientific, religious, and political contributions of the ancient, medieval, and early modern civilizations. Specific thematic content will vary per semester. Topics emphasized may include the effects of war and empire building, trade and cross-cultural exchange, power

relationships and the notion and nature of control in political and religious systems, especially within the early Judeo-Christian and Islamic communities, the history of gender and sexuality, and the history of the environmental causes and consequences of disease.

**HIST 1013H History of Western Civilization Since 1650, Honors – (S).** A survey of the development of Western civilization and culture from 1650 to present. Course content includes the cultural, scientific, religious, economic, and political contributions of western civilization and its impact throughout the world. Specific thematic content will vary. Topics emphasized may include the effects of science and technology, war, revolution, nationalism, imperialism, power relationships, gender and sexuality, ideologies, racism, migration and immigration, globalization, and environmentalism.

\*From time to time, the various departments will offer SPECIAL TOPICS courses and INDEPENDENT STUDY courses.

**HIST 1033 World Civilizations to 1500.** This survey of World Civilizations offers students a global and comparative perspective on the emergence and development of civilizations to 1500.

**HIST 1033H World Civilizations to 1500 Honors.** This survey of World Civilizations offers students a global and comparative perspective on the emergence and development of civilizations to 1500. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 1043 World Civilizations from 1500.** This survey of World Civilizations offers students a global and comparative perspective on the development of civilization since 1500.

**HIST 2003 History of the American People to 1877 - (F, S, SUM).** Exploration of aspects in American history beginning with European backgrounds; discovery and settlement; concluding with the Civil War and Reconstruction. This survey encompasses the constitutional, political, social and economic development of the United States prior to 1877.

**HIST 2003H History of the American People to 1877, Honors (F).** This course is a survey of the history of the region that would become the United States from the pre-Columbian era through the end of reconstruction following the Civil War. The course provides an overview of important political, social, religious, constitutional and economic developments of the period. Specific themes will vary by instructor. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2013 History of the American People, 1877 to Present - (F, S, SUM).** Exploration of aspects

in American history from Reconstruction to the second half of the Twentieth Century. This survey encompasses the constitutional, political, social and economic development of the United States since 1877. Particular emphasis will be placed on the rise of the United States as an industrial and world power.

**HIST 2013H History of the American People, 1877 to Present, Honors - (S).** Explores the history of American life including constitutional, political, social, intellectual and economic development from Reconstruction to the present. Specific themes will vary by instructor. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2053 History of Arkansas - (On Demand).** A presentation of the political, economic, social and cultural development of Arkansas from the arrival of the Native American to the present.

**HIST 2063 The United States and Vietnam - (On Demand).** A survey of the Vietnam War with emphasis on the role played by the United States, as well as an analysis of its impact on American politics and society.

**HIST 2073(H) - History of the American West, Honors, Travel.** The history of the American West from the earliest Native American civilizations to the present day. Specific course content will vary by term. The travel component of the course will reflect and augment course content with a varied itinerary as needed. Possible course topics include: a historiography of the nature and definition of the West, Native American civilizations, exploration and expansion, race relations and conflict between and among inhabitants, social and economic development of the region, and conservation and recreation in the region.

## Health Sciences

**HLSC 1002 Wellness Concepts - (F, S, SUM).** Interrelationship of mental, emotional, physical, social and spiritual aspects of functioning to optimal health and wellness; implications for education about wellness in the schools and for adult living are provided.

**HLSC 1103 Personal Health and Safety - (On Demand).** Discussion of health and safety problems with emphasis on the promotion of individual health and safety concepts.

**HLSC 2103 Nutrition in Health - (F, S).** The functions of food, body processes and optimum diets in relation to health and physical fitness.

## Honors

**HONR 2903H, Honors Seminar.** The Honors Seminar is expected to offer the Honors Students an innovative learning experience that incorporates traditional learning strategies with new learning strategies that apply what is learned in the classroom to

community-based projects. It also serves as the capstone course for students who have chosen to graduate with associate's degrees with an emphasis in Honors (as distinct from graduating "with honors" based on grade point average).

### **Hospitality Management**

**HOSP 1003 Introduction to Hospitality - (F, S, SUM).** This course provides a global look at hospitality with career opportunities in food service, hotels, clubs and related businesses such as hospitals, schools, casinos and the military. The course pays special attention to what training is needed to obtain careers in the industry and how students can prepare for industry careers.

**HOSP 1103 Supervisory Management - (F, S).** This course is designed to develop a basic understanding of the principles of management and the application of those principles of managing the resources of a lodging or foodservice operation. Study for this course will outline the framework for the supervision, supervisory responsibilities, tools used in supervision and developing effectiveness as a supervisor. Prerequisite: HOSP 1003.

**HOSP 1203 Nutrition for Food Service (S, F).** This course will examine the basic principles of nutrition, including their application to food preparation and menu planning. Attention is given to providing nutritional balanced and attractive meals. Menu planning using sound nutritional guidelines is stressed. Selection of lower calorie, low fat, low sodium, and their applications on special diets will be introduced.

**HOSP 1303 Hospitality Purchasing - (S, F).** This course is designed to explore the process of selection and procurement in the hospitality industry. This course will explore the use of technology in the purchasing function, the channels of distribution for products and services and the importance of product specification. Students will learn how to evaluate products and write product specifications.

**HOSP 1403 Hospitality Marketing - (F).** This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel, restaurants and private club properties.

**HOSP 1503 Catering and Banquet Service - (F).** Students will receive instruction and practice in the basics of catering and banquet operations both on-premise and off-premise. This course will cover menu making and food presentation, contract writing, financial concerns, function set-up and supervision. Students will learn how to successfully balance a catering operation that will both satisfy their customers and attain a profitable bottom line. Prerequisites: HOSP 1003, 1303.

**HOSP 1803 Travel and Tourism - (F).** Students will learn what components go into making up the travel and tourism industry. Topics will also include the effect of travel and tourism on the hotel and restaurant business and what career paths are available to students. Special emphasis will be placed on the topic of the importance of tourism to the state of Arkansas.

**HOSP 2003 Beverage Management.** This course is designed to provide students with the practical knowledge needed to responsibly manage a profitable bar or beverage operation. Course work will involve looking at and planning for business profitability keeping safety and legal issues in mind. Topics including identification and usage, purchasing, responsible alcohol service and food, and beverage and alcohol pairings will be discussed. Prerequisites: HOSP 1003, 1303.

**HOSP 2103 Hospitality Layout & Menu Design - (S).** This course will instruct the student on how to plan, design and develop food service and hospitality operations from the beginning concepts stages to project end. Attention will be given to all aspects of development from the importance of location selection, menu planning, facility design and layout and equipment purchases. A hospitality design project will be the cornerstone of this course. Prerequisites: HOSP 1003, 1303.

**HOSP 2203 Hospitality Accounting.** This course introduces the fundamentals of accounting through examples from hotels, restaurants and clubs. This course reveals how vital accounting practices are in assisting managers of hotels and restaurants in developing budgets, controlling cash flow, reaching profit goals and making effective business choices based on the numbers that affect daily operations. Prerequisites: HOSP 1003, 1303.

**HOSP 2204 Hospitality Internship (F, S, SUM).** This course encompasses a supervised work experience in the major field which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. This course will serve as the Capstone course for Hospitality majors. Please see the Program director for an internship application.

**HOSP 2303 Hospitality Operations (S).** This course offers further study and practical hands on training in key hospitality concepts that are used every day in restaurants and hotels. Topics include concept design and development, location selection, budgeting, labor issues such as selection and training, equipment selection, purchasing, guest relations and profitability. This course will require outside practical work outside of the standard classroom with local hospitality operations. Prerequisites: CULY 1003, HOSP 1003,1103,1303 or Program Directors Permission.

## Horticulture

**HORT 1103 Plants in the Home Environment - (F, S).** A techniques course covering basic home fruit and vegetable production, including organic and sustainable methods, and the use and care of ornamental plants. This is a hands-on course utilizing Master Gardener instructional materials.

**HORT 2004 Principles of Horticulture - (Yearly).** An introductory course including study of basic biological processes and technologies of propagation, production, use of native and introduced horticulture crops, landscape and turf plants. Students will be introduced to various disciplines and business related aspects of horticulture. The aesthetic and nutritional uses of plants will be explored. Previous instruction in Plant Biology or General Botany is strongly recommended. 3 hours lecture and 3 hours laboratory weekly.

**HORT 2303 - Introduction to Turfgrass Management - (Yearly).** An introductory course in turfgrass management emphasizing turfgrass growth, adaptation, and management. Methods for establishment, fertilization, mowing, cultivation, irrigation, and pest management are presented, and their impact on culture of lawns, golf courses, athletic fields, and other managed turf areas discussed. Lecture three hours per week.

## Homeland Security/Emergency Management

**HSEM 1003 Introduction to Terrorism: Perspectives -** This course surveys contemporary terrorism, focusing on international, transnational, and domestic terrorism. Students will examine the roots of terrorism organizations, terrorist motivations, the controversies about defining terrorism, and actions taken by governmental agencies to counter terrorism. Student learning outcomes include an understanding of terrorism against the United States, a general knowledge of criminology and criminal justice as frameworks for analyzing terrorism, a general knowledge and understanding of the historical, psychological, and sociological explanations of terrorism, a general knowledge of the patterns and trends of terrorism, and a better understanding of the theories and policies of counterterrorism.

**HSEM 1013 Mass Disaster and Emergency Response -** This course introduces students to the field of emergency management. Students will be exposed to the terminology and definitions used in emergency and disaster management. Students will examine legal requirements, responsibilities, and laws pertaining to emergency management. Students will develop an understanding of the procedures and requirements in emergency management including identification of hazards and response capabilities, both governmental and private sector. Student learning outcomes include

knowledge of emergency operations planning systems, knowledge of emergency management operations, knowledge of long and short term responses to mass disasters, knowledge of the facilities, resources, and equipment used in comprehensive emergency responses, and knowledge of types of disaster relief and responses to various types of possible mass disasters.

**HSEM 1023 Incident Command System.** This course is a basic overview of the Incident Command System (ICS) and how it works. It is designed to give students the basic concepts as well as familiarize them with ICS that they will have a better understanding of what may occur if called upon to assist during an event and the role of the National Incident Management System. Student learning outcomes include knowledge of the basic principles of the National Incident Command System and how this system should function in conjunction with the Emergency Operations Center (EOC), and a basic understanding of the purpose and function of the various components of the NICS and how they inter-relate to form an effective and efficient whole.

**HSEM 1033 Principles of Emergency Management -** This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include: emergency management organizing, community resource coordinating, public sector liability, leadership and supervision, public relations, and the roles of government agencies at all levels.

**HSEM 1053 State and Local Disaster Management -** This course covers fundamental information on the state and local role in disaster assistance process and programs, including the role of volunteers and volunteer agencies in emergency management. Students are required to complete three FEMA Independent Study Courses online:

- IS-208 State Disaster Management
- IS-230 Principles of Emergency Management
- IS-292 Disaster Basics

Students will meet weekly throughout the semester to in a seminar setting with the instructor and the other students. Upon completion, students should be able to demonstrate an understanding of the cooperative efforts and capabilities of state, local, and voluntary agencies in emergency situations.

**HSEM 1063 FEMA - Elective -** This course allows the student to select online courses offered by FEMA's Emergency Management Institute, bundle them together in a module, and receive three hours of elective credit towards the HSEM AAS degree. Students cannot use the following classes for this course:

- IS-271 Anticipating Hazardous Weather and Community Risk
- IS-393.A Introduction to Hazard Mitigation
- IS-394.A Protecting Your Home or Small Business from Disaster

Courses Offered Through Distance Learning. Both HSEM 1053 and HSEM 1063 have Distance Learning components as set forth above.

**HSEM 1163 FEMA - Elective (3 hours)** – This course is an eight (8) week online course offered by FEMA's Emergency Management Institute. HSEM 1063 is a required prerequisite. The student is required to complete three FEMA independent Study Course online: IS-001 – Emergency Manager – An Orientation to the Position

IS-139 – Exercise Design

IS-650 – Building Partnerships with Tribal Governments

**HSEM 1093 Homeland Security/Emergency Management Internship** -This course is a work experience internship in which a student is placed with a public or private agency or corporation involved in emergency management for 6 to 10 hours per week in addition to regular meetings with the HSEM Coordinator. Students will keep a journal of their work experience and deliver a final report upon completion of their placement. Prerequisite: Students must be in the final semester of the HSEM degree program and receive instructor approval prior to registration.

## Humanities

**HUMN 1003 Exploring the Humanities** - (S). An introduction to the general concept of the humanities and the various disciplines of art, literature, music, mythology, theatre, film, and how they interrelate. Students will develop critical thinking and writing skills through class discussion, attendance at local performances, and frequent compositions. Prerequisite: ENGL 1013.

**HUMN 1013 Exploring Cultural Diversity** -(F). An introduction to the various cultures which contribute to the diversity of the United States, in general, and Northwest Arkansas, in particular, through presentations by representatives of various cultures and the study of fiction, non-fiction, art, music, film, theater, and through research projects. PREREQUISITE: ENGL 1013.

## International Business

**INTB 1003 Introduction to International Business** (On Demand). This foundation course for all business students is designed to introduce the global business world to students interested in the business field.

**INTB 2033 International Marketing** – (On Demand). This course will focus on issues related to overseas marketing and their impact on strategies for successful commerce in a global environment.

**INTB 2063 International Management** – (On Demand). This course will train managers to successfully manage a business from the framework of cross- cultural communications, human resource

management, business ethics and strategy development and implementation.

## Journalism

Journalism students are welcome to participate in the NWACC Eagle View student newspaper, published in print two to four times each fall and spring semester and viewable online at [www.nwacc.edu/stunewspaper](http://www.nwacc.edu/stunewspaper).

**JOUR 1023 – Introduction to Mass Communication** - (F,S on demand). A survey of mass media (newspaper, radio, TV, magazine, advertising, public relations, photography, music, new media, etc.) which covers the importance and impact of mass media on society and introduces the student to the various area of professional work in journalism. Recommended for students considering journalism as a major.

**JOUR 1033 Journalistic Style and Usage** - (F,S). The basic principles of writing for print, broadcast, and digital media. Emphasis is on accuracy, brevity, clarity, meeting deadlines, editing, proofreading, structure, spelling, and using AP style. Prerequisites: CISQ 1103 and ENGL 1013, or instructor consent.

**JOUR 1053 Fundamentals of Journalism** - (F,S). Introduces students to the skills of observation, critical thinking and the concise, correct, accurate writing required in all aspects of journalism, as well as to the technology needed in upper-level courses. Practice using references for grammar and journalistic style. This course is a prerequisite for upper-level journalism courses at institutions that offer a journalism degree.

## Kinesiology

**KINS 1013 Careers in Kinesiology** (F). An introduction to the broad field of kinesiology including historical aspects and career perspectives.

## Leadership Fundamentals

**LEAD 1023 Introduction to Leadership Fundamentals** – (F, S). This course will provide emerging and existing leaders the opportunity to explore their concept of leadership and to develop and improve their leadership skills. The course will integrate readings from the humanities, experiential exercises, films and contemporary readings on leadership.

## Legal Studies

**LEGL 1043 Introduction to Law** - (F, S). This course provides an overview of major principles and functions of the state and federal legal systems, presents legal vocabulary, and provides educational training for persons seeking employment as paralegals.

**LEGL 1104 Legal Research** - (F, S). This course



is designed to help students develop the fundamental skills needed to conduct efficient and accurate legal research. This class will be taught using both hardback volumes and internet researching tools.

**LEGL 1133 Legal Writing - (F).** This is a course that focuses on legal analysis and writing. Students are given hypothetical case situations, relevant cases, and statutes and they must identify and address the inherent issues. Students are expected to know the basic principles of grammar, punctuation, legal writing and citation. The course will include developing a legal argument and strategy and writing interoffice memoranda, case briefs, letters, and legal documents. Prerequisites: ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent. It is recommended that students have completed English Composition II (ENGL 1023) before enrollment.

**LEGL 2133 Torts - (F, S).** This course covers tort law and includes the topics of negligence, intentional torts, strict and product liability, personal injury litigation, and insurance. Investigation, legal interviewing, pretrial preparation, document production and settlement of tort cases will be included. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2153 American Constitutional Law - (On Demand).** This course deals with The Constitution and its development throughout the history of our nation. The U.S. Supreme Court as a political institution will be examined as well as judicial review, federalism, separation of powers, regulation of commerce, due process, and equal protection. The second half of the course deals with civil liberties and the fundamental rights of the individual.

**LEGL 2172 Employment Law - (On Demand).** This course is a detailed study of employment law, including benefits for the former employee. Topics include the employment at will doctrine: the rights, duties, and liabilities of the employer and employee; discrimination in employment (including the new Americans with Disabilities Act); workers' compensation; and Social Security Administrative law. Students will become familiar with legal documentation related to this field.

**LEGL 2173 Evidence (On Demand).** This course is an analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence. Prerequisite or co-requisite: LEGL 1043 or CMJS 2013 or coordinator's consent.

**LEGL 2252 Family Law - (F).** Family Law covers matters of domestic law, including the formation and dissolution of marriage, marital property, child custody and support, and other related matters. Students will draft appropriate legal documents. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent

**LEGL 2323 Civil Litigation - (F).** This course is an intensive study of civil procedure and includes the study of federal and state rules. Emphasis is placed upon the functions and duties of the paralegal in the litigation process, with special attention paid to the interviewing of clients; drafting of pleadings, writing of motions and discovery documents, and preparing and filing of other legal documents. Prerequisite: Completion of ENGL 1013, LEGL 1043, LEGL 2133, and LEGL 1104 or coordinator's consent.

**LEGL 2382 Legal Ethics - (F).** Legal Ethics covers professional conduct for attorneys, the client-lawyer relationship, and the confidentiality of information. Special focus is given to the Arkansas Model Rules of Professional of Conduct for attorneys as well as limitations on what the paraprofessional may do. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2553 Real Estate Law - (S).** This course covers real property and common types of real estate transactions, and conveyances. Preparation of legal instruments including deeds contracts, leases, deeds of trust and mortgages will be studied. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2643 Contracts - (F, S).** This course is a study of the law of commercial law: including contracts, the debtor-creditor, sales, commercial paper and secured transactions. Students will learn how to identify the essential elements of a particular type of commercial transaction and special focus will be given to the acquisition of practical skills in the documentation and drafting of these transactions. Prerequisites: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2753 Wills, Trusts, and Probate - (S).** This class is an intensive study of testate and intestate inheritance, with special focus on the laws of Arkansas, Missouri and Oklahoma. Emphasis is placed on the acquisition of knowledge and skills that a paralegal would need. Students will become familiar with techniques for fact gathering, inheritance and estate tax principles, use of trusts, will drafting, and probate procedures. Prerequisites: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2772 Business Organizations - (S).** This course will cover the formation, operation, and dissolution of various business organizations, Subjects include: sole proprietorships, partnerships, corporations, limited liability companies, law of agency and employment agreements. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2822 Trial Practice - (S).** This is the advanced study of pre-trial and trial procedures for the advanced paralegal student. Special emphasis will be placed on the drafting of pleadings, discovery documentation, motion practice, preparation of evidence and new technologies as they affect the

practice of law. Prerequisites: Completion of ENGL 1013, LEGL 1043, LEGL 1104, LEGL 2133 and LEGL 2323 or coordinator's consent.

**LEGL 777V Paralegal Elective.** This elective is not a specific course offered by NorthWest Arkansas Community College. This elective is to allow a student to transfer in or substitute a course whose content would enhance a student's understanding or knowledge of the legal or paralegal field, which the student has taken from NWACC or another institution or educational setting. The determination of which courses will count and for what credit is solely at the Coordinator or the Dean's discretion and should be brought to the attention of the administration by the student prior to the semester the student plans to graduate. Not all transfer courses will qualify as a general paralegal elective and should not be presumed to do so by the student.

**LEGL 29LV Paralegal Internship (F,S)** This course provides student with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in a day-to-day, on-site legal work environment. Prerequisite: Completion of ENGL 1013, LEGL 1043, LEGL 1104 or coordinator's consent. Students must complete 3 hours of work at the internship for every 1 hours of credit (120 for a 3 hours class, 160 hours for a 4 hour class, etc). The placement may be in a private or public law office, corporate or government legal department or other appropriate law-related setting. In addition to on-site work, the student will meet at least 4 times with the Internship coordinator in a classroom setting or individually and complete additional requirements which may vary upon the placement and number of credit hours.

**Mathematics**

*Note: Success in mathematics courses depends upon hard work, commitment to the subject and proper placement. Prerequisites will be strictly enforced. Students who fail to provide the Mathematics Department with evidence of an acceptable mathematics background or an adequate placement test score will not be allowed to register for mathematics classes.*

Developmental Math Placement Chart			
	Math 0013 Pre-Algebra	Math 0053 Beginning Algebra	Math 0103 Intermediate Algebra
ACT	NA	NA	18-20
COMPASS	Pre-Algebra subtest: 01-38	Pre-Algebra subtest: 39-99	Algebra subtest: 41-64

**MATH 0013 Prealgebra - (F, S, SUM).** This course builds a strong number sense by emphasizing integers, decimals, percent, fractions, ratio and proportion. It also prepares a student to move forward with confidence into a first developmental algebra course by introducing variables, evaluating variable expressions

and solving first degree equations. Elementary geometry, reading graphs, critical thinking, and problem solving skills support the AMATYC and NCTM standards. Some calculator use is incorporated. Computer-assisted, www, and hybrid versions of this course may be offered in addition to the traditional format. Upon successful completion, a student may take Beginning Algebra. No prerequisite.

**MATH 0051R Beginning Algebra Recitation - (F, S).** This is a course designed to be taken concurrently with MATH 0053. The purpose of the recitation is to review, practice, and reinforce the concepts learned during lecture as well as provide information regarding math study skills. Emphasis will be placed on topics and concepts of particular difficulty presented in MATH 0053. Prerequisite: PreAlgebra (MATH 0013) with a C or better, or appropriate placement scores (See Developmental Math Placement Chart).

**MATH 0053 Beginning Algebra - (F, S, SUM).** This developmental algebra course covers linear equations and inequalities, quadratic, and rational equations, graphing lines in a plane, slope, exponential properties, polynomial operations, factoring, rational operations, and emphasizing interwoven problem solving. Computer assisted, WWW, and hybrid versions of this course may be offered in addition to the traditional format. Upon successful completion, a student may take MATH 0103, Intermediate Algebra or MATH 1003, Math for AAS General Education. Prerequisite: PreAlgebra (MATH 0013) with a C or better, or appropriate placement scores.

**MATH 0101R Intermediate Algebra Recitation - (F, S).** This is a course designed to be taken concurrently with MATH 0103. The purpose of the recitation is to review, practice, and reinforce the concepts learned during lecture as well as provide information regarding math study skills. Emphasis will be placed on topics and concepts of particular difficulty presented in Math 0103. Prerequisite: Beginning Algebra (MATH 0053) with a C or better, or appropriate placement scores (See Developmental Math Placement Chart).

**MATH 0103 Intermediate Algebra - (F, S, SUM).** This developmental algebra course covers exponents and radicals, systems of linear equations and inequalities, radical, quadratic, and rational equations and compound inequalities in one variable, line graphs and parabolas, function concepts including domain and range, and interwoven problem solving. Graphing calculator use. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Upon successful completion, a student may take MATH 1204, College Algebra or MATH 1103, Survey of College Mathematics. Prerequisite: Beginning Algebra (MATH 0053) with a C or better, or appropriate placement scores. (See Math Placement Chart).

**MATH 1003 Math for AAS General Education - (F, S).** This course is designed to meet the needs for a college

level mathematics course for AAS programs. It is recommended that students intending to earn a baccalaureate degree take College Algebra. This course will include a review of basic arithmetic skills such as ratios, proportions, percents, and metric conversions focusing on applications of these topics. The primary focus of the course may include a variety of skills from areas such as financial mathematics, estimation, regression analysis, statistics, math history, and math as art. This is a very application oriented course with a project component and is designed to be flexible to accommodate the differing needs of people in various AAS programs. Some sections have a required EAST lab component to build team and technology skills. A WWW version of this course may be offered in addition to traditional format. Prerequisite: Beginning Algebra (MATH 0053) with a C or better, or appropriate placement scores. (See Math Placement Chart).

**MATH 1103 Survey of College Mathematics - (On Demand).** Designed to acquaint students with the breadth and practicality of mathematics, this college-level survey course will include the following topics: a review of ratio, proportion and unit analysis; problem solving; set theory; logic; geometry; probability; and statistics. This course is designed for non-transfer students enrolled in certain AAS programs. It is recommended that students intending to earn a baccalaureate degree take College Algebra. A WWW version of this course may be offered. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 1201R College Algebra Recitation – (F, S).**

This is a course designed to be taken concurrently with MATH 1204. The purpose of the recitation is to review, practice, and reinforce the concepts learned

during lecture as well as provide information regarding math study skills. Emphasis will be placed on topics and concepts of particular difficulty presented in MATH 1204. This course will not transfer and will not satisfy the math requirement for an AAS, AA or AS degree. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 1204 College Algebra - (F, S, SUM).** An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing using graphing utility functions, graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities and matrices; and sequences and series. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 1204H College Algebra Honors - (S).** An overview of the fundamental concepts of algebra. As part of the honors program this course will include an EAST/EMPACTS project to encourage critical thinking, evaluation, application, and understanding of the topics of the course. Topics include linear and quadratic equations and inequalities the Cartesian plane and graphing using graphing utility functions, graphs and models polynomial and rational functions, exponential and logarithmic functions, systems of equations, inequalities and matrices and sequences and series. Prerequisite: Intermediate Algebra (MATH 0103) with a B or better, or appropriate placement scores. (See Math Placement Chart).

### Math Placement Chart

ACT SCORES	COMPASS SCORES	COURSE PLACEMENT
Math	Pre-Algebra	
NA	01-38	MATH 0013 PreAlgebra (Non-Credit)
NA	39-99	MATH 0053 Beginning Algebra (Non-Credit)
	Algebra	
18-20	41-64	MATH 0103 Intermediate Algebra (Non-Credit) OR MATH 1003 Math for AAS General Education (Non-Transferable)
21-23	65-99	MATH 1204 College Algebra OR MATH 1103 Survey of College Math
	College Algebra	
24-28	46-99	MATH 1213 Trigonometry OR MATH 2043 Survey of Calculus OR MATH 2053 Finite Math OR MATH 2213 or 2223 Survey of Mathematical Structures I or II
	Trigonometry	
29+	46-99	MATH 2554 Calculus I

**MATH 1213 Plane Trigonometry - (F, S, SUM).**

A survey of basic trigonometric concepts. Topics include a review of functions and graphs, the trigonometric functions, graphs of trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, complex numbers, a review of exponential and logarithmic functions, and polar coordinates and equations. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores.

**MATH 1285 Precalculus Mathematics - (On Demand).** This course covers topics in college algebra and plane trigonometry. It is designed for students who will take MATH 2554. Prerequisites: One and one half units of high school algebra with a "C" or better, or appropriate placement scores. (See Math Placement Chart). NOTE: No credit can be given for those who have completed MATH 1204 and/or MATH 1213.

**MATH 2043 Survey of Calculus - (F, S, SUM).** A survey and applications course in calculus designed for students in business, life sciences and social sciences. Topics include limits, differentiation, curve sketching, exponential and logarithmic functions with applications, integration and multivariable calculus. Computer assisted, WWW, and hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart). NOTE: Survey of Calculus is NOT a prerequisite for Calculus I (MATH 2554).

**MATH 2053 Finite Mathematics - (F, S, SUM).** A survey and applications course in mathematics designed for business, life science, and social science students. Topics include a review of using a graphing utility, linear models, systems of linear equations, matrices, linear programming, the simplex method, set theory, probability, counting principles, statistics, and finance mathematics. Computer - assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2103 Discrete Math - (On Demand).** This course covers introductory topics in logic, proofs, study of sets, algorithms, graph theory and trees, and probability. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores.

**MATH 2213 Survey of Mathematical Structures I - (F, S).** The fundamental element of this course is the understanding of the underlying concepts of elementary mathematics topics including patterns, word problems, sets, basic mathematical operations, integers, rational numbers, and real numbers. Discussion and demonstration of a multitude of strategies for introducing elementary mathematics

along with appropriate manipulatives will be demonstrated by students in the class as they prepare and present an elementary or middle school math lesson and /or submit a research project. This course is designed for students planning to major in elementary education or middle school education at a senior institution. A WWW version of this course may be offered in addition to the traditional format. This course will not satisfy the math elective requirement for the Associate of Science degree at NWACC. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2223 Survey of Mathematical Structures II - (F, S).** The fundamental element of this course is the understanding of the underlying concepts of elementary mathematics topics including counting methods, probability, statistics, geometry, measurement, and mathematical systems. Students in the course will prepare and present elementary math lessons and build team technology skills through the completion of an EAST project and/or another research project related to elementary or middle school education. This course is designed for students planning to major in elementary education or middle school education at a senior institution. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. This course will not satisfy the math elective requirement for the Associate of Science degree at NWACC. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores

**MATH 2251 Mathematical Reasoning and Statistics in Education - (F, S).** Mathematical and statistical reasoning are required in the context of educational research. The purpose of this course is for students to possess the power and habit of mind to search out and collect quantitative information through an EMPACTS education related project. Students will critique and interpret information collected using frequency distributions, graphing techniques, measures of central tendency and variation, sampling, hypothesis testing, regression analysis, and/or other statistical tools. Prerequisite: Survey of Mathematical Structures I (MATH 2213) or Survey of Mathematical Structures II (MATH 2223).

**MATH 2554 Calculus I - (F, S, On Demand).** The first course in a three-semester sequence designed to provide comprehensive coverage of differential and integral calculus. Topics include limits and continuity, differentiation with applications, integration with applications (including inverse trigonometric, exponential, logarithmic, and hyperbolic functions) and basic differential equations. Prerequisites: Plane Trigonometry (MATH 1213) OR Precalculus Mathematics (MATH 1285) with a C or better, or appropriate placement scores (See Math Placement Chart page 133).

**MATH 2564 Calculus II - (F, S).** A continuation of MATH 2554. Topics include applications of integration, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric curves, and polar coordinates. Prerequisite: Calculus I (MATH 2554) with a C or better.

**MATH 2574 Calculus III - (On Demand).** A continuation of MATH 2564. Topics include parametric curves, vectors and vector-valued functions, surfaces, partial differentiation, multiple integrals and vector calculus. Prerequisites: Calculus I (MATH 2554) AND Calculus II (MATH 2564) with grades of C or better.

**MATH 2914 Differential Equations and Laplace Transforms (On Demand).** Topics in this first course in differential equations will include first and second order ordinary differential equations; Laplace Transforms, systems of ordinary differential equations and eigenvectors. Prerequisite: Calculus III (MATH 2574) with a C or better.

## Microbiology

**MBIO 2014 General Microbiology - (F, S, SUM).** Survey of microorganisms, their role in the ecosystem, their impact on and use by man. The basic structure, growth and metabolism of bacteria and viruses will be examined. Immunological principles and their application to microbiology will also be presented. Emphasis in laboratory on sterile technique and culturing microorganisms on various diagnostic media. Three hours lecture and three hours lab weekly. Prerequisite: Anatomy & Physiology I (BIOL 2214) with a grade of "C" or better or both Principles of Biology I (BIOL 1544) and Fundamentals of Chemistry (CHEM 1075) with grade(s) of C or better. (Other chemistry or biology courses may also meet prerequisite requirements, for further information please contact the Science Department.)

## Mechanical Engineering

**MEEG 2003 Statics - (F, S).** This is an introductory course and will include topics such as equilibrium of particles and rigid bodies, moments of forces, centroids, moments of inertia, analysis of structures, friction, and resultants of force systems in a plane and in space. Students enrolling in this course must also enroll in MEEG 2001D during the same semester. Prerequisite: PHYS 2054 Advanced College Physics I and MATH 2574 Calculus I (MATH 2574 may be taken concurrently). Corequisite: MEEG 2001D Statics Drill.

**MEEG 2001D Statics Drill.** This drill is offered in tandem with MEEG 2003 and is a required component of the course. Students enrolling in this course must also enroll in MEEG 2003 during the same semester. Corequisite: MEEG 2003 Statics

## Management

**MGMT 1003 Introduction to Business - (F, S, SUM).** The material of this course is concerned with the structure of business organizations, principles and practices in America. It is designed to serve as a foundation and also as a practical course for all students who plan to enter the field of business.

**MGMT 1013 Free Enterprise - (F, S).** A project driven course aimed at teaching students an understanding of Free Enterprise through the application of economic activities within the community. Emphasis will be placed on teamwork. (Open to all students.)

**MGMT 1023 Leadership Development - (On Demand).** This course will provide emerging and existing leaders the opportunity to explore their concept of leadership and to develop and improve their leadership skills. The course will integrate readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

**MGMT 1033 Retail Management - (F).** Key retail management concepts are reinforced with current, real-world examples that bridge the gap between theory and practice. This interactive class explores buyer behavior, retail strategies, Web retailing, site analysis, retail buying, merchandising, staffing, and promotional strategies. No prerequisite.

**MGMT 2733 Human Relations in Business - (F, S).** Provides a conceptual framework for the study and understanding of behavior in organizations, focusing on the interaction of the individual and the organization. It is directed primarily to the human problems of supervisors and middle managers. Topics include an historical background, major theories of motivation, job satisfaction, satisfaction, leadership, organizational and social environments, group processes and communications.

## Army ROTC MILS Military Science Courses

All classes have a required laboratory session. The class and laboratories are held at the Army ROTC Building on the University of Arkansas Fayetteville campus.

**MILS 1001 Basic Outdoor Skills and Leadership Introduction (F & S).** Incorporates various outdoor field craft skills involving both classroom and outdoor instruction. Subjects include, small group leadership, rappelling, basic map reading, water safety and first aid. Introduction to safe use of a rifle and basic marksmanship. Introduction to organization, values, and role of the Army. Classroom 1 hour per week. Lab 1 hour per week.

**MILS 2002 Leadership Development (F & S)** Continuation of basic skills presented in MILS 1001 and MILS 1011. Course focus is on small unit leadership, team building, decision making process, time management, and management skills. Includes an introduction to small unit tactics. Students develop leadership foundations by leading discussions, developing and briefing operation plans using the

military decision making model. Cadets continue training in land navigation, first aid, and outdoor field craft. Classroom 2 hours per week. Lab 1 hour per week. Corequisite: lab component. Prerequisite: MILS 1001 and MILS 1011 or approval of Professor of Military Science.

### MPAX-EAST/EMPACTS

**MPAX 2843 Special Topics in Science - (On Demand).** Focus on a specialized topic in natural or applied sciences to serve student interest for elective credit. The specific topic will be announced each semester the course is offered. Course will be taught with the EAST/EMPACTS model, where students experience course content, in part, through working with a team, utilizing some form of technology, to complete at a community service project. Prerequisite: Instructor or department consent.

**MPAX 2901 EAST Project - Independent Study - (F, S).** Students enrolled work independently, or with other groups on special projects or problems in a variety of fields. Students utilize the EAST/EMPACTS model of learning on these community service based projects.

### Music

**MUSI 1003 Music Appreciation - (F, S, SUM).** A survey of music history with an emphasis on listening to all types of music in order to develop critical listening skills. Includes the works of major composers, media through which music is produced, instruments of the orchestra, voice, elements of music, forms and terminology. Attendance at selected live concerts is required.

**MUSI 1101 Chamber Singers - (F, S).** An auditioned vocal ensemble that performs music from all periods, Medieval to Modern. May be repeated for credit. Consent of instructor is required for admission. Meets three hours each week.

**MUSI 1221 Beginning Class Piano - (F, S).** Small-group instruction for beginning piano students. Extra fee charged. Meets one hour each week.

**MUSI 1231 Private Piano - (F, S, SUM).** One-half hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1221 Beginning Class Piano or consent of instructor.

**MUSI 1232 Private Piano - (F, S).** One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1221 Beginning Class Piano or consent of instructor.

**MUSI 1301 Jazz Band (F, S) - Jazz Band** is a performance based lab that is open to musicians of all skill levels. The course will deal primarily with the techniques needed to perform and improvise on standard jazz band repertoire. Performance material will include well known jazz standards, blues, rhythm

changes, ballads, bossa novas, and jazz-rock fusion. Classes will also include lectures on jazz theory, harmony, and improvisation strategies. Students will supply their own instruments, and some public performances may be required.

**MUSI 1331 Private Voice - (F, S, SUM).** One-half hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1332 Private Voice - (F, S).** One hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1411 Private Guitar - (F, S, SUM).** One half-hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1421 Beginning Guitar Class - (F, S).** A basic course in the fundamentals and techniques of guitar playing. Class will perform as an ensemble.

**MUSI 1501 NWACC Chorale - (F,S)** The community choir of NWACC. The group performs several times each semester. May be repeated for credit.

**MUSI 1512 Private Organ - (F, S, SUM).** One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1232 Private Piano or consent of instructor.

**MUSI 1603 Music Theory I - (S, On Demand).** Principles of notation rhythm, meter, triads, dominant sevenths, tonality, major and minor scales, key signatures, intervals, cadences and four-part writing. Meets three hours each week. It is recommended that this be taken in conjunction with MUSI 1621 Aural Skills I.

**MUSI 1613 Music Theory II - (On Demand).** A continuation of MUSI 1603. Meets three hours each week. It is recommended that this be taken in conjunction with MUSI 1631 Aural Skills II. Prerequisite: MUSI 1603 Music Theory I.

**MUSI 1621 Aural Skills I - (S, On Demand).** Development of aural perception through ear training, sight singing, and keyboard harmony. Two hours per week.

**MUSI 1631 Aural Skills II - (On Demand).** Continuation of Aural Skills I. Two hour per week. Prerequisite: MUSI 1621 Aural Skills I or consent of instructor.

**MUSI 1643 Beginning Music Composition - (On Demand).** An introduction to the art of music composition. Class activities will involve listening to selected compositions from music literature, analyzing their structures, and studying the compositional processes used to create the music. Students will then write original compositions using the selected pieces as models. If possible, the student works will be performed in class by the class members.

**MUSI 1653 Basic Musicianship - (F).** Basic study of the principles of notation, rhythm, melody, and harmony in order to experience practical

application. Includes study of sight singing, ear training and keyboard skills.

**MUSI 1703 Introduction to MIDI (Musical Instrument Digital Interface) - (F).** An introduction to basic MIDI equipment and to several current software packages. Students will be offered hands-on training in basic digital recording techniques, notation software and sequencing programs.

**MUSI 2001 Civic Symphony Orchestra – (F, S).** The Civic Symphony Orchestra of Benton County is in partnership with the NWACC Music Department. The orchestra is made up of professional musicians, volunteers, and students. It performs standard symphony repertory with one concert each semester. Miles Fish, conductor.

**MUSI 2903 Musical Theatre Production (On Demand).** Consists of the production of a Broadway-style musical, with class members participating in all facets of the production. Lead roles selected by audition.

## Networking

**NTWK 2013 Networking and Information Systems - (F, S).** This course provides an introduction to networking and information systems. Topics include hardware, software, networks, introduction to routers, cabling, the OSI model and protocols commonly used in the networking environment. Students will gain hands-on experience in the installation of a local area network including initial router setup. Students completing this course will have the preparation necessary for success in the following industry-recognized certifications: Cisco Certified Networking Associate (CCNA). This course maps to the Cisco Netacad Exploration Semester 1 (Note: Preparation for the CCNA exam should include all four semesters of CCNA training.) High School Algebra, College Algebra or equivalent knowledge. Prerequisite: CISM 1303 (may be currently enrolled). (Outside lab time will be required.)

**NTWK 2023 Network Administration I - (F).** This course provides students with computer network administrative techniques in a currently popular network operating system (Windows 2003 or its equivalent). Students will install local area network equipment and software. Attention is given to the common tasks of daily administration of a local area network, such as creating user accounts, assignment of user accounts to groups, administration of file and folder permissions, user rights, system performance monitoring, and other routine administrative tasks. Prerequisite: NTWK 2013. (Outside lab time will be required.)

**NTWK 2053 Microcomputer Hardware Support - (F).** This course is designed to provide the skills of basic system management for a networked microcomputer system. The students will gain hands-on computer experience providing routine

maintenance, installing disk drives, connecting peripheral interface card and other expansion cards. Prerequisite: NTWK 2013.

**NTWK 2063 Advanced Topics for Networking - (On Demand).** This course provides students with the knowledge and practical experience to analyze a business, select the most appropriate network operating system, design the network and perform an installation of a scalable network that provides end-user connectivity to local and remote servers. Students will be expected to demonstrate use of skills and knowledge acquired in previous courses. Prerequisites: NTWK 2013 and NTWK 2023. (Outside lab time will be required.)

**NTWK 2073 Networking with UNIX - (S-Odd years).** An introductory course on concepts and practical applications of the UNIX operating system. Emphasis is on commands used to create and manipulate files and directories and obtain information from the system. Basic shell scripts will be created and tested and system security will be introduced. Prerequisites: CISM 1313 and NTWK 2013. (Outside lab time will be required.)

**NTWK 2083 Network Hardware Support - (S).** This course provides knowledge of routers, switches, hubs, and other network specific hardware. The course focuses on network addressing methods including advanced IP addressing techniques (variable length subnet masking [VLSM]) and intermediate routing protocols (RIP v2, single-area OSPF, EIGRP). Students completing this course will have the preparation necessary for success in the following industry-recognized certifications: Cisco Certified Networking Associate (CCNA). This course includes both theory and over 50% hands-on application of theory in lab components. This course maps to the second semester of the Cisco Exploration Curriculum. (Note: Preparation for the CCNA exam should include all four semesters of CCNA training.) Prerequisites: NTWK 2013 (Outside lab time will be required.)

**NTWK 2093 Networking Internship - (On Demand).** A course to provide students with practical experience in computer network environment. Assignments will be at selected local computer network installations and may be paid or unpaid positions. A total of 90 to 120 contact hours required. Evaluation of students' performance will be a cooperative effort between the internship sponsor and a faculty member of the program. Prerequisite: Consent of Instructor.

**NTWK 2103 Web Server Administration - (S-Even years).** A study of implementing a web server in the Windows 2003 and Linux/Unix server environments. Emphasis will be placed on installation of web server software, maintenance of a web server and FTP server environment, monitoring web server performance, generating routine reports on web traffic, and troubleshooting. Prerequisite: NTWK 2013. (Outside lab time will be required.)

**NTWK 2113 Network Security - (S-Odd years).**

This course is designed to provide instruction in security for network hardware, software, and data. Topics include: authentication, remote access, attacks and malicious code, security principles and procedures, firewalls, encryption, intrusion detection, and disaster planning & recovery. Prerequisites: NTWK 2013 and NTWK 2023 or consent of instructor. (Outside lab time will be required.)

**NTWK 2203 Command Line Scripting (WWW) - (On Demand).** This course teaches IT students and professionals how to manage computer and networking operating systems in a command line environment. The command line environment is essential in efficiently managing today's complex OSs and NOSs. Students will become familiar with command line functions that are advanced in detail and complexity and learn how to apply these utilities in OS and NOS management. Prerequisites: CISM 1103, NTWK 2013, NTWK 2023 or consent of instructor.

**NTWK 2213 Switching Basics and Intermediate Routing - (F).** This course focuses on configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). This course is designed to provide students with classroom and laboratory experience in advanced features of routers (interVLAN routing), routing concepts, and networking switching. Wireless routing is introduced in this class. This is the third course in the Cisco Networking Academy CCNA curriculum. Prerequisites: CISM 1303, NTWK 2013, NTWK 2083, or Consent of Instructor. (Outside lab time will be required.)

**NTWK 2223 WAN Implementation and Support - (S).** This course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP, ACLs WAN technology and terminology, PPP, Frame Relay, network management, and network security. Particular emphasis is given to students being able to demonstrate the ability to apply knowledge from CCNA1, CCNA2, and CCNA3 to a network and be able to explain how and why a particular strategy is employed. In addition, the student will prepare for the CCNA Exam. This course maps to the fourth semester of the Cisco Exploration curriculum. Prerequisites: CISM 1303, NTWK 2013, NTWK 2023, NTWK 2083 or Consent of Instructor. (Outside lab time will be required.)

**NTWK 2233 Information Assurance - (F).** An exploration of the components of a comprehensive information systems security plan including such critical areas as planning and administration of security, the security program, access control, network security measures, Internet and e-commerce security issues, physical protection of computing facilities and

legal and regulator aspects of information security. Students will learn how to protect an organization from computer crime and potentially malicious behavior; and to ensure confidentiality, availability and data integrity through several hands-on case studies. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs and Blackboard CE components. This course will require additional outside lab time. Prerequisite: NTWK 2013 or consent of instructor.

**NTWK 2243 Secure Electronic Commerce - (F).** This course will cover the following topics: Electronic commerce technology, models, and issues; principles and case studies of electronic commerce; introduction to security architectures for electronic commerce including digital signatures, certificates, and public key infrastructure (PKI); legal and national policy electronic commerce issues; policy and planning. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs and Blackboard CE components. This course will require additional outside lab time. Prerequisite: NTWK 2013 or consent of instructor.

**NTWK 2253 Computer Forensics - (S).** Study of current and developing communication networks. Host-based and network-based instruction detection. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensics tools and analysis. Policy and planning will also be covered. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs and Blackboard CE components. This course will require additional outside lab time. Prerequisite: NTWK 2013 or consent of instructor.

**NTWK 2263 Network Security Support -** Network Security Support is an advanced course that provides students with the knowledge and skills necessary to design and support network security. Topics covered in this course include securing routers, ACLs, IPS, VONs, layer 2 attacks, AAA, network management and reporting. This is an experience-oriented course that allows students to have significant hands-on interaction with IT equipment to prepare them for career opportunities and certification exams. This course is aligned with the Cisco CCNA Security certification (Exam 640-553). Prerequisites: NTWK 2013, NTWK 2083, NTWK 2213, NTWK 2223, or equivalent knowledge.

**Nursing**

Enrollment in all nursing courses is by permission of the Department of Nursing.

**NURS 9108 Fundamentals of Nursing - (SUM, F).** This introductory course is a competency-based course that introduces the student to the nursing process, the roles of the Associate Degree nurse, nursing behaviors, needs theory, developmental theory,



stress and adaptation, the environment, health-illness continuum and legal-ethical issues. Basic principles of pharmacology, nutrition and medication administration are also included. The focus is on technical skills to assist the client to meet biopsychosocial needs. The role of the Associate Degree (A.D.) nurse as direct care provider, utilizing communication skills is emphasized.

The campus lab/clinical component correlate theory and practice. Beginning psychomotor skills are taught in the campus lab. The student is provided the opportunity to develop technical skills by giving direct patient care in long-term care and/or acute care settings.

**NURS 9203 Nursing Care of Older Adults - (S, F).** The content of this course focuses on the unique characteristics of older clients and their biopsychosocial needs and developmental tasks. The student is provided with knowledge to aid understanding of the aging population. The normal aging process and health promotion in the older adult, as well as the theories of aging and other geriatric care issues are addressed. The nursing process is utilized to meet the older adult's needs.

The clinical component exposes the student to observational experiences within the community specifically focused on the older client.

**NURS 9206 Nursing Care of Adults I - (S, F).** The content of this course focuses on the theory necessary for care of adults with selected health-related problems. The nursing management of clients with fluid, electrolyte and acid-base imbalances, teaching-learning needs and clients experiencing surgery are explored. Nursing care of clients with gastrointestinal, respiratory and endocrine disorders is also covered. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider, promoting client education.

The clinical component provides the student the opportunity to apply theoretical content in acute care settings. Advanced psychomotor skills are taught in the campus lab and utilized in the clinical setting.

**NURS 9304 LPN/LPTN to RN Transition - (F).** The purpose of this course is to allow educational mobility and facilitate the transition of the LPN to a level consistent with that of the R.N. student. The content of the course builds on a core of common knowledge/skills identified from previous nursing education and introduces the LPN to the philosophy and organizing structure of the NWACC Nursing Program and the roles and competencies of the Associate Degree RN. Emphasis is placed on utilization of the nursing process, biopsychosocial needs, physical assessment, principles of teaching and learning, communication skills, pharmacology, fluid and electrolyte and selected advanced psychomotor skills.

The campus lab and clinical component in acute

care settings allow the LPN to demonstrate new competencies. The roles of direct care provider and member within the profession of nursing are emphasized.

**NURS 9305 Nursing Care of Adults II - (S, F).** This course is a continuation of Nursing Care of Adults I and focuses on the nursing care of clients with musculoskeletal, reproductive, renal-urinary, hematologic, peripheral-vascular, integumentary and eye, ear, nose, throat disorders. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider. Correlation of theory and clinical is provided in acute care settings.

**NURS 9306 Nursing Care of Childbearing / Childrearing Families - (S, F).** The content of this course is based on concepts derived from developmental psychology and previous nursing courses. It focuses on application of the nursing process in providing care to the childbearing woman and her neonate and to pediatric clients from birth through adolescence and their families. Knowledge of biopsychosocial needs, developmental tasks and cultural variables are incorporated. The emphasis is on integration of the roles of the A.D. nurse as direct care provider and manager of client care.

The clinical component gives the student the opportunity to provide care to hospitalized and ambulatory clients at various locations on the health-illness continuum. The settings will include labor and delivery, postpartum, newborn nursery, pediatric units and selected observational experiences in community settings.

**NURS 9404 Nursing Care of Persons with Psychosocial Stressors - (S, SUM).** This course is based on concepts derived from general psychology and focuses on psychosocial responses to stressors. The needs of the client coping with psychosocial stressors, mental illness and substance abuse at various points on the health-illness continuum are addressed utilizing the nursing process. The emphasis is on the role of the A.D. nurse as direct care provider, utilizing active listening skills and therapeutic communication. The clinical component provides the student the opportunity to intervene with clients demonstrating ineffective psychosocial responses in a mental health setting.

**NURS 9406 Nursing Care of Adults III - (S, SUM).** This course is a continuation of I and II, and focuses on the nursing care of clients with cardiac and neurological disorders, cancer and the critically ill. There is also a focus on development of basic management skills to provide nursing care for groups of clients. Finally, the student will explore the transition from student to practicing nurse. The emphasis is on the role of the A.D. nurse, as manager of client care and member within the profession of nursing.

**NURS 2301 Nursing Trends and Issues I-(F) (elective 1 hour).** Trends and issues related to contemporary nursing are explored. Social concerns including economic, legal, bioethical/ethical and political points of view having an impact on nursing and health care are examined.

**NURS 2302 Nursing Trends and Issues II-(S) (elective 2 hours).** Trends and issues related to contemporary nursing are explored. Economic, legal, bioethical/ethical, political and social points of view having an impact on nursing and health care, as well as, an in-depth analysis of the image of professional nursing are examined through, reading, writing, class discussion, personal interviews and research.

### **Environmental Safety & Health Regulations**

**OSHA 2003 Introduction to Occupational Safety and Health – (F, S).** This is an introductory course that explores concepts, theories, and practical applications of occupational safety and health issues. This course is designed to give the students a broad overview of the knowledge important to workplace safety and health in a variety of occupations, with an introduction to federal regulations. Available Online.

**OSHA 2203 OSHA General Industry Standards - (F, S).** This is an in-depth OSHA standards course for the general industry. Students will review the current OSHA standards contained in 29 CFR 1910. Course is taught by instructors certified by the Occupational Safety and Health Administration. Students will receive the 30-hour OSHA training completion card upon course completion. Available Online.

**OSHA 2533 Safety and Health Risk Management - (S).** Hazards in the workplace and their relationship to loss of property and/or life. An introduction to the concepts, principles, and methods of risk analysis, as used in a systematic approach to risk and assessment for workers in business and industry in and the public sector. Performance measurement standards will be stressed such as safety effectiveness measurement scales, inter-modular measures, organic measures and future performance measures. The auxiliary functions of a safety department will be examined and explained. Available Online.

### **Office Systems Integration & Management**

**OSIM 1003 Keyboarding - (F, S, SUM).** A prerequisite to all office and computer courses, keyboarding is designed for students with no previous keyboard training. It includes correct techniques of keying, the touch system, drills to develop speed and accuracy and basic document formatting and ten-key pad. (Outside lab time will be required.)

**OSIM 1013 Administrative Office**

**Management - (S-odd years).** This course integrates human resources management and office technology with concise, non-technical coverage of office systems and automation, office productivity, with continuing emphasis on professionalism, confidentiality, and customer service. Development of an ergonomic work environment is presented as well as priority setting and decision making. (Outside lab time will be required.)

**OSIM 1103 Business Communications - (F, S, SUM on demand).** A presentation of the principles of effective oral and written communications. Provides a discussion of verbal and nonverbal communication, resume and interview preparation, business letter writing, dictation skills, business reports, presentations and case studies. Prerequisite: CISQ 1103. (Outside lab time will be required.)

**OSIM 2103 Business Presentations - (F, S).** Learn to use PowerPoint software to prepare attention-getting business presentations with the aid of a computer or computer-generated materials. Students will learn to prepare materials and to combine these tools with effective speaking and presentation techniques for the optimum attention of the audience. Prerequisites: CISQ 1103 and COMM 1313 or OSIM 1103. (Outside lab time will be required.)

**OSIM 2203 Electronic Office Applications - (S-odd years).** This course provides practical, hands-on learning about typical office equipment for greater efficiency in a business office. Skill will be developed using a variety of office equipment including: computer, keypad data entry, phone system, fax machine, photocopier, scanner, and transcription equipment. The use of e-mail, using Internet for research, identifying innovations in office equipment and maintaining office equipment are included. Prerequisites: CISQ 1103 and OSIM 1103. (Outside lab time will be required.)

**OSIM 2303 Records Systems Management - (F-even years).** This course combines specific concepts of records management with an understanding of the impact efficient records management has on an organization's success. The simplified filing standards procedures developed by the Association of Records Managers and Administrators are learned. This criteria is used to create, classify, store, retrieve, package, retain, transfer, dispose of, or archive records. The basics of database software will be used for some assignments. Prerequisite: CISQ 1103 or CISM 1603. (Outside lab time will be required.)

**OSIM 2403 Desktop Publishing - (S-even years).** Students learn to use PageMaker desktop publishing software. The course provides an overview of the subject followed by discussions and application activities to learn necessary skills. Previous knowledge of basic word processing concepts is assumed. Prerequisites: CISQ 1103 and CISM 1603. (Outside lab

time will be required.)

**OSIM 2503 Computer Support and Project Management - (S-odd years).** An advanced course covering a wide range of topics to prepare the student for an entry-level position in user support. Topics include: product evaluation, installing end user computer systems, training end users, preparing documentation, help desk operation, troubleshooting, and computer facilities management. Prerequisites: CISM 1303, CISQ 1103 or equivalent, OSIM 1103 or ENGL 2013 (recommended) (may be co-requisite).

**OSIM 2703 Business Application Integration - (S-even years).** This course introduces students to the useful possibilities of integration between word processing, spreadsheet, database, presentation, graphics, e-mail, and web applications. Prerequisites: CISQ 1103 (required), CISM 1303 recommended. (Outside lab time will be required.)

### Physical Education Activities

**PEAC 1001 Aerobics I - (On Demand).** Basic principles of cardiovascular fitness are practiced and discussed.

**PEAC 1031 Step Aerobics - (On Demand).** A continuation of cardiovascular training. Emphasis on endurance and strength through the use of the step in aerobic training.

**PEAC 1041 Aerobic Kickboxing- (F, S).** Aerobic Kickboxing is an exciting, new, effective exercise for persons with varying degrees of conditioning. The class format includes a warm up, stretching, instruction on proper techniques involved in kickboxing, and an invigorating aerobic segment. Also included is a segment on techniques using gloves and heavy kickboxing bags. The class concludes with a cool down and stretching.

**PEAC 1231 Beginning Bowling - (F, S).** Instruction and participation in bowling.

**PEAC 1241 Beginning Volleyball - (On Demand).** The basic rules and skills of volleyball are taught in a "hands-on" learning environment.

**PEAC 1251 Beginning Racquetball - (On Demand).** Instruction and participation in racquetball.

**PEAC 1351 Beginning Golf - (F, S, SUM).** Instruction and participation in golf.

**PEAC 1391 Fitness Walking - (On Demand).** Instruction and participation in vigorous walking for cardiovascular development and improvement. Techniques of correct walking are stressed.

**PEAC 1401 Lifetime Fitness - (S, F, SUM).** This course will explore physical activity based on individual needs. The course will be self-paced with guidance of the instructor. Introduction to Physical Education will provide you with the opportunity to promote a healthy lifestyle through the increase of

flexibility, muscular strength and endurance, cardio respiratory fitness, and body composition. Students will need 18 - 45 minute workouts per 8 weeks. A mandatory 2 hour orientation is required to participate in this class. The notice of the orientation dates will be emailed to the student by My NWACC Connection. The students can register for three gym locations: World's Gym in Bentonville, Fayetteville or the NWACC Fitness Center. Students will be assessed a \$27.25 membership fee at the time of registration. To make an appointment, call 479-619-4138 or email [jluedtke@nwacc.edu](mailto:jluedtke@nwacc.edu).

**PEAC 1431 Beginning Tennis - (On Demand).** Instruction and participation in tennis.

**PEAC 1501 Recreational Fitness - (On Demand).** Instruction in selected team and individual sports with an emphasis on lifetime fitness.

**PEAC 1621 Fitness Concepts - (F, S).** Acquaints students with basic knowledge, understanding and value of physical activities as related to optimal wellness.

**PEAC 1631 Beginning Self Defense - (F, S).** The fundamental techniques of dealing with assailants.

**PEAC 1661 Weight Training - (On Demand).** Instruction in and practice of the basic skills of weight training with an emphasis on muscular strength and endurance.

**PEAC 1702 Fitness for Life.** This course focuses on the fundamental components and principles of fitness. The course examines safety guidelines, proper technique, and exercise principles such as the FITT. Students will assess their current level of fitness in relation to the five components of physical fitness: flexibility, cardiovascular health, muscular strength, muscular endurance, and body composition. Students will also learn strategies to help them begin, design, and maintain an exercise program to keep them fit for life.

**PEAC 1901 Country/Western Line Dancing - (On Demand).** Introduction and participation in the techniques of line dancing.

**PEAC 2251 Disc Golf - (F, S).** Instruction & participation in disc games. (Disc golf and ultimate Frisbee)

**PEAC 2351 Intermediate Golf (F, S).** A continuation of the study and practice of golf fundamentals with emphasis on advanced skills. Prerequisite: PEAC 1351 or instructor consent.

**PEAC 2631 Intermediate Self-Defense - (On Demand).** A continuation of the study and practice of self-defense with emphasis on advanced skills. Prerequisite: PEAC 1631 OR instructor consent.

### Philosophy and Religion

**PHIL 2003 Introduction to Philosophy - (F, S, SUM).** A survey of basic philosophical topics such as the nature of the human mind, freedom of will and

standards of right and wrong. Representative philosophical problems will be proposed and examined. (Cross referenced-Humanities.)

**PHIL 2003H Introduction to Philosophy Honors (F)** - This course is open to students who would enjoy reading, understanding, analyzing, discussing and critically evaluating the actual writings of classical as well as contemporary philosophers. Students will examine philosophical topics such as whether or not God exists, whether or not we have souls, whether or not we survive death, whether or not our minds are immaterial, whether or not we have free will, whether or not there are moral truths and whether or not we have knowledge. Students will read from primary source materials by such authors as Plato, Aristotle, Descartes, Hobbes, Hume, and Kant. See the Honors Program section in this catalog for more information.

**PHIL 2033 World Religions - (F)**. An examination of different religious beliefs, with an emphasis on Christianity, Judaism, Islam, Hinduism and Buddhism.

**PHIL 2033H World Religions, Honors - (S)**. A nonsectarian examination of the major living religions of the world, with an emphasis on Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. Students research and discuss the historical evolution of religions as well as fundamental doctrines, scriptures, beliefs, practices, and institutions. Thematic topics vary, but may include origin theories, mythology, religion and politics, interpretation of religious scripture, the role of gender, tribal religion, religious violence, modern challenges to religion.

**PHIL 2103 Introduction to Ethics - (On Demand)**. An examination of the basic concepts of ethics including moral relativism vs. objectives, moral realism, Kantian ethics, virtue ethics, individual liberty vs. paternalism, and the application of theory to issues such as abortion, capital punishment, euthanasia, etc.

**PHIL 2203 Introduction to Logic - (On Demand)**. An introduction to the process and discipline of logical thought. Includes both traditional and modern methods of deductive and inductive inference.

### Physical Science

**PHSC 1073 Survey of Meteorology - (On demand)**. A course in atmospheric science that examines thermal patterns, atmospheric moisture, air pressure, global patterns, frontal and air mass properties, weather extremes, and climatic challenges. Students will become aware of and work with surface weather observations. Internet based resources will be stressed.

**PHSC 2004 Introduction to Physical Science - (Yearly)**. A laboratory course designed for non-science

majors. Includes study of the scientific method and its application to our understanding of the world around us and the universe in which we live. Three hours lecture and three hours laboratory weekly. Prerequisite: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra.

### Physical Therapist Assistant

*The general education pre-requisite courses MUST be completed by the end of the spring semester in the year the student is applying to the PTA program. The prerequisites include the following Kinesiology course.*

**PHTA 2105 Clinical Kinesiology - (S)**. This course presents an overview of the relationship between structure and movement function of the human body including basic joint structure, muscle anatomy and function (origin, insertion, action and innervations), and types of muscle contraction. Applications of biomechanical and kinesiological principles are utilized to analyze common motor tasks.

As a prerequisite for all PHTA courses listed below: Students must apply and gain admission into the Physical Therapist Assistant Program.

**PHTA 2101 Basic Principles of Physical Therapy - (SUM)**. This course is designed to introduce the student to the physical therapy profession. Topics included are the definition of physical therapy, history of physical therapy, role and responsibility of individuals practicing physical therapy, APTA, code of ethics, and laws governing the practice of physical therapy. The student will become familiar with locating and utilizing the physical therapy literature, and professional development concepts. Basic patient care skills include infection control, CPR, vital signs.

**PHTA 2112 Basic Physical Therapy Tests and Measures Lab - (SUM)**. Lab Skills to accompany PHTA 2114.

**PHTA 2114 Basic Physical Therapy Tests and Measures - (SUM)**. This course provides measurement techniques, which include goniometric and functional manual muscle test procedures; and the development of manual palpation skills of bone and soft tissue structures.

**PHTA 2121 Basic Principles of Physical Therapy Lab - (SUM)**. Lab Skills to Accompany PHTA 2101 in basic patient care skills including infection control, CPR, and vital signs.

**PHTA 2202 Physical Therapy Procedures I Lab - (F)**. Lab skills to accompany PHTA 2283.

**PHTA 2283 Physical Therapy Procedures I - (F)**. This course is designed to provide the PTA student with a strong understanding and clinical application of thermal, light, electrical, and mechanical agents commonly used in the physical therapy setting.

**PHTA 2213 Pathophysiological Conditions - (F)**. This course is designed to provide the PTA student with an understanding of physiological abnormalities,

diseases or disorders, commonly prescribed medications, and the implications for the provision of physical therapy.

**PHTA 2222 Communication and Documentation - (SUM).** This course will address issues related to documentation and communication in physical therapy and instruction in commonly used types of physical therapy patient documentation and styles of communication.

**PHTA 2231 Theory and Treatment Techniques - (F).** This course is designed to provide the PTA student with a strong understanding and clinical application of various types of exercises and treatment protocols for primarily orthopedic diagnoses.

**PHTA 2232 Theory and Treatment Techniques Lab - (F).** Lab skills to accompany PHTA 2231.

**PHTA 2241 Gait Analysis and Training for PTA - (F).** This course is designed to provide practical clinically based gait analysis used to implement and assess the effectiveness of gait training techniques. Instruction in gait training techniques and treatment protocols for specific diagnosis. Upon completion of the course students will be proficient with various ambulatory devices, analysis of gait patterns, measuring and fitting ambulatory aids, transfer techniques, and special equipment.

**PHTA 2242 Gait Analysis and Training for PTA Lab - (F).** Lab skills to accompany PHTA 2241.

**PHTA 2252 Life Span - (F).** This course explores the stages of development across the life span; development for each stage is examined with attention to individual differences and variations in development related to physical, psychological and cognitive changes. Physical changes, emotional development, and social/community expectations will be explored throughout the life span with emphasis on how these changes affect treatment considerations, teaching strategies, and discharge planning.

**PHTA 2271 Clinical Experience I - (F).** This course includes observation and hands-on experience with personal supervision (Personal supervision: The Clinical Instructor must observe and/or assist with all patient care) in a clinical setting, and self-assessment and goal setting for development of a Professional Development Plan.

**PHTA 2301 Physical Therapy Procedures II - (S).** This course is designed to provide the PTA student with entry-level understanding of the theory and clinical application in the use of hydrotherapy, aquatic rehabilitation, wound care, massage, chest physical therapy and therapeutic exercise for specialized populations including cardiopulmonary, diabetics, and obstetrics.

**PHTA 2302 Physical Therapy Procedures II Lab - (S).** Lab skills to accompany PHTA 2301.

**PHTA 2322 Therapeutic Exercise - (S).** This course is designed to provide the PTA student with an entry-level understanding of the theory and clinical

application of various types of exercise and neurophysiological treatment techniques to include NDT, PNF, Rood, and Motor Control Theory. Emphasis on treatment procedures for lesions of the CNS including pediatric disorders, vascular disorders, spinal cord injury, head injury and progressive neurological disorders.

**PHTA 2332 Special Topics in Physical Therapy - (S).** This class will address current issues related to health care, the continuum of care, reimbursement considerations, administrative topics, the PT/PTA relationship and professional development.

**PHTA 2333 Therapeutic Exercise Lab - (S).** Lab skills to accompany PHTA 2322.

**PHTA 2352 Clinical Experience II - (S).** A three-week clinical assignment in a physical therapy setting. This course is designed to provide clinical experience utilizing skills obtained in the didactic and lab courses. The student will perform technical skills which they have shown competency in the lab setting under personal supervision progressing to clinical supervision as determined by the Clinical Instructor. (Clinical Supervision: The Clinical Instructor is on site and immediately available for direction and supervision. Personal Supervision: The Clinical Instructor must observe and/or assist with all patient care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan.

**PHTA 2361 Pediatrics (Beginning Spring 2010) - (S).** This course is designed to provide the PTA student with an entry level understanding of the theory and clinical application of various types of exercises, neurophysiological treatment techniques, and equipment needs for the pediatric patient with emphasis on lesions of the central nervous system.

**PHTA 2371 Pediatrics Lab (Beginning Spring 2010) - (S).** Lab Skills to accompany PHTA 2361.

**PHTA 2391 Neurophysiology - (S).** This course is designed to provide the PTA student with a strong understanding of the pathophysiology and clinical manifestations for lesions of the PNS and CNS, and the skills to perform neurological assessments.

**PHTA 2392 Neurophysiology Lab - (S).** Lab Skills to accompany PHTA 2391.

**PHTA 2403 PTA Clinical Internship I - (SUM).** A five week clinical internship in a physical therapy setting following the completion of the didactic program and successful performance on the Clinical Competency Exam. The course is designed to offer the student an opportunity to demonstrate clinical competency with a variety of patients. The student will work towards entry level PTA competency per CPI criteria in a clinical setting under personal supervision progressing to clinical supervision as determined by the clinical instructor. (Clinical Supervision: The Clinical Instructor is on site and immediately available for direction and supervision. Personal Supervision: The

Clinical Instructor must observe and/or assist with all patient care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan.

**PHTA 2413 PTA Clinical Internship II - (SUM).** A five week clinical internship in a different physical therapy setting than Clinical Internship I. The course is designed to offer the student an opportunity to demonstrate clinical competency with a variety of patients. The student will work towards entry level PTA competency per CPI criteria in a clinical setting under personal supervision progressing to clinical supervision as determined by the clinical instructor. (Clinical Supervision: The Clinical Instructor is on site and immediately available for direction and supervision. Personal Supervision: the Clinical Instructor must observe and/or assist with all patient care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan.

## Physics

**PHYS 1024 Physics and Human Affairs - (Yearly).** The great ideas of physics together with their philosophical and social impact. Designed for non-science majors. Lecture and laboratory.

**PHYS 1034 Physics for Elementary Teachers - (F, S).** PET is a one-semester introduction to physics course with curriculum and instruction designed as an activity-based, hands-on course for K-8 elementary education students and open to all education majors. The course emphasizes a student-oriented pedagogy in order to develop various physics concepts and the nature of science. Topics covered include motion, forces, energy, light, heat, electricity, and magnetism.

**PHYS 1064 Introduction to Physics - (F, S).** A survey of the principles of physics including mechanics, heat, sound, electricity, light, modern physics and nuclear radiation. Lecture and laboratory. Prerequisite: MATH 1204 or MATH 1003 with a grade of "C" or better.

**PHYS 2014 College Physics I - (F, On demand).** A non-calculus survey of the basic principles of physics including mechanics, heat, sound, electricity, light and modern physics. Lecture and laboratory. Prerequisites: MATH 1204, MATH 1213 with grades of "C" or better.

**PHYS 2034 College Physics II - (S).** Continuation of PHYS 2014. Topics include intermediate level principles of mechanics, heat, sound, electricity, light, relativity, quantum mechanics and atomic and nuclear structure. Lecture and laboratory. Prerequisites: PHYS 2014 and MATH 1213 with grades of "C" or better.

**PHYS 2054 Advanced College Physics I - (F, On Demand).** Introduction to the principles of mechanics, wave motion and thermal physics using calculus. Lecture and laboratory. Prerequisite: MATH 2554 with a grade of "C" or better.

**PHYS 2074 Advanced College Physics II - (On Demand).** Continuation of Advanced College Physics I. Topics covered include electricity and magnetism, light and optics. Lecture and laboratory. Prerequisite: PHYS 2054 and MATH 2564. (MATH 2564 may also be taken concurrently.)

## Political Science

**PLSC 2003 American National Government - (F, S, SUM).** The organization, functions, institutions, and problems of the federal government will be studied including the United States Constitution, Congress, the Presidency and federal bureaucracy, and the judicial system. Additional study will be given to political parties, public opinion, interest groups, voting and elections, Supreme Court decisions, and other political aspects and activities of government.

**PLSC 2203 State and Local Government - (S).** The organization and functions of state and local governments will be studied with focus on state constitution, and the executive, legislative, and executive branches. Other aspects of government and politics including political parties, interest groups, voting and elections will also be studied. Attention and study will also be given to Arkansas government, its institutions, and politics.

**PLSC 2803 Introduction to International Relations - (On Demand).** Analysis of the nature of foreign relations with special emphasis given to contemporary problems such as the international community, balance of power, international conflict and cooperation.

**PLSC 2903 Political Science Internship (On Demand).** Student will work in internship positions that relate to government and/or politics. They will perform tasks as assigned by the organization for which they are interning. These can include office work, dealing with constituents, telephone contacts, research, and other tasks needed by the organization. Credit hours vary (1-3 credit hours) depending on the amount of time the student works in the internship position.

## Computer Programming

**PROG 1003 Introduction to Programming Logic - (F).** An introductory lab course on computer program design and development. The student will write computer programs as tools for problem solving. Programs will be written using hierarchy, flow charts and programming codes. Programs will be tested and debugged. Prerequisite: CISQ 1103 and MATH 0103 (may be co-requisite). (Outside lab time will be required.)

**PROG 1103 VISUAL BASIC Programming - (S).** This course will provide an introduction to Windows programming using the Visual Basic programming language. Students will gain knowledge of object-oriented programming fundamentals. Specific features of the Visual Basic language covered include

variables, controls, input and output, data types, flow-of-control constructs, arrays, strings, multiple forms, methods and classes, database connectivity, exception handling, and file I/O. Prerequisites: PROG 1003 or equivalent programming experience and MATH 1204 College Algebra (may be co-requisite). (Outside lab time will be required.)

**PROG 1203 C++ Programming - (F-even years).** The student will gain even greater proficiency in high-level programming, including the manipulation of data structures and the basics of Object Oriented Programming. Prerequisite: PROG 1103 or prior equivalent programming experience. (Outside lab time will be required.)

**PROG 1303 Web Client-Side Programming - (F-odd years).** This course will introduce the student to basic programming logic, techniques and languages used to create dynamic pages for the World Wide Web. Covered topics may include client side scripting, Java Applets, DHTML, XML and/or other basic topics of dynamic WWW pages depending on developments occurring on the WWW. Prerequisite: CISM 2123. (Outside lab time will be required.)

**PROG 1403 JAVA Programming - (F-odd years).** The student will gain greater knowledge in the use of high-level programming languages including the use of objects, the creation of Java applications and applets and Windows programming techniques. Specific features of the Java language covered include variables, input and output, data types, various flow-of-control constructs, arrays, strings, methods and classes, GUI components, exception handling, and file I/O. The use of Java to enhance the World Wide Web and Object-Oriented Programming concepts will be covered. Prerequisites: PROG 1103, PROG 1203 strongly encouraged. (Outside lab time will be required.)

**PROG 1503 COBOL Programming - (S-even years).** COBOL (Common Business Oriented Language) is a high-level programming language used extensively in programming business applications. In this course students are expected to design, document, and write structured programs using COBOL. Emphasis will be placed on structure and correct design using typical business applications. Prerequisite: PROG 1003 or prior programming experience.

**PROG 2303 Web Server-Side Programming - (S-even years).** This course will cover the creation and manipulation of server-side scripting and database manipulation to create responsive web pages. PHP, ASP, PERL, C++ or other languages being used for scripting may be used. Students will learn to manipulate form data, create log-in scripts, manipulate databases and use cookies among other dynamic WWW techniques. Prerequisite: CISM 1403, CISM 2123, PROG 1303 (recommended) or PROG 1003. (Outside lab time will be required.)

**PROG 2803 Advanced Programming Topics - (On Demand).** This course will cover a varying advanced programming topic. The topic will cover new developments in the changing environment of computer information. This course may be repeated when topics vary. Prerequisites: PROG 1203 or consent of instructor. (Outside lab time will be required.)

**PROG 2903 Programming Project (Capstone) - (F, S).** This course will apply system simulation techniques; application of prior programming learning to business systems using an appropriate simulation language; systems design and development; extensive use of computers. (Transfer credit not accepted. This course will require work outside the classroom). Prerequisites: Required General Education and General Business courses must be completed. The Programming core courses must also be completed.

## Psychology

**PSYC 1003 The Successful First Year Student - (F, S).** Designed for students new to college, this course will help them make a successful transition to the demands of college. Students will learn about the culture and resources of college and will develop skills in reading, writing, speaking, studying, test-taking and using technology. They will also learn about their individual learning styles and personality characteristics, and will develop educational and career plans and goals. Students will also develop a support system with course faculty and fellow students. The course is open to all beginning college students.

**PSYC 1021 Psychology of Math Success - (F, S).** The goals of this course are to correct erroneous beliefs about the importance of mathematics and how to learn math, remove emotional blocks to math success, and teach specific cognitive and behavioral skills for math success. Co-requisite: either Pre-Algebra (MATH 0013) or Beginning Algebra (MATH 0053) or consent of instructor. Pre-requisite: READ 0033, appropriate test score, or consent of instructor.

**PSYC 2003 General Psychology - (F, S, SUM).** An investigation into basic principles and theories of behavior in the areas of learning, memory, perception, development, biological basis of behavior, motivation and emotion, personality, stress, abnormal behavior and social and interpersonal relationships.

**PSYC 2003H General Psychology Honors - (F).** This course is an introduction to the breadth and diversity of psychology as a science topics covered include the biological basis of behavior, personality, human development, learning, memory, motivation and emotion, mental disorders and treatment, social influences on thought and behavior, perception, and consciousness. The scientific basis and practical applications of psychological principles are emphasized in this course.

**PSYC 2013 Introduction to Statistics for**

**Behavioral and Social Sciences – (F, S).**

Introduction to the descriptive and inferential statistics commonly used in behavioral and social sciences and health professions. Prerequisite: PSYC 2003.

**PSYC 2043 Abnormal Psychology - (F, S).** An introduction to the causes and treatment of abnormal and aberrant behavior and developmental disorders, with special emphasis on society and the causes of criminal behavior. Prerequisite: PSYC 2003 or consent of instructor.

**PSYC 2103 Human Growth & Development - (F, S, SUM).** Survey of human development ranging from conception through old age, with an emphasis on the physical, emotional, cognitive, moral and social growth of human beings. This course includes study of developmental psychological theory and research methods. Prerequisite: PSYC 2003 or consent of instructor.

**Reading**

Reading and Writing courses formerly taught in the Academic Skills Division (course numbers beginning with 00) have been renamed to accommodate the assimilation into the English Department. These courses count as institutional credit and are used to figure grade point average (GPA) but do not count toward a degree.

**READ 0003 Preparing For College Reading - (F, S).** Designed for both first and second language students, the class will focus on improving comprehension through frequent practice with text and software at the appropriate reading level and will emphasize vocabulary building, finding main idea and recognizing supporting details. Successful completion of this course will allow entry into READ 0033. No prerequisite.

**READ 0033 College Reading - (F,S, Summer).** An upper level reading course designed to help students gain skills they can apply to college textbook and everyday reading requirements. Vocabulary, comprehension, and thinking and study strategies are emphasized along with an introduction to the library. Successful completion allows entry into reading-intensive college level studies. Prerequisite: READ 0003 Preparing For College Reading with a C or better, or minimum placement score: ACT-14 or COMPASS-61.

**Respiratory Therapy**

Prerequisite: Admission by acceptance into the Respiratory Therapy Program only.

**RESP 2102 Concepts in Respiratory Care (F).** Designed to familiarize the student with a variety of aspects associated with respiratory therapy and general health care. Emphasis will be placed on current issues and debates, as well as the future of the profession. Discussion will focus on the personal, social, and

economic effects of illness, health care and hospitalization.

**RESP 2103 Cardiopulmonary A & P (F).** Focuses on the anatomy and physiology of the cardiopulmonary system. Emphasis will be placed on the mechanics of ventilation, acid-base balance, gas exchange and transport, ventilation-perfusion, and control of the cardiovascular system.

**RESP 2104 Respiratory Care Science (F).** Focuses on basic math principles and the metric system; basic chemical principles and a general knowledge of organic and biochemistry; basic physics principles, including the gas laws, flow dynamics, and the relationship between flow, time, pressure, and volume.

**RESP 2112 Cardiopulmonary Diagnostics (F).** Focuses on the equipment and procedures used to diagnose and manage cardiopulmonary diseases. Emphasis will be placed on pulmonary function tests and the analysis of arterial blood gases.

**RESP 2123 Pulmonary Diseases (F).** An in-depth study of the etiology, pathophysiology, and clinical manifestations of pulmonary diseases.

**RESP 2214 Equipment & Procedures (S).** This is a laboratory course that is designed to provide the student with an understanding of the function, maintenance, and use of respiratory therapy equipment. Emphasis will be placed on administration of therapeutic gases, humidity and aerosol therapy, lung expansion therapy, and bedside ventilatory assessment.

**RESP 2222 Pharmacology for Respiratory Care (S).** A discussion of drugs and families of drugs used in respiratory therapy. Emphasis will be placed on drugs administered by respiratory therapists. Cardiac, anesthetic, antimicrobial, and paralytics will also be discussed.

**RESP 2232 Assessment and Diagnosis (S).** Focuses on the skills required to establish a care plan and evaluate the patient's response to therapy. Emphasis will be placed on physical examination of the patient.

**RESP 2306 Clinical Practicum I (SUM).** Students practice clinical skills that have first been demonstrated in the laboratory setting. Students will be under the direct guidance of supervisors and clinical instructors employed as respiratory therapists in the clinical affiliates. Emphasis will be on non-critical respiratory care.

**RESP 2414 Mechanical Ventilation I (F).** A laboratory course designed to provide the student with practical experience in initiating, monitoring, and managing mechanical ventilation. Focuses on the rationale, concepts, principles and contraindications of mechanical ventilation.

**RESP 2423 Clinical Practicum II (F).** A continuum from RESP 2306. Emphasis will be on critical care and mechanical ventilation.

**RESP 2433 Pediatrics & Perinatology (F).** A laboratory course designed to provide the student with practical experience in initiating, monitoring, and managing oxygen therapy, aerosol therapy, CPAP, and



mechanical ventilation in children. Emphasis is placed on common cardiopulmonary disorders of the neonate and pediatric patient and the respiratory therapeutics used in managing such disorders.

**RESP 2501 Dysrhythmias for Respiratory Therapists. (SUM).** This is an introductory course designed for respiratory therapists. It covers the recognition and interpretation of cardiac dysrhythmias. The course also covers basic cardiac anatomy, normal cardiac cell functions and properties, electrical activity of the heart and ECG wave forms followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g., atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments. The recognition of rhythm changes during respiratory therapy procedures is stressed.

**RESP 2503 Professional Development (S).** This course is designed to prepare the respiratory therapy student to interact with prospective employers in a professional manner. It is also designed to prepare the student for the National Board for Respiratory Therapy exams.

**RESP 2514 Mechanical Ventilation II (S).** A laboratory course building on RESP 2414. Emphasis will be placed on new modes of mechanical ventilation, special procedures, and weaning from mechanical ventilation.

**RESP 2523 Clinical Practicum III (S).** A continuum from RESP 2423. Emphasis will be placed on managing and weaning the mechanically ventilated patient, pediatrics, and neonatal care. Students will also be exposed to pulmonary diagnostics, home care, sleep studies, and cardiopulmonary rehabilitation.

**RESP 2533 Critical Care (S).** Focuses on special techniques, case studies, and pathological complications associated with the critically ill patient. Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Neonatal Resuscitation Protocol will also be covered in this course.

## Social Work

**SCWK 2133 Introduction to Social Work - (F, S).** Survey of the social work field and consideration of people, problems and the programs that link them together.

**SCWK 2233 Juvenile Delinquency - (F, S).** A study of the nature, extent, and causes of juvenile delinquency. Primary emphasis is placed on the role of social and environmental factors in the origin of these activities. An examination of the nature of law as it pertains to delinquent behavior, both historically and in contemporary society, and the role of police, courts, corrections, and juvenile institutions are included.

**SCWK 2633 Problems of Child Welfare - (On Demand).** Study of the needs of deprived children with attention to methods and standards of care.

## Sociology

**SOCI 2013 General Sociology - (F, S, SUM).** A general introduction to the basic concepts, theories, and perspectives of sociology. Topics include the nature of society and the foundations of social interaction and social life, including social groups, culture, social class, social institutions and social change. Emphasis is placed on current research in sociology, globalization, diversity and multiculturalism.

**SOCI 2013H General Sociology-Honors - (S)** A general introduction to the basic concepts, theories, and perspectives of sociology. Topics include the nature of society and the foundations of social interaction and social life, including social groups, culture, social class, social institutions, and social change. Emphasis is placed on current research in sociology, globalization, diversity, and multiculturalism. Students who participate in the study abroad option will gain extensive knowledge of major historical sociological events and be able to apply the correct sociological theory to those events.

**SOCI 2033 Social Problems - (F).** A systematic analysis of some of the major social problems in the U.S. and globally. Special emphasis placed on contemporary social problems and issues, including deviancy, crime and delinquency, substance abuse, violence, mass media, mental health and suicide, human trafficking, unemployment and poverty, and issues and problems related to the Information Revolution.

**SOCI 2043 Marriage and the Family - (F, S).** An analysis of dating, marriage and parenthood patterns with an emphasis on the contemporary American family.

**SOCI 2063 Global Diversity - (On Demand).** An sociological examination of the nature of inequality, the causes and consequences of prejudice and discrimination, the varying patterns of majority-minority interactions and relationships in society, and an analysis of patterns of dominant-minority group relations ranging from assimilation to genocide. Race and ethnic relations from a global view will be examined, especially globalization and its impact on indigenous populations, and indigenous resistance to globalization, and global justice movements. Prerequisite: SOCI 2013 or consent of instructor.

## Spanish

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language

requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program. [CIEP])

**SPAN 1003 Elementary Spanish I - (F, S, SUM).** Introductory course designed for students beginning the college-level study of Spanish. Presentations of basic vocabulary, grammatical structures, and Hispanic culture enable the student to understand, speak, read, and write basic Spanish. No prerequisite.

**SPAN 1013 Elementary Spanish II - (F, S, SUM).** This course is a continuation of SPAN 1003. Presentations of vocabulary, grammatical structures, and Hispanic culture enable student to strengthen listening, speaking, reading, and writing skills. **PREREQUISITE:** Completion of SPAN 1003 with a C or better, or department consent.

**SPAN 1303 Introduction to Spanish Conversation and Culture I - (F, S).** This course is an introduction to the language and cultures of the contemporary Hispanic world. Emphasis is placed on the development of basic listening comprehension and conversational skills. Students will also practice some basic reading and writing in Spanish. Some classes meet regularly with a group of native Spanish speakers for a language and culture exchange.

**SPAN 1313 Introduction to Spanish Conversation and Culture II - (On Demand).** This course is a continuation of Conversational Spanish I. **Prerequisites:** SPAN 1303 Introduction to Spanish Conversation and Culture I with a C or better or consent of department.

**SPAN 2003 Intermediate Spanish I - (F, S).** Students will be expected to apply their prior knowledge of Spanish and expand on their skills in speaking, reading, writing, and comprehension concerning past, present and future events. It includes readings in Spanish literature, culture, and civilization. Class is conducted in Spanish. **PREREQUISITE:** Completion of SPAN 1013 with a C or better, three years of recent high-school Spanish, or department consent.

**SPAN 2003H Intermediate Spanish I Honors- (F).** Students will be expected to apply their prior knowledge of Spanish and expand their skills in speaking, reading, writing, and comprehension concerning past, present, and future events. This honors course will include readings and discussions of Spanish literature, culture, and civilization. Please refer to the NWACC Honors Program section in the current catalog for more information.

**SPAN 2013 Intermediate Spanish II - (F, S).** This course is a continuation of SPAN 2003. Emphasis is on reading, composition, and oral practice. It includes cultural readings. Class is conducted in Spanish.

**PREREQUISITE:** Completion of SPAN 2003 with a C or better, or department consent.

## Transportation and Logistics Management

**TRLG 1013 Supply Chain Management - (F).** This course is an introduction to basic concepts of supply chain management such as inbound logistics and outbound logistics, demand forecasting, inventory management, warehousing, materials handling and transportation. The basics of supply chain modeling for the optimization and monitoring of a supply chain will be covered using mathematical programming models. Supply chain management provides training in the areas of efficient administration and control of logistical components: transportation, inventory, packaging, warehousing, and materials handling as well as customer service and their eventual integration.

**TRLG 1023 Introduction to Automatic Identification Technology - (S).** This course provides the student with an understanding of how Radio Frequency Identification (RFID) and automatic identification (AUTO-ID) technology impacts supply chain management systems and logistics applications. Students will be able to identify and categorize RFID and AUTO-ID system components with respect to industry standards, discuss their suitability for various industries and applications and relate them to business needs of various industries.

**TRLG 2013 Transportation Management - (F).** This course is designed to provide the student with an exposure to the managerial aspects of transportation management as a function of the firm's logistical strategy. It includes an introduction to the management of the various transportation modes: rail, motor, air, water, and pipelines. This course provides the student with a basic understanding of the issues and work performed by traffic managers and the management of modern transportation firms. **Prerequisite:** TRLG 1013 with a grade of "C" or better.

**TRLG 2023 Distribution Center/Warehouse Management - (S).** A quantitative and operational approach to the design of the total receiving, storage, and retrieval system including packaging, palletizing, storage, material handling, order picking, shipping, facility sizing and layout, information systems, and operating policy. This course will focus on the design of warehouse facilities and the management of warehouse operations. Emphasis will be on the modeling of distribution operations. **Prerequisites:** MATH 1204 or MATH 1003 or MATH 1103 and TRLG 1013 with a grade of "C" or better.

**TRLG 2033 Inventory Management - (F).** This course explores the industrial purchasing cycle for materials acquisition and management. Students will

study inventory control concepts, models for dependent and independent demand inventory systems, material requirements planning systems, distribution requirements, planning techniques, and classical reorder point inventory models. Recent developments in supplier qualifications, appraisals, source selection, buying practices, value analysis, policies, and international purchasing will also be discussed. Prerequisites: MATH 1003 or MATH 1103 or MATH 1204 and TRLG 1013 with a grade of “C” or better.

**TRLG 2043 Logistics Management – (S).** This course provides students with an appreciation of the concepts and issues in strategic supply chain and logistics management and the skills needed to solve specific types of logistics problems. This course will cover both strategic as well as operational issues in logistics management. Topics covered include strategic principles in logistics management, logistics system design, logistics customer service, logistics information systems, and order processing. Recent developments such as third party logistics, quick response/efficient consumer response, cross docking, etc. will also be covered. Prerequisites: MATH 1003 or MATH 1103 or MATH 1204 and TRLG 1013 with a grade of “C” or better.

### **Tax Specialist**

**TXSP 1103 Corporate Tax I – (S).** Study of the fundamentals of federal corporate income taxation. Focus is on working with the tax law and the gross income, deduction, credit, property transaction, and accounting concepts involved in computing federal corporate income taxes.

**TXSP 1203 Corporate State Income Tax – (S).** Study of state income taxation, focusing on understanding state tax law, state’s jurisdiction to tax, state tax base, Federal/state conformity, unitary business principles, business/non-business income, allocation and apportionment, filing methodologies, financial reporting requirements. Prerequisites: TXSP 1103 with a “C” or higher.

**TXSP 1303 Sales and Property Tax – (F).** A survey of the basic concepts of Sales/Use, Fuel, Product and Property Taxes, including specialized areas such as retail, manufacturing, telecommunications, mergers, leasing and taxation of services. Additionally, this course will include the aspects of sales tax audits, the importance of Streamline Sales Tax Project and Sarbanes-Oxley internal sales tax controls. Both Real and Personal Property taxes will be covered as well as negotiation techniques for paid taxes.

**TXSP 1403 Individual Tax and Payroll Tax I – (S).** Study of the fundamentals of federal individual income taxation, focusing on payroll and individual income taxes, exemptions, gross income, adjustments deductions and losses, and credits involved in

computing federal individual income tax and preparation of payroll and individual income tax returns.

**TXSP 1503 Corporate Federal Income Tax II – (F).** Study of advanced corporate business taxation, focusing on organization and structure of corporations, corporate distributions not in complete liquidation, corporate distributions in complete liquidation, and overview of reorganizations, partnerships, S corporations, exempt entities, taxation or international transactions, and dispute resolution. Prerequisites: TXSP 1103 with a grade of “C” or better.

**TXSP 1601 Corporate Income Tax Internship – (F).** Hands-on experience to further develop a complete understanding of Income Tax terminology along with the applicable Internal Revenue Code or State Statute. This internship emphasizes Income Tax Compliance and teaches the student about the various methods of tax return preparation at the different tax jurisdiction levels. Prerequisite: TXSP 1103 with a “C” or better.

**IN THIS SECTION:**

- College and Career Connections Program
- On-campus Concurrent Enrollment
- High School Based Concurrent Enrollment
- Career and Technical Programs



# EARLY COLLEGE EXPERIENCE

Part of NWACC's mission is to provide educational opportunities for high school students living within NWACC's service area. NWACC provides several opportunities for students to earn both high school credit in career and technical programs and college credit in general education and career and technical programs.

## College and Career Connections Program

College and Career Connections Program is a program of studies designed to meet the need for high school graduates to have a more technically oriented educational experience. Through a blending of higher-level academic and vocational courses, College and Career Connection prepares students for the advanced courses required by two-year technical and community colleges.

## Tech Prep Articulated Credit

NWACC has developed articulation agreements with several northwest Arkansas and Southwestern Missouri high schools in the area of occupational education. High school students, who are enrolled in technical advanced placement course(s), can earn college credit and begin working toward an Associate in Applied Science degree. To see a list of articulated courses by high school visit the Early College Experience web page at [www.nwacc/earlycollege](http://www.nwacc/earlycollege).

## On-campus Concurrent Enrollment

Students can earn college credit while in high school on any NWACC campus.

**Who:** Students in 9th–12th grades

**Where:** Any NWACC location

**Must have:**

High school GPA

- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science

Appropriate placement test scores

**How to register:**

Contact Bentonville Campus at 619-4231 or the Washington County

Center in Springdale at 927-3330 or 936-5131

For a list of possible classes, see the NWACC Catalog or Course Schedule at [nwacc.edu](http://nwacc.edu).

## High School Based Concurrent Enrollment

NWACC has partnered with several area high schools to offer college classes at the high school during the school day.

**Who:** Students in 11th-12th grades

**Must have:**

High school GPA

- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to register:**

Visit your high school counseling office. High schools request courses each spring to be offered on their campus for the following academic year. For a list of classes at your school visit your high school counselor or contact the Early College Experience office at 936-5130.

Common course offerings include:

- ACCT 2013 Principles of Accounting
- BUTR 1033 Data Analysis & Interpretation
- ENGL 1013 English Composition I
- ENGL 1023 English Composition II
- ENGL 2213 Survey of World Literature to 1650
- ENGL 2223 Survey of World Literature from 1650
- HIST 1033 World Civilization to 1500
- HIST 1043 World Civilization since 1500
- HIST 2003 History of the American People to 1877
- HIST 2013 History of the American People since 1877
- MATH 1204 College Algebra
- MATH 1213 Plane Trigonometry
- MATH 2053 Finite Math
- PHYS 2014 College Physics

## Career and Technical Programs

**Who:** Students in 11th-12th grades

**Program and Location:**

- Criminal Justice in Springdale, & Rogers
- Food Production, Management and Services at NWA Non-Profit Center, Rogers
- Dental Assisting in Fayetteville
- Certified Nursing Assistant and Patient Care Assistant in Bentonville

**Must have:**

High school GPA

- 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to Register:** Visit your high school counseling office. Application and registration are through the Northwest Technical Institute, Secondary Career and Technical Center (479-) 750-8824.

### **Career and Technical Programs of Study:**

#### **Criminal Justice**

(High School and College Credit)

This fast-growing profession offers employment opportunities concentrated in law enforcement, corrections, and private security. Students gain an overview of law enforcement and employment options.

Students will earn both high school and college credit at the same time. By completing all courses the student can earn a college level certificate. Career opportunities include crime scene technician and photographer, evidence/property and fingerprint technician, corrections officer, private secretary, emergency telecommunications, police, state police and deputy sheriff officer, prosecuting attorney and many others.

Courses prepare students to seek employment in law enforcement or private security upon graduation from high school. For college bound students, the Early College Experience complements the transition to two-year or four-year degree programs. Students participating in the Criminal Justice program can earn up to 18 college credit hours in criminal justice.

#### **Food Production Management & Services**

(High School and College Credit)

The food service industry offers fast-paced, hands-on, people-centered career opportunities. Americans spend \$350 billion annually in the nation's 815,000 eating establishments which are constantly seeking experienced cooks, chefs and managers. This program offers a firm foundation in food preparation, customer service, food and beverage service, and management skills. Students may earn nationally recognized certification and participate in state and national culinary and management competitions. Career opportunities include restaurant manager, chef/executive chef, owner/entrepreneur, server, host/hostess, teachers, concessionaire, grocery store/deli manager, event planner, caterer, banquet manager, hotel food and beverage manager, food supplier/distributor, food scientist, institutional menu planner, food journalist and food stylist, among others.

#### **Medical Professions/Certified Nursing Assistant (CNA)/Patient Care Assistant**

(High School and College Credit)

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

The Medical Professions field offers expanding career opportunities in response to the growing needs of a rapidly aging population. The curriculum for this one-semester course follows the Arkansas Department of Education frameworks for Certified Nursing Assistant (CNA). Interested students must have previously taken Intro to Medical Professions, Medical Terminology, and Human Anatomy and Physiology.

This course offers advanced medical procedures, nurse assistant skills, direct patient care and provides clinical training in area health care facilities. After successful completion of the class, the student is eligible to take the Nurse Assistant Certification Exam. Students who complete the course successfully will receive 3 hours of college credit from NWACC.

#### **Career Opportunities**

- Certified Nursing Assistant
- Emergency Medical Technician
- Nurse, Physical Therapist
- Occupational Therapist
- Medicine, Dentistry
- Veterinary Medicine
- Nutrition and Dietetics

#### **Patient Care Assistant (PCA+)**

The PCA Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and that possess the knowledge, skills, and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area hospitals.

The goal of the PCA program is to meet the individual needs of healthcare providers while ensuring program participants receive training in marketable, competitive and life enhancing skills.

#### **Career Opportunities**

PAC's can find employment opportunities in:

- Hospitals
- Physician Offices
- Assisted Living organizations
- Long-term care facilities
- Long-term acute care facilities
- Home health care
- Hospice care

## **Medical Professions/Dental Assistant**

(High School and College Credit)

Dentistry, a sub specialty of medical professions, includes many disciplines and specialties. The public's increased awareness of dental health insures many employment opportunities. The Fayetteville Youth

Dental Program and the Dental Assisting Program help train students in basic dental sciences and offers much needed dental care to qualifying students. Career Opportunities include chair side dental assistant, dental equipment technician, laboratory dental assistant, dental laboratory technician, office assistant, dental hygienist, dental sales representative, and dentist. For a complete list of program courses, visit the Early College Experience web site at [www.nwacc/earlycollege](http://www.nwacc/earlycollege).

## **Technical Student Organization**

SkillsUSA is a national organization of high school and college students and industry professionals in technical, skilled, service and health occupations. It enjoys strong support from community, state, and national leaders in industry because they recognize the need for developing future leaders. Students receive advice and information from experienced adults in the business world through speakers, tours, contests, and other activities that promote leadership, teamwork, citizenship, and character development. The association work to build and reinforce self-confidence, positive work attitudes and strong communication skills by emphasizing a total quality work ethic, life-long education, and pride in the dignity of work. Students learn to accept responsibility through a better understanding of the free enterprise system and involvement in community service activities.

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in HSE programs.

Opportunities to compete in local, state, and national competitions and the elected offices provide students with the real-world experience needed to be successful in their chosen professions.

**IN THIS SECTION:**

Customized Learning Solutions  
Workforce Development Training  
Workforce Certificate Programs  
Student Information





# DIVISION OF CORPORATE LEARNING

## Developing Talent. On Demand.

NWACC Corporate Learning provides learning experiences that enable individuals and organizations to continue to grow professionally and adapt to a changing global business environment. Our mission is to “develop talent that creates a competitive advantage for individuals, organizations, and communities.” Our vision for the future is to become an internationally recognized provider of strategic learning solutions to create and develop talent from entry-level workers to executive leadership.

The courses are non-credit and therefore do not require college admission. Classes begin throughout the year and are fast-track, lasting from a few hours to several months in length. Registration is continuous, and new course offerings are added almost daily. The schedule of classes may be reviewed online at [www.nwacc.edu/corporatelearning](http://www.nwacc.edu/corporatelearning).

Corporate Learning serves residents and organizations in Northwest Arkansas through on-site classes at the Shewmaker Center for Workforce Technologies at the main campus in Bentonville, Corporate Learning Fayetteville at the Northwest Center in Fayetteville, the College at the Crossings in Bella Vista, at corporate training facilities, and online. In addition, Corporate Learning provides training on a national scale through our Institute for Corporate and Public Safety, which is funded in part by the Department of Homeland Security. We also deliver national and international customized training through our affiliation with the Global Corporate College.

## Customized Learning Solutions

NWACC Corporate Learning works with individuals, teams, and organizations to create a competitive advantage through strategic learning. What sets us apart is our strategic approach to learning – based upon a data-driven needs assessment process, and focus on results.

**Data-driven needs assessment.** NWACC Corporate Learning uses a variety of validated surveys and questionnaires to assess current and desired skill levels – providing a baseline of current performance and a benchmark for future attainment.

**Targeted Results.** NWACC Corporate Learning helps clients to develop measurable objectives for each learning program – providing a means to measure the effectiveness of the training. Depending on the nature of the learning program, these results might include reduced turnover, higher levels of customer service, improved performance and productivity, improved

error rates, time to competency, improved satisfaction with team culture, or other measures.

**Flexibility.** NWACC Corporate Learning has a variety of course delivery options for clients: instructor-led onsite training (at NWACC, the employer’s location, or other offsite locations), web-based multimedia training, webinars, and blended learning approaches.

NWACC Corporate Learning also partners with some of the world’s leading training companies including AchieveGlobal®, American Management Association®, Extended DISC®, Myers-Briggs® and Cengage Learning®.

Our partnerships include world leaders in is the world leader in helping organizations translate business strategies into business results by developing the skills and performance of their people. Top-performing organizations all have one critical thing in common: motivated individuals who are connected to a clear strategic vision and prepared to achieve. From entry level to the C-suite, NWACC Corporate Learning can create this powerful dynamic in your organization. We can help you clarify strategy; identify gaps in the current skills, attitudes, and behaviors of your employees; and provide the consulting and training that closes those gaps.

Utilizing Myers-Briggs® and Extended DISC® System are designed to provide decision-makers with information about individuals; their behavioral style, strengths, development areas, skills, opinions, perceptions and expectations.

Please more information on customized learning solutions, please contact us at (479)-936-5175.

## Workforce Development Training

NWACC’s workforce development training mission is broad, addressing all stages in a worker’s career. Classes and programs are designed to meet the training needs of the emerging workforce; incumbent workers; transitional workers; and entrepreneurs. Workforce-related classes award CEUs (Continuing Education Units), a nationally recognized measure of competency.

Workforce development training encompasses the following:

**Workforce Certificates:** Geared toward the emerging or transitional worker, these programs offer training for those occupations which require a set of specialized industry-recognized skills, but not a higher education degree. (See Workforce Certificate Programs section, which follows.) For more information, contact 936-5175.

**Professional Development Classes:** These classes cater to individuals seeking to obtain or improve skills in a specific subject area or to complete profession-related CEU requirements. For more information, contact 479-936-5175.

### **Institute for Corporate and Public Safety**

Institute for Corporate and Public Safety: The Institute of Corporate and Public Safety (ICPS), a department of NWACC Corporate Learning, is a comprehensive education, training, and research institute tasked with preparing both the public and private sectors regarding methodologies and best practices for a crisis event. (Please see following section on ICPS.) For information, call 479-619-4170.

### **Apprenticeship Programs**

Developed to address the growing trade skills needs in the area, these programs allow students to work in and study their trade concurrently. Upon graduation, students become state-certified apprentices. (See Workforce Certificate Programs section, which follows.) For more information, contact 479-936-5175.

### **Retail Programs**

These unique programs meet the area's growing need for entry level sales analysts with advanced computer, ProSpace®, and Retail Link® skills for Wal-Mart and the supplier community. For more information, contact 479-936-5175. (See Workforce Certificate Programs section, which follows.)

### **Personal Enrichment**

This program offers non-credit classes on a variety of subjects for educational and enrichment purposes. Classes are held on campus and at other locations throughout the community. For more information, contact 479-936-5175.

### **Corporate Learning Policies and Procedures**

#### **Registration and Payment Policies and Procedures**

A registration form can be downloaded at [www.nwacc.edu/corporatelearning](http://www.nwacc.edu/corporatelearning) or call us at 479-936-5175. Individuals must pay for tuition and fees in full or sign up for a FACTS Student Payment Plan with the Cashier at the time of registration.

#### **Five Convenient Ways to Register:**

1. By Mail: Mail your completed registration with payment to: NorthWest Arkansas Community College, Attn: Corporate Learning, One College Drive, Bentonville, AR 72712.
2. By Phone: Call us during regular business hours

(8:00 am - 4:30 pm) at 479-936-5175 and use your Visa, MasterCard, American Express or Discover credit card to make payment.

3. In Person: Visit us from 8:00 am to 4:30 pm, Monday through Friday, at the Shewmaker Center, 1100 SE Eagle Way in Bentonville. An after hours drop box is conveniently located outside the cashier's office in the Shewmaker Center or at Corporate Learning Fayetteville, 4004 N. College Avenue, Ste. L., Fayetteville. Please do not deposit cash into the after-hours drop box. Be sure to include the student's name and birth date with an after-hours payment.

4. By Fax: Registration can be faxed to 479- 936-5198, however we do not accept payment information via fax.. To verify receipt of fax and to pay with credit/debit card call 479-936-5175, Monday – Friday, 8:00 am – 4:30 pm.

5. Online Registration: Visit [www.nwacc.edu/corporatelearning](http://www.nwacc.edu/corporatelearning) and click on register online now. Select and submit classes, register and pay with a debit or credit card. There is a \$2 non-refundable fee charged by FACTS to process your online payment. Online registration is not available for individuals enrolling in Retail & Supplier Education programs, including Advanced Programs.

**Retail & Supplier Education Registration Policies and Procedures:** Individuals interested in registering for these programs should call 479-936-5175 to make sure they have met their prerequisites and submitted the required documents prior to registration.

**Apprenticeship Program Registration Policies and Procedures:** All apprentices must have employment sponsorship with a licensed Arkansas Masters of the trade to register into Apprenticeship Programs. All apprentices must register for and pay associated fees for the program each year at NWACC Corporate Learning (Shewmaker Center) in Bentonville prior to attending classes. Past due balances will need to be reconciled with the cashier before registration into the program can be processed. If employer agrees to pay tuition while you are in their employment and employment ends with that employer, it is your responsibility to notify Program Director and relay work status information, notifying change of employer or intent to continue school in the interim, immediately and make arrangements for payment with the cashier's office. It is the responsibility of the apprentice to notify the Program Director of potential previous experience credit or programs attended at the time of registration.

**Apprenticeship Program Payment Policies and Procedures:** The cost for the Apprenticeship Programs

is \$685 per year for Electrical or \$650 per year for Plumbing. A payment of \$35 for electrical apprentice or \$50 for plumbing apprentice license and applications fees, and tuition is due at the time of registration. The FACTS Payment Plan is available, allowing for a down payment and payments taken out on the 5th of each month. Early registration allows for small monthly payments. The processing fee for Facts is \$25 and is processed 14 days after contract is set-up. Contact cashier for details at 479-619-4326. Apprentices will be charged on a prorated basis.

#### **FACTS Student Payment Plan**

The FACTS Student Payment Plan is available with early registration gives individuals a convenient, interest-free way to budget tuition and fees. FACTS is available for individuals registering in any class or combination of classes totally \$250 or more at time of registration. Individuals must enroll in a FACTS Payment Plan with the cashier at the time of registration. Individuals receive confirmation of their enrollment in a FACTS Payment Plan by letter, mail, e-mail, or a computer printout at the time of enrollment. Payments are processed via a credit card or automatic bank payments from student or parent's checking or savings account. The earlier the student signs up for a payment plan, the more payment options are available to the student. Full payment must have occurred before the mid-point of the course. FACTS is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by FACTS on the unpaid balance. There is a \$25 per registration, non-refundable, enrollment fee. The enrollment fee will be assessed within 14 days of contract agreement.

#### **Third Party Payment**

If a third party (employer or a government agency) will be paying tuition and fees on behalf of a student directly to NWACC, a letter of authorization or purchase order to bill the employer or agency must be received in the cashier's office at the time of registration. Any part of the tuition and fees not covered by the third party must be paid at the time of registration by the student or a FACTS payment plan can be set up for remainder of unpaid tuition and fees. The cashier's office must have a letter of authorization to bill the employer or agency for each registration. The letter of authorization should be on company letterhead and contain the following information: student name, third party name and address, company contact information, detail of covered expenses (tuition, fees, books, supplies, etc.), and maximum dollar amount. A completed registration form should be attached. Note:

An individual may NOT be invoiced as a third party. For questions regarding third party billing, please call the Corporate Learning cashier's office at 479-619-4326.

#### **Payment by Scholarship**

Payment is due at time of registration. The student may be reimbursed once scholarship, student loans, funding, or benefits have been received by cashier. Individuals receiving an EXTERNAL scholarship, must have an award letter\* on file with the cashier. The scholarship award letter should contain the same information as required by a third party billing. (Refer to Third Party Payment Section.)

#### **Book Vouchers**

Book vouchers are available for individuals receiving an external scholarship, aid, or being paid for by a third party (see above). Book vouchers are issued by the Corporate Learning cashier's office located at the Shewmaker. Please call the Corporate Learning cashier's office at 479-619-4326 for more details.

#### **Cancelled Classes**

Individuals who are enrolled in classes that have been cancelled will receive a 100% credit/refund of tuition and fees for the cancelled classes, minus the FACTS payment fees, if applicable. (Refer to FACTS Student Payment Plan section and On-line Registration Section). Although every attempt will be made to contact you in the event a class is cancelled, it is your responsibility to check on the status of your class prior to attending.

**Apprenticeship Program Cancellation Policy:** In the event of a class cancellation, individuals will receive a 100% refund. Allow two to four weeks for the refund check to arrive.

#### **Refunds**

Students may be eligible for a refund if they officially drop from classes within the specified refund periods (see academic calendar). An official drop is completed when the registration specialist has been properly notified or drop/add has been filled out, signed and faxed to 479-936-5198. If tuition and fees were paid in cash or by check, a refund check will be processed and mailed in approximately 2 to 3 weeks. If payment was made with a credit card a refund check will be issued to the student. All refund checks will be mailed to students. Please contact the registration specialist at 479-619-4280 or email to [cladmissions@nwacc.edu](mailto:cladmissions@nwacc.edu) if you have any questions concerning refunds.

**Apprenticeship Program Refund Policy:** Full refunds will be issued, (less \$35 registration fee for Electrical and \$50 for Plumbing), for drop requests received prior to the first class meeting. After the first class meeting, refunds will be issued on a prorated basis. No refunds after April 1st.

#### **Returned Checks**

If a check made payable to NWACC is returned by the student's bank for any reason, the student's records will be placed on "HOLD" and the student will be charged a returned check fee of \$25 for each returned check.

#### **Drop/Add/Withdrawals**

A request to drop or add classes must be made no later than 3 business days prior to the first class meeting. This does not include the Apprenticeship Programs. Refer to academic calendar for Apprenticeship drop dates and refund amounts. A drop/add may be made by written request. Be specific about the classes and include your name and phone number. Sign and return to Corporate Learning at One College Drive, Bentonville, AR 72712 or email your request to [cladmissions@nwacc.edu](mailto:cladmissions@nwacc.edu).

**Retail & Supplier Education Withdrawal Policy:** Refer to the Corporate Learning academic calendar for last date to withdraw from Certified Retail Analyst Program classes.

**Apprenticeship Programs Drop/Add Policy:** Apprentices may drop from the program at any time by notifying the Director's Office. Apprentices who have excessive absenteeism may be subject to being dropped from the program with the potential of no credit given. Apprentices who have been dropped from the program must apply for reinstatement into the program with the Program Advisory Committee.

#### **Transfers and Substitutions**

Transfers are made based on seat availability. Companies sending employees to a class will have the option to register a substitute and have a previously registered employee removed from the class roster before the class meets for the first time. Request may be made by fax 479-936-5198 or email [cladmissions@nwacc.edu](mailto:cladmissions@nwacc.edu).

#### **Grading Policy**

Individuals will receive an "S" or "U" grade in each course for satisfactory or unsatisfactory completion, respectively.

An unsatisfactory grade results in no Continuing Education Units being awarded. Individuals who are working toward a career certificate must earn an "S" in all required or elective courses to achieve certificate completion. This applies to Apprenticeship programs,

Skilled Trade, and Professional Development classes and Certificate Programs.

#### **Retail & Supplier Education Grading Policy:**

Individuals enrolled in the Certified Retail Analyst Program will receive a grade of A, B, C, D, or F, based on a 10-point grading scale, where 90-100=A, 80-89=B, 70-79=C, 60-69=D, and 59 and below=F. A grade of C or better for all classes is required for successful course completion. Individuals are graded based upon course work, exams, projects, participation, and attendance. Individuals must also receive a grade of C or better in the Retail Analytical Techniques class in order to receive certification as a Certified Retail Analyst. Other Retail & Supplier education courses are graded on a pass/fail basis, with pass/fail grades being determined by course work, exams, participation, and attendance.

#### **Apprenticeship Programs Grading Policy:**

Grading is based on 70% overall = passing. The overall 70% is based on 70% classroom work, quizzes, exams, lab-work, attitude, and participation, etc., and 30% attendance. Apprentices not making a 70% overall grade may be required to repeat the year and/or class hours not credited towards their completion. Those wanting to appeal grades can submit a request for review, in writing, to the Program Advisory Committee.

## **Corporate Learning Certificate Programs**

### **AMA Human Resource Management Certificate**

(American Management Association)

**Program Length:** 75 Contact Hrs

#### **Curriculum Description:**

This program is recommended for individuals interested in pursuing a career in the Human Resources field, or looking to advance their career in the field.

#### **Core Courses (Required):**

Fundamentals of Human Resources	15 hrs
Fair, Square and Legal	15 hrs

#### **Electives (Choose 3):**

Performance Appraisals: How to Achieve Top Results	15 hrs
Successful Interviewing: Hiring, Coaching & Performance Management	15 hrs
Compensation: Developing Effective Reward Programs	15 hrs
Coaching for High Performance	15 hrs
Communication Skills for Managers	15 hrs

Managing & Achieving Organizational Goals	15 hrs
Planning & Leading Productive Meetings	15 hrs
Making Teams Work	15 hrs
Presentation Success: How to Plan, Prepare and Deliver Effective Presentations	15 hrs
How to be an Effective Facilitator	15 hrs

*(AMA course offerings are subject to changes as deemed necessary by the American Management Association and NWACC Corporate Learning. Elective courses may be added or deleted from course offerings periodically. Some AMA course substitution may be possible between AMA programs.)*

## AMA Supervision Certificate

(American Management Association)

**Program Length:** 75 Contact Hours

**Curriculum Description:** This program is recommended for individuals moving into a supervisory role, new supervisors, or supervisors seeking to improve their skills and effectiveness in the role.

### Core Courses (Required):

First Line Supervision 15 hrs.  
First Level Leadership 15 hrs.

### Electives (Choose 3):

Coaching for High Performance	15 hrs.
Delegating for Business Success	15 hrs.
Fair, Square, and Legal	15 hrs.
Finance & Acct. for Nonfinancial Managers	15hrs.
How to Manage Your Priorities	15 hrs.
Making Teams Work	15 hrs.
Managing & Achieving Organizational Goals	15 hrs.
Performance Appraisals: Strategies for Success	15 hrs.
Planning and Managing Change	15 hrs.
Taking Control with Time Management	15 hrs.
What managers Do	15 hrs.
Communication Skills for Managers	15 hrs.
Fundamentals of Business Writing	15 hrs.
How to Sharpen Your Business Writing Skills	15 hrs.
Planning and Leading Productive Meetings	15 hrs.

Presentation Success: How to Plan, Prepare and Deliver Effective Presentations 15 hrs.

*(AMA course offerings are subject to changes as deemed necessary by the American Management Association and NWACC Corporate Learning. Elective courses may be added or deleted from course offerings periodically. Some AMA course substitution may be possible between AMA programs.)*

## Plumbing Apprenticeship Program

**Program Length:** 4 Years

**Curriculum Description:** The program provides expert training to students seeking a career in Plumbing. The apprenticeship program is a four-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hrs (160 contact hrs/year) as well as on-the-job training hrs (2000/year). The classes are conducted one evening per week in the college's Shewmaker Center. The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Plumbing Exam, administered by the State of Arkansas.

**Prerequisites:** Students must be 18 years of age, employed with a company, and placed under the supervision of another employee who holds a Master Plumbing License in the State of Arkansas.

### Required Courses:

Plumbing Apprenticeship Level 1	160 hrs
Plumbing Apprenticeship Level 2	160 hrs
Plumbing Apprenticeship Level 3	160 hrs
Plumbing Apprenticeship Level 4	160 hrs

## Applied Project Management Certificate

**Program Length:** 48 Contact Hours

### Curriculum Description:

This program is designed for entry-level project managers, team leaders, and executives who desire a fundamental working knowledge of the processes involved in effective project management. The goal of this program is to provide participants with relevant, timely, effective project management knowledge and skills that can be immediately applied in the workplace to produce goal-directed results. The courses are taught by seasoned project management professionals who have a wealth of experience to share about the Project Management Body of Knowledge (PMBOK) and the

application of that knowledge in various work settings.

**Required Courses:**

Introduction to Project Management	24 hrs
Advanced Concepts in Project Management.	24 hrs

## Certified Fiber Optic Technician

**Course Length:** 24 Contact Hours

**Curriculum Description:** This 3-day fiber optic tech course combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is given and graded the final class day. The student is introduced to industry standards governing Fiber To The Desk, Fiber To The Home, and Schools, and explains Zone Vs. Distribution Cabling. Students will learn how to identify fiber types; recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. Course fee includes all books, study materials, and CD. BICSI recognizes this Course for the following Continuing Education Credits (CECs): 21 RCDD & 12 for INS, Level 2/Technician.

## Certified Fiber Optics Specialist in Testing and Maintenance

**Course Length:** 16 Contact Hours

**Prerequisites:** Certified Fiber Optics Technician course.

**Curriculum Description:** This 2-day program is designed to offer specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. This course will teach differences between applications (telco/CATV/LAN, etc.) so the student can intelligently work in today's fiber optics cable environment. The course will cover a variety of testing standards, equipment, and technological approaches used in fiber network testing and how to choose among them. Subject matter includes a detailed study of ANSI/TIA/EIA-526-14A, OTDR Fundamentals and Uses, OTDR Vs. Insertion Loss Testing, Return Loss Testing, and Proper Maintenance of High-Performance Fiber Networks. The Certified Fiber Optics Specialist/Testing Exam is given and graded the final day of class. Course fee includes all study materials, consumables, manuals, and PC-Based OTDR Simulator Program which provides for 75% hands-on activities. BICSI Recognizes this Course for the Following Continuing Education Credits (CECs): 14 RCDD and 12 for INS, Level 2/Technician.

## Certified Fiber Optic Splicing Specialist

**Course Length:** 16 Contact Hours

**Prerequisites:** Certified Fiber Optics Technician course.

**Curriculum Description:** This 2-day course includes an overview of OTDR functions and 75% hands-on classroom activities, providing training in both fusion and mechanical splicing of both single- and multi-mode fiber optic cables. Both inside and outside plant fiber optic cable types will be utilized during these hands-on sessions, along with inside and outside plant enclosures and splice trays. The student will be responsible for successfully making and testing both single- and multi-mode mechanical and fusion splices. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. This program is approved for BICSI CECs (Continuing Education Credits): RCDD 14 CECs and INS, Level 2/Technician CECs – 14.

## CompTIA A+ Certificate

**Program Length:** 70 Contact Hours

**Curriculum Description:** CompTIA A+ is the industry standard for computer support technicians. It is the international, vendor-neutral certification that proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. CompTIA A+ certified technicians also gain excellent customer service skills and communication skills to work with clients. Two courses are required: A+ Essentials measures the necessary competencies of an entry-level IT professional with a recommended 500 hours of hands-on experience in the lab or field. It teaches technical understanding of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. A+ Practical Application is an extension of the knowledge and skills identified in A+ Essentials, with more of a "hands-on" orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

**Who Should Enroll?**

IT Professionals with 6 –9 months experience supporting end-users of a desktop operating system.

**Prerequisites:** 6 –9 months experience supporting end-users of a desktop operating system. \*Students who do not have prior IT experience will be required to take Intro to Computers course-subject to coordinator discretion.

A+ Essentials	40 hours
A+ Practical Application	30 hours

## CompTIA Network + Certification

**Program Length:** 36 Contact Hours

**Curriculum Description:** CompTIA Network + is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Students learn to use and maintain a wide range of network technologies, to describe and identify different networking models, and learn the basics of data movement, physical media, and network connectivity devices.

### Who Should Enroll?

IT Professionals with 9 –12 months experience supporting end-users of a desktop operating system.

**Prerequisites:** 9–12 months experience supporting end-users of a desktop operating system. \*Students who do not have prior IT experience will be required to take Intro to Computers, CompTIA A+ Essentials and CompTIA Practical Application prep courses-subject to coordinator discretion.

CompTIA Network + 36 hrs

## Electrical Apprenticeship Program

**Program Length:** 592 Contact Hours

### Curriculum Description:

The program provides expert training to students seeking a career in Electricity. The apprenticeship program is a four-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hrs (148 contact hrs/year) as well as on-the-job training hrs (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Electrician Exam, administered by the State of Arkansas.

**Prerequisites:** Students must be 18 years of age and employed with an electrical contractor in the state of Arkansas.

## Heating, Ventilation and Air Conditioning (HVAC) Program

**Program Length:** 1 Year, 324 Contact Hours

**Curriculum Description:** This 3-semester Heating, Ventilation, Air-Conditioning and Refrigeration course utilizes both classroom and hands-on training taught by qualified experts in the trade. Students learn theory, tools and equipment of the

trade, energy efficiency and green installation techniques, safety, and troubleshooting. This course is designed for individuals seeking skills to enter the HVAC industry and for those wanting to expand their knowledge of the trade. Students will have the opportunity to take the EPA exam each semester during regularly scheduled class hours. This includes a study text, instruction, and exam.

### Required Courses:

Fundamentals of HVAC	108 hrs
Basic Electricity Applied to HVAC	108 hrs
HVAC Systems	108 hrs

Courses must be taken in the order listed.

## Certified Retail Analyst Certificate

**Program Length:** 225 Contact Hours

**Curriculum Description:** Combine advanced computer skills with an understanding of today's retail business. Local industry experts, emphasizing practical business case studies, will teach you the skills you need to succeed.

**Prerequisites:** Incoming students must complete two prerequisite classes or provide documentation they have completed the required classes (or equivalent) within the last two years. Students must also submit a copy of a college transcript showing a passing grade in College Algebra and English Comp I or have a passing grade on the Compass test. Call 479-936-5175 for more information on the prerequisite classes.

### Required Documents:

- Official College Transcript (grade of C or better) for College Algebra and English Comp I OR
- Score of 75 or better on the COMPASS test

### Required Courses:

Retail Fundamentals	45 hrs
Retail Link Data Fundamentals	45 hrs
Retail Tools Integration	45 hrs
Retail Strategic Analysis	45 hrs
Retail Analytical Techniques	45 hrs
Retail Internship (Optional)	120 hrs

## Medical Billing and Coding Professional Certificate

**Program Length:** 159 Contact Hours

**Curriculum Description:** Gain the skills needed to enter the health information profession and become an integral part of a medical office, clinic, or hospital billing and coding staff. Learn proper coding for medical conditions and diagnoses and proper billing techniques to achieve the most efficient returns from

insurance billings.

**Required Courses:**

Medical Terminology	24 hrs
ICD-9 Coding	45 hrs
CPT Coding	45 hrs
Excelling in the Workplace	16 hrs
Insurance Billing for the Medical Office	45 hrs
Office Communications & Procedures	30 hrs

## Medical Interpreter Certification

**Program Length:** 96 Contact Hours

**Curriculum Description:** This program is designed to prepare individuals for a career in medical interpreting. Interpretation is more than simple translation; it is the conversion of a message uttered in a source language into an equivalent message in the target language so that the intended recipient of the message responds to it as if he or she had heard it in the original. To be able to do this, the interpreter must not only be fluent in both the source and target languages but must also have the skills and knowledge base to be able to comprehend the message quickly in the source language and just as quickly re-express it in the target language. This program will also prepare individuals for national certification.

**Who Should Enroll?** This program is designed for bilingual individuals who would like to pursue a career in Medical Interpreting.

**Prerequisites:** Candidates for this program must pass a bilingual language skills test, and must possess a high school diploma or GED. There is a \$15 fee for the skills test.

**Courses:**

Medical Terminology (online course)	24 hrs
Anatomy & Physiology for Medical Office Professionals	24 hrs
Medical Interpreting	48 hrs

## Microsoft® Certified Desktop Support Technician (MCDST)

**Program Length:** 40 Contact Hours

**Curriculum Description:** The Microsoft Certified Desktop Support Technician (MCDST) training teaches skills to successfully support end-users and to successfully troubleshoot desktop environments running the Microsoft Windows operating system. By earning the MCDST certification, you can help validate the unique set of skills required to succeed in a variety of job roles, such as a help desk technician, customer

support representative, computer support specialist, technical support representative and technical support specialist. At the end of the course, students will also be able to identify and resolve issues involving: installation, desktop management, files and folders, hardware, printing, and network connectivity. MCDST candidates are required to take two courses: 2261 and 2262, as listed below. These courses teach how to resolve operating system issues by telephone, by connecting to an end user's systems remotely, or by visiting an end user's desktop. The course also covers working knowledge of operating in a workgroup or Active Directory domain environment and how end users are affected by each environment. Students also must pass two Microsoft exams.

**Who Should Enroll?** IT Professionals with 6 – 9 months experience supporting end-users of a desktop operating system.

**Prerequisites:** 6 – 9 months experience supporting end-users of a desktop operating system. \*Students who do not have prior IT experience will be required to take Intro to Computers and possibly other technical prep courses - subject to coordinator discretion.

**Courses:**

2261: Supporting Users Running the Microsoft Windows Operating System	24 hrs
2262: Supporting Users Running Applications on Microsoft Windows Operating System	16 hrs

## Microsoft Office Specialist (MOS)\*

**Program Length:** 45 Contact Hours per Application 225 Total Hours

**Curriculum Description:** Students will receive official Microsoft Certification in each 2007 MS Office Application : Access, Excel, Outlook, PowerPoint, and Word. This certification helps validate proficiency in using Microsoft Office 2010 and Microsoft Office 2007 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Each application includes 45 hours of instructor led courses, lab exercises for test preparation and one (1) certification exam. Gain advantage over the competition in the workforce by putting “Microsoft Certified”, instead of simply “proficient” next to your computer skills on your resume! Successful completion of each Certification Exam qualifies as 1 hour of college credit per ACE.

\* The MOS certification, formerly known as the Microsoft Certified Application Specialist (MCAS) has been renamed Microsoft Office Specialist (MOS).



**Who Should Enroll?** Anyone who would like to differentiate themselves in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

**Prerequisites:** Basic computer skills.

Courses (includes Labs):

Access 2007- Levels I, II and III	45 hours
Excel 2007- Levels I, II and III	45 hours
Outlook 2007 - Levels I, II and III	45 hours
PowerPoint 2007 - Levels I, II and III	45 hours
Word 2007 - Levels I, II and III	45 hours

## Project Management with Certification Prep

**Course Length:** 96 Contact Hours

**Curriculum Description:** This program is designed for project managers, team leaders, and executives who desire to advance their careers as project management professionals. This program encompasses the Applied Project Management certificate program with the additional training that will prepare professionals for the industry-recognized PMP certification. The goal of this program is to provide participants with relevant, timely, effective project management knowledge and skills that can be immediately applied in the workplace to produce goal-directed results. The courses are taught by seasoned project management professionals who have a wealth of experience to share about the Project Management Body of Knowledge (PMBOK) and the application of that knowledge in various work settings.

**Who Should Enroll?** Students who desire to take the PMP Exam and receive their certification.

**Prerequisites:** Working knowledge of MS Office applications and MS Project software.

MS Project 2007 Basics	6 hrs
MS Project 2007 Advanced	6 hrs
Introduction to Project Management	24 hrs
Advanced Concepts in Project Mgmt	24 hrs
PMP Exam Prep	36

## Building Performance Institute (BPI) Building Analyst Training

Course Length: 2 weeks, 56 Contact Hours

**Curriculum Description:** Successful completion of both phases of this course will lead to certification as a Building Performance Institute (BPI) Building Analyst I. The course will cover building science principles, health and safety issues, envelope and duct leakage testing, insulation evaluation and combustion safety testing. The Building Analyst I certification is earned upon successful completion of a written, knowledge-based online exam and an in-field, performance-based exam.

**Course Schedule:**

**Week 1:**

Monday – Friday 8:00 - 12:00 and 1:00 - 5:00 – Classroom, Lab and Field Instruction and Online Exam\*

(\*laptop with Wi-Fi capabilities required for online exam)

**Week 2:**

Monday and Tuesday 8:00 - 12:00 and 1:00 - 5:00 – Field Training

Wednesday – Friday – Individual Field Exams at 2 hour intervals

(Attendance Wednesday through Friday during Week 2 is required for individual exam time only)

**Prerequisites:** None

**Required Courses:**

BPI Building Analyst Training 56 hrs.

\*Students will take two exams: a written, knowledge-based online exam and an in-field, performance-based exam.

## Building Sciences – Center of Excellence

NorthWest Arkansas Community College, in collaboration with the Arkansas Energy Office and Pulaski Technical College (Little Rock) will be offering energy efficiency training utilizing ARRA (American Recovery and Reinvestment Act) funding. NWACC is offering green jobs training for energy auditors, raters, and contractors for energy and HVAC performance standards. Training curriculum includes programs for Building Analyst, Energy Rater, HVAC Duct, Sealing, and Load in Bentonville and Fayetteville areas.

Our approach is to provide a comprehensive training program to assist contractors, companies, and individuals in obtaining certifications to perform energy audit services and HVAC retrofits which result in enhanced career paths and additional revenue generation opportunities. Utilizing recognized national standards for the Home Performance Industry,

including BPI (Building Performance Institute), RESNET (Residential Energy Services Network), and ACCA (Air Conditioning Contractors of America) develops nationally recognized standards, certifications for individuals based on written and field practical exams, a contractor accreditation program, and a training affiliate network to prepare individuals and companies for certification.

Our leadership and instructors bring vast hands on experience to the classroom and experience in the construction and trades industries while conducting energy audits and performing retrofits.

For more information and class schedules:

[www.nwacc.edu/greenjobs](http://www.nwacc.edu/greenjobs)

### **NWACC Green Trainings**

NorthWest Arkansas Community College, in collaboration with the Department of Workforce Services, Arkansas Association of Two-Year Colleges, and Eco Potential will be offering energy efficiency training utilizing ARRA (American Recovery and Reinvestment Act) funding. NWACC is offering green jobs training in Bentonville and Fayetteville through the Arkansas Energy Sector Partnership.

#### **NCCER Sustainable Construction Supervisor (20 hour course) Course Description**

NCCER Sustainable Construction Supervisor provides the tools to equip construction supervisors and designers with the knowledge they need to support successful LEED design and documentation for LEED certification.

#### **NCCER Your Role in the Green Environment Course Description**

NCCER Your Role in the Green Environment provides the fundamentals of green construction practices and green building rating systems. Students will learn construction activities that contribute to a project's LEED rating as well as common construction pitfalls that affect the LEED rating.

#### **LEED Green Associate (16 hour course)**

##### **Course Description**

The LEED Green Associate course provides the fundamentals of sustainable building concepts and the LEED Rating System. Additionally, the course is designed to help industry professionals streamline their education process in preparing for the GBCI's LEED Green Associate exam.

#### **Green Advantage (16 hour course)**

##### **Course Description**

The Green Advantage course covers green

building principles, materials, and techniques. The course is designed to help students prepare for the Green Advantage Residential/Commercial exam.

#### **LEED Accredited Professional Building Design & Construction (LEED AP BD+C) (16 hour course)**

##### **Course Description**

The LEED AP BD+C course is designed to help you learn about the LEED Green Building Rating System and certification process for Building Design & Construction, which includes New Construction, Core and Shell and Schools. This course will help prepare you to take the new GBCI LEED AP Building Design & Construction exam.

#### **LEED Accredited Professional Interior Design & Construction (LEED AP ID+C) (16 hour course)**

##### **Course Description**

The LEED AP ID+C course is designed to help you learn about the LEED Green Building Rating System and certification process for Interior Design & Construction. This course will help prepare you to take the new GBCI LEED AP for Interior Design & Construction exam.

#### **LEED Accredited Professional Operations and Maintenance (LEED AP O+M) (16 hour course)**

##### **Course Description**

The LEED AP O+M course is designed to help you learn about the LEED Green Building Rating System and certification process for Existing Buildings: Operation and Maintenance. This course will help prepare you to take the new GBCI LEED AP for Interior Design & Construction exam.

For more information, contact Brenda Pittman at 479-936-5164 or [bpittman@nwacc.edu](mailto:bpittman@nwacc.edu)

### **Lean Six Sigma Black Belt**

**Program Length:** 100 Contact Hours

**Curriculum Description:** Six Sigma is a rigorous management discipline that helps organizations systematically achieve breakthrough improvement in their processes. Six Sigma offers analytical approaches to eliminating errors, improving the economics of business processes, transforming an organization's culture to a data-driven, customer-driven, cost-reduction-driven culture. Six Sigma provides comprehensive and unified tools and techniques that quantify a process performance and develop corrections for errors in every step to achieve near perfection. The tools are applied within a framework known as DMAIC: Define, Measure, Analyze, Improve, Control.

**Prerequisites:** Students must have completed Six

Sigma Green Belt certification or pass the preliminary exam. Participants must arrive at the training with a process improvement project already identified (and approved by their employer), which can be expected to generate at least \$75k in savings for the company, a 10x reduction in defects, or both, or other variation reduction project as agreed upon by the student, instructors, and NWACC.

Course requirements:

Completion of an approved Black Belt project.

Completion of all blended learning modules with a minimum score of 80.

A minimum final exam grade of 80

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Minimum of 80% attendance in lab and instructor-led classes.

Six Sigma Black Belt 100 hrs

## Lean Six Sigma Green Belt

**Program Length:** 56 Contact Hours

**Curriculum Description:** Learn and apply the problem solving format, DAMIC (Define, Measure, Analyze, Improve, Control). This program will introduce the participant to both reduce variation (traditional Six Sigma) and eliminate waste (Lean). Through both class instruction and targeted activities, this toolkit and problem solving approach will be developed and practiced in-class and in-project. The participants will be expected to complete a project as part of the course work to demonstrate their knowledge of the concepts and add value back to the organization right away.

### Key Program Features:

Seven days total, delivered in two blocks of two days each and one block of three days each.

Each session separated by two-three weeks.

Bi-monthly project mentoring recommended.

Participants will complete their project charter by the end of Day One.

Material to include concepts from Six Sigma, Lean and Change Leadership.

NWACC Certification / Exam will include project completion and review.

**Prerequisites:** Participants are expected to bring a project to work on from their work area. Up to two participants can share a project. This problem should be one that is unstudied, with no clear root cause.

### Course requirements:

- An approved Six Sigma on-the-job project,

delivered and accepted as complete by the instructors.

- Attendance of at least 6 out of 7 sessions. A passing grade better than the cut score on the final exam. This exam is a closed book, monitored exam. Attendance of a minimum of 50% of the mentoring sessions, as needed.

Lean Six Sigma Green Belt 56 hrs

## Corporate Learning Fayetteville

Located at the 4004 N. College Avenue, Suite L in Fayetteville, Arkansas, Corporate Learning Fayetteville (CLF) is a comprehensive facility providing a full range of noncredit and continuing education classes, and customized training programs to residents, businesses, and government agencies in Washington County and the surrounding area.

Corporate Learning Fayetteville is a certified Microsoft IT Academy. In addition to Microsoft official curriculum classes, this center provides classes in professional development, including but not limited to Six Sigma, Achieve Global, and AMA curriculum. Classes and programs delivered at the Shewmaker Center for Workforce Technologies can also be delivered at the Fayetteville Center.

Classes and programs can be customized to meet the needs of the corporate and business environment and scheduled to meet the client's needs. For more information about classes or customized training programs at Corporate Learning Fayetteville, or to receive a schedule of classes, please call 479-718-7572.

## Institute for Corporate and Public Safety

The Institute for Corporate and Public Safety (ICPS), a department of NWACC Corporate Learning, is a comprehensive education, training, and research institute tasked with preparing both the public and private sectors regarding methodologies and best practices for a crisis event. A crisis event covers the entire gambit of mass casualty events such as an act of terrorism, a natural disaster, or a biological pandemic. It is the belief of ICPS that it is essential for communities to pre-plan for crisis events to mitigate the effects, lessening the long-term effects on the community. This can only be done through collaboration of both the public and private sectors, utilizing all available resources.

The nation's rural emergency responders face unique challenges when compared to their urban counterparts. In recognizing the need for consistent, quality training which addresses those challenges,

Congress and the Department of Homeland Security (DHS) established the Rural Domestic Preparedness Consortium (RDPC or the Consortium) to develop and deliver relevant all-hazards training in support of rural homeland security requirements.

ICPS/NWACC is one of six colleges throughout the country that participates in the Consortium partnership.

#### **Courses**

##### **Contact Hours**

MGT 381 Business Continuity Planning (BCP)	8 hrs
PER 280 Emergency Response: Strengthening Cooperative Efforts Among Public and Private Sector Entities	8 hrs
AWR 187 Terrorism and WMD Awareness in the Workplace (Online Class, English Version)	30 min
AWR 187S Terrorism and WMD Awareness in the Workplace (Online Class, Spanish Version)	30 min
MGT-338 Risk and Vulnerability Assessments	8 hrs
MGT-339 Resource Inventory Management	8 hrs
MGT -XXX Mitigation Planning for Rural Communities	8 hrs
MGT -XXX Response Planning for Functional Needs Populations	8 hrs

##### **Courses Currently in Development**

- Resource Inventory Management for Rural Communities
- Mitigation Strategies for Rural Communities
- Responding to the Elderly and Special Needs Populations

For more information, contact 479-936-5175.

IN THIS SECTION:  
Faculty And Staff Listing



# ADMINISTRATORS AND ADMINISTRATIVE SUPPORT STAFF

**Rebecca Paneitz** . . . . .President  
B.S. University of Arkansas at Monticello,  
M.A. University of Arkansas at Little Rock,  
Ph.D. Colorado State University

**Rachel Ackerman** . . . . . Assistant Librarian  
B.P. Miami University (Ohio), M.L.S. Kent State  
University

**Beatriz Aguirre** . . . . . Custodial Worker II

**Benjamin Aldama** . . . . . Dean of Adult Education  
B.A. Baylor University, M.A. Amber University

**Jorge Amaral** . .Director of Early College Experience  
B.A., San Jose State University

**Jean Anderson** . .Executive Director, College at the  
Crossings  
B.A. University of Northern Iowa,  
M.B.A. Baker University

**Lisa Anderson** . . . . .Director, Institutional Research  
B.A. University of Arkansas,  
M.A. Southwest Missouri State University,  
Ed. D University of Arkansas

**Rachel Armstrong** . . . . .WCC Case Manager

**Adriana Baeza** . . . . . Custodial Worker I

**Gulizar Baggson** . . .Director of Budget & Analytical  
Services  
University of Ankara, Turkey

**Aimee Barker** . . . . .Degree Audit Coordinator  
A.G.S North West Arkansas Community College  
A.A. North West Arkansas Community College

**Harold L. Bass** . . . . . Safety Officer

**Ethan Beckcom** . . . . .Emergency Management  
. . . . .Coordinator  
B.S. Arkansas Tech University

**Michelle Behrends** . . . . .Dental Clerk - RTC

**Pamela Belcher** . . . . .Director of Organizational  
Development  
A.A. Independence Community College,  
B.S. Kansas State University

**Tara Berry** . . . . .Marketing Webmaster/Designer  
B.A. Missouri Southern State University

**Jeffrey Brennan** . . . . .Maintenance Worker

**Connie Bondurant** . . . . .Business Manager,  
. . . . .Development Office

**Diane Boss** . . . . .Events Coordinator

**Christopher Boyd** . . . . .Network Administrator

**Jamie Boyd** . . . . .Lab Tech, Testing Services

**Della Boyer** . . . . .Admin Secretary, Business &  
Computer Info

**Jeffery Brennan** . . . . . Maintenance Worker

**Ruth A. Brenneman** . . Accounting Tech II - Accounts  
. . . . .Payable

**Ashley Brewer** . . . . .Cashier

**Christie Brinsfield** . . . . .Career Pathways Case .  
. . . . .Manager

**Meredith Brune** . . . Executive Director for  
. . . . .Development  
B.A. University of Arkansas-Fayetteville  
M.Ed. University of Arkansas-Fayetteville

**Daveine Burgess** . . . . .Accountant, General  
. . . . .Ledger  
A.A., A.S. Northwest Arkansas Community College

**Carol A. Burke** . . . . .Academic Lab Assistant

**Kate Burkes** . . . . . Director of Distance Learning  
Ph.D. University of North Texas

**Jennifer Burton** . . . . . Administrative Assistant I,  
Technology Services

**Wendi Cadle** . . . . . Director, Human Resources

**Renee Campbell** . . . . . CLE Director, Retail  
. . . . . Supplier Education

**Paula Carolla** . . . . . Assistant Registrar, WCC

**Tay Sha Carter** . . . . . Registrar  
M.E.D. University of Arkansas

**Kathleen Casserly** . . . . Program Coordinator - WCC  
B.S. University of Dayton

**Laura Cates** . . . . Coordinator, Institutional Research  
A.A.S. NorthWest Arkansas Community College, B.S.  
Missouri Southern St. College

**Gloria Chambers** . . . . Admin Asst I – Physical Plant

**Carey Chaney** . . . . . Interim Dean of . . . .  
. . . . . Science and Math  
M.S.S.E. Texas Woman's University

**Christi Charles** . . . . . Accounting Tech II

**Martin Clawson** . . . . . Building Science Trainer

**Deborah Clevenger** . . . . . Assistant to  
the Senior Vice President for Learning & Provost

**Theresa Collins** . . . . . Accounting Tech II, A/R

**Carlos Conde** . . . . . Skilled Trades-Electrician

**Michelle Cordell** . . . . . Director of Financial Aid  
B.S. Lyon College, M.A. Webster University

**Timothy Cornelius** . . . . . Vice President for Learning  
in Global Business, Health Professions, and External  
Programs  
J.D. University of Arkansas-Little Rock

**Martha Cortes** . . . . . Enrollment Specialist,  
Adult Education

**Herbert Cox** . . . . . Maintenance Worker II

**Judson Crabb** . . . . . Public Safety Officer

**Perry Crabb** . . . . . Campus Police Officer

**E. Jo Davis** . . . . . Admin Asst, Social & Behavioral  
Sciences

**John Deans** . . Lab Supervisor, Computer Information

**Laquita Dees** . . . . .  
B.A. Dallas Baptist University

**Gary Dennis** . . . . . Director of Public Safety

**Sharon Distefano** . . . . . Assistant

**William Downing** . . . . . Coordinator , Construction  
Projects

**Andrew Dias-Jayasinghe** . . RTC Culinary Arts Aide

**Aaron Divine** . . Learning Services Specialist, Title III  
B.A. Missouri Southern State University

**Linda Drew** . . . . .  
B.B.A. Evangel University

**Billy Dunn** . . . . . Campus Police Officer  
. . . . . Office  
M.B.A. University of Arkansas-Little Rock

**Connie Bounderant** . . . . . Business Manager,  
Development Office

**Kendall Wilson** . . . . Career Pathways Case Manager

**Wyley Elliott** . . . . . VP for Public Relations and  
. . . . . Development  
M.B.A., University of Arkansas

**Jason Ervin** . . . . . Academic Advisor,  
. . . . . Upward Bound

**Clifford Ferguson** . . . . . Safety Officer

**Brenda Fleming-Studt** . . . . . Secretary, SIC

**Rebecca Ford** . . . . Secretary I, Computer Information  
A.A.S. North Arkansas College

**Paige Francis** . . . . . Associate Vice President  
for Information Technology Services  
M.S. University of Phoenix

**Juanita Franklin.** . . . . Assistant to the Vice President  
for Learner Support Services

**Christopher Friend.** . . . . .Maintenance Assistant

**Marvin L. Galloway** . . . . . Interim Vice President  
for Learning  
B.S. Ouachita Baptist University, M.S. Western  
Illinois University, Ph.D. University of Arkansas

**Reyna Gamez-Montero.** . . . . .Secretary,  
Adult Education

**Sonya Garcia.** . . . . .Academic Technician  
Library

**Alicia Gates.** . . . . .Secretary, Financial Aid

**Steven Gates** . . . . . Senior Vice President for  
Learning & Provost  
Ph.D. University of Iowa

**Jessica Gerdson.** . . . . .Administrative Specialist,  
Adult Education

**Susan Gidney** . . . . . Accountant, Fixed Asset .  
& Financial Reporting  
B.S.B.A. University of Arkansas-Fayetteville

**Mary Gomes-Etienne** . . . . . Administrative  
Assistant Communication & Arts  
B.S. University of Arkansas Fayetteville

**Sandra Goodenow** . . . . .Business Services Support

**Barbara Gordon.** . . . . . Coordinator, Employee  
Benefits, Human Resources

**Diane Gower.** . . . . .Accountant - Travel

**William Gran.** . . . . . Systems Administrator, IT

**Brenda Green** . . . . . Dean of Off Campus  
Learning Programs  
B.A. Southwestern Oklahoma St. University, M.Ed.  
University of Arkansas

**Beverly Grau** . . . . .Enrollment Specialist  
and Scholarship Coordinator

**Mary Beth Haas** . . . . .Director of Student Life

**James R. Hall** . . . . . Community & Government  
Relations  
B.S. John Brown University

**Robert Hanlon** . . . . . Director of Marketing  
B.A. Missouri Southern State University  
A.A. Crowder College

**Leslie Hardaway** . . . . . Assoc Dean of Early College  
Experience  
B.S.E. University of Arkansas, M.L.S. University of  
Central Arkansas, Ed.S. University of Arkansas

**Clyde Hartman** . . . . . Lab Supervisor, Science  
A.A.S. NorthWest Arkansas Community College

**Nancy Henson** . . . . . Tech Support and Help  
Desks Manager  
A.A.S. NorthWest Arkansas Community College

**Fortino Hernandez** . . . . . Equipment Operator

**John Hicks** . . . . .Campus Police Officer

**Kathy Hicks** . . . . .Cashier

**Sherry Hillman** . . . . .Financial Aid Officer II

**Randy Hillyard** . . . . .Campus Police Officer

**John Hixson.** . . . . .Director of Accounting

**Diana Hoke** . . . . .Payroll Services Specialist  
B.S. University of Arkansas, B.S., John Brown Univ.

**Elaine Holloway.** . . . . .Director of Nursing  
M.S.N. Pittsburg State University



**Brooke Holt** .....Dean of Learner Success  
 B.S. John Brown University, M.S. John Brown  
 University

**Wesley Holt** ..... Inventory Control Manager

**Terri Hooks** ..... Secretary I, SCWT

**Mary Howard** ..... Administrative Specialist,  
 Energy Training

**Connie Howarth** .....Secretary,  
 Health Professions

**Rebecca Hudson** .....Alumni Relations &  
 Scholarship Coordinator  
 A.A. NorthWest Arkansas Community College

**Larry Hughes** ..... HE Public Safety Supervisor

**Lisa Hummel** .....Payroll Services Specialist

**Dena Hutcheson** .....Human Resources Clerk

**Maria Interiano** ..... Custodial Worker I

**David Ivie** ..... Shipping and Receiving

**Christopher Jacob** ..... Registrar’s Assistant  
 A.A. International Degree

**Laura James** ..... Disability Resource  
 Manager

**Julie Jarrett** .....Assistant Registrar  
 A.A.S. NorthWest Arkansas Community College,  
 A.G.S. NorthWest Arkansas Community College

**Regina Johns** ..... Financial Aid Officer II

**Diana Johnson** .. Executive Director, High School  
 Relations  
 B.S., M.B.A., University of Arkansas-Fayetteville  
 M.S. Kansas State University  
 Ed.D, University of Arkansas-Fayetteville

**Emma Johnson** .....Administrative Assistant  
 Early College Experience

**Anita Jones** ..... Dean of Communication & Arts  
 B.A. Hendrix College, M.Ed., Ed.D. University of  
 Arkansas-Fayetteville

**Paul Kirkpatrick** ..... Academic Advisor  
 B.S. Southern Arkansas University

**Todd Kitchen** ..... Vice President for Learner  
 Support Services  
 B.S. Friends University  
 M.A. University of Central Missouri

**Robert Kitterman** .....Director of Physical Plant

**Rosemary Kleiner** ....Secretary, Culinary Program

**James Knight** ... Coordinator, Centers of Excellence

**Amy Lance** .....Supervisor, Student Help Desk

**Louise Lamb** ..... Library Director  
 B.A. University of New Mexico, M.L.S. Sam Houston  
 State University

**James C. Lay** ..... Executive Director of  
 Facility Planning & Construction  
 B.B.A., M.B.A. University of Central Arkansas

**Xue Lee** .....Academic Advisor

**Kathie Legg** ....Assistant Director of Financial Aid  
 B.A. Michigan State University

**Lynda Lloyd** .....Project Coordinator  
 A.A., NWACC, B.S.E. University of Arkansas, M.Ed.  
 University of Arkansas-Fayetteville

**Lou Lo** .....Community Outreach Coordinator  
 B.A. Cardinal Stritch University

**Linda I. Long** ..... Administrative Assistant,  
 Communication & Arts  
 B.S. Iowa State University

**LaDonna Lowe-Sauerbry** ..... Accounting Tech I,  
 Mail Services

**Bill Luce** ...Executive Director, Talent Management

**Sean Lucero** .....Project Manager, Web ..  
 Services-IT  
 A.S. NorthWest Arkansas Community College

**Scott Maiden** ..... Maintenance Worker I

**Roxann Maish** . . . . .Banner Training and Development Specialist  
A.A. NorthWest Arkansas Community College

**Nancy March** . . . . .Financial Aid Officer I  
A.A. NorthWest Arkansas Community College

**Mary Machira** . . .Director of International Programs

**Joshua Malone** . . . . .Training Coordinator, ICPS

**Melodie Marcks** . . . . . Director of ICPS  
M.S. University of Missouri

**Danielle May** . . . . .Administrative Specialist, Grants and Institutional Research

**Rick Mayes** . . . . . Director of Building Sciences

**Rickela Mayo** . . .Director of Learner Career Services

**Valisha McClain** . . . . .Admin Support, Disability & Veteran Services  
A.A. NorthWest Arkansas Community College

**Ginny Meek** . . . . .Financial Aid Officer II  
B.A. Buena Vista University

**Heidi Migliori** . . . . .Secretary I, Life and Physical Sciences

**Norma Mercado** . . . . .Custodial Worker I

**David Miller** . . . . Academic Network Administrator, Computer Information

**Deborah Miller** . . . . .Communication Specialist

**Jessica Miller** . . . . .Assistant Registrar - Banner

**Nancy Mills** . . . . .Admin Asst, Centers of Excellence

**Dale Montgomery** . . . Director of Co-Curricular and Judicial Affairs  
B.S. Mississippi State University, M.Ed. University of Mississippi

**Jerry Moore** . . . . . Program/Project Manager, Upward Bound

A.A. University of Arkansas-Fort Smith, B.S., M.A.  
University of Arkansas-Fayetteville

**Ryan Moore** . . .Manager, Network and Infrastructure

**Pamela Nash** . . . . . Administrative Assistant, Development Office  
B.S. Arkansas Tech University

**Gail Neely** . . . . . Assistant Librarian  
A.S. Western Piedmont Community College, B.A. Appalachian State University  
M.A. University of Missouri-Columbia

**James Nelson** . . . . . Skilled Trades Supervisor

**Kerry Nelson** . . . . .Project/Program Specialist, Landscape Supervisor

**Michael Neville** . . . . .Campus Police Officer

**Karen O'Donohoe** . . . . .Disability Resource Case Manager

**Jacob Oliver** . . . . . Assistant to the Associate Vice President for Grants & Institutional Research

**Elaine Olson** . . . . . Accounting Tech II

**Genevieve Olson** . . . . .Library Academic Tech II  
A.A. Laney College, B.F.A. California College of Arts

**Janet O'Neill** . . . . .Professional Development Coordinator

**Sonya Orona** . . . . . Secretary II, Student Records

**Jolene Osburn** . . .Learning Support Specialist, Banner

**Marty Parsons** . . . . . Senior Vice President for Administrative Services/Chief Financial Officer  
B.B.A. University of Michigan-Flint

**Lucas Paxton** . . . . .Student Support and Retentino Specialist

**David Peebles** . . . . . Safety Officer

**Verenice Perea** . . . . .Secretary, SIC

**Daniel Perkins** .....Custodial Worker I

**Zach Pharr** .....Academic Advisor

**Tobias Phebus**..... .Program Coordinator

**Mark Perritt** ..... Instructional Aide - RTC  
B.B.A. Cameron University

**Sarah Beth Phillips** .....Academic Advisor  
B.A. Arkansas Tech University  
M.S. Henderson State University

**Marilyn Pickrel** .....Systems Manager  
B.S. Kansas State University  
Master of Divinity/Theology Phillips Theological  
Seminary

**Susan Pike** ..... Associate Vice President,  
Corporate Learning  
B.A. College of St. Catherine

**Brenda Pittman** .....Administrative Assistant,  
Building Sciences

**Jasmine Pope**.....Development Coordinator  
B.A. Texas Southern University  
M.S. Texas A&M University

**Dianna Portillo** . . Coordinator of Veteran Resources  
B.A. Columbia College

**Jennifer Post** .....Research and Statistics Manager

**Diana Pruett** .....Career Pathways Intake Specialist

**Donald Pugh**.....Special Events/Security Assistant

**Kimberly Purdy** . . .Manager, Institutional Research  
B.S. University of Arkansas-Fayetteville

**Begi Quarti**..... Corporate Training Specialist, CLE  
B.A. University of North Florida

**Mary Raine** .....Collection Management Librarian

**Leon Ramey** ..... Computer Support Specialist

**Charles Ramseyer** .....Vice President  
for Finance and Treasury Services

**Susan Ratliff** .....Secretary I – Adult Ed

**Stacy Reagan** .....Program Assistant  
Associate Vice President for Corporate Learning

**Juan Reyes** .....CTE Retention Specialist

**Christy Reynolds** .....Media Specialist  
B.S. John Brown University

**Louis Rice** .....Executive Chef in Residence  
M.A. Ball State University

**Stacy Rice** .....Instructional Designer  
A.A. Ozarks Tech College

**Linda Richardson** ..... Administrative Secretary,  
Social & Behavioral Science

**Amy Robertson-Gann**.....Director, Disability &  
Veterans Services  
B.S. University of Arkansas-Fayetteville

**Lindsay Robinson** .....Accountant

**Edmund Rogers**..... Program Specialist for VP for  
Student Learning

**Mary Ross** .....Dean, Health Care Professions  
M.B.A. Webster University

**Codie Ryan** .....International Students Advisor

**Evelyn Samuel** .....Applications Consultant,  
Finance & Administration  
M.S. University of Madras

**David Sappe** ..... Skilled Trade Worker  
A.A.S. Missouri Southern State College

**Jessica Schader** . . .Administrative Specialist, Title III

**Sara Schader** .....Administrative Specialist, Advising

**Jessica Schader** . . .Administrative Specialist, Title III

**Sara Schader** .....Administrative Specialist, Advising

**Marie Scharfenberg** . . .Project/Program Specialist  
Banner, Finance & Administration

M.A. Webster University

**Melinda Schmohl** . . . . .Program Assistant

**Jo Schwader** . . . . .Half-time Special Instructor,  
Professional Development  
M.A. Wichita State University

**Mark F. Scott** .Executive Director of Public Relations  
B.A. University of Arkansas-Fayetteville

**Mark Scott** . . . . . Computer Support Specialist II

**Michael Senkevech** . . . . .Inventory Control Manager  
A.A. NorthWest Arkansas Community College, B.A.  
John Brown University

**Pat Sheffield** . . . . .Library Academic Tech III  
A.A. Garland County Community College

**Shannon Siebler** . . Testing Services Manager  
M.S.E. University of Arkansas  
A.A. NorthWest Arkansas Community College,  
B.S.E. Arkansas Tech University

**Alan Sikes** . . . . .Applications Consultant, Enrollment  
Management  
B.S. Pittsburg State University

**Sharon Simmons** . . . . . Administrative Assistant II,  
College at the Crossing

**Sherry Slay.** . . . . .Administrative Assistant

**Melissa Smith** . . . . .Academic Advisor  
A.G.S . NorthWest Arkansas Community College

**Metta Smith** . . . . .Financial Aid Officer

**Michael Smith.** . . . . .Campus Police Office

**Miranda Smith** . . . . .Assistant to the President  
B.S. Eastern Illinois University

**Nancy Smith** . . . . . Maintenance Worker II

**Naomi Smith** . . . . .Assistant Database Administrator

**Lenora Sotlar** . . . . .Director, Title III

M.E.D. Xavier University

**Tricia Sparks.** . . .Applications Consultant, Financial Aid  
A.A.S. Oklahoma City Community College

**Carolyn Spellman** . . . . .Administrative Assistant II  
A.A. Northeastern Oklahoma A&M

**Shauna Sterling** . . . . .Grant Writer

**Jill Stewart** . . . . .Library Academic Tech III  
B.S. Howard Payne University

**John Strother** . . . . .Director, IT Programming

**Alaina Stroud** . . .Secretary II, New Student Relations

**Richard Sutherland.** . . . . .Maintenance Worker I

**Curt Swartzlander.** . . . . . Database Administrator  
MDIV Midwestern Baptist Theological Seminary

**Tiffany Terral** . . . . .Campus Police Officer

**Jack Thompson** . . . . .Director, Purchasing

**Paula Thomsen-Perez** . . . . .Computer Analyst, WCC

**Debi Tillman.** . . . . .Computer Support Specialist I

**Susan Todd.** . . . . . Administrative Assistant.  
Dean of Learner Success

**Claudia Tonihka** . . . . . Coordinator of Institutional  
Effectiveness  
B.S.E. University of Arkansas

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**Natalie Undernerhr** . . . . . Portal Administrator,  
Technology Services

**Jerry Vervack** . . . . .Dean of Social & Behavioral  
Sciences  
B.A., M.A., Ph.D. University of Arkansas, J.D. US

International University

**Eric Vest** . . . . . Director of Learner Success and  
First Year Programs  
B.S. Missouri Southern State University  
M.A. University of Arkansas - Fayetteville

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B.A. University of Arkansas-Fayetteville

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Office of the President

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M.A. Emerson College

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Business and Computer Information

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Learning

**Patrice Whitley** . . . . . Director, Academic  
Success Center  
M.Ed. University of Arkansas  
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Contract Sales  
B.S.E. Arkansas State University - Jonesboro

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**Melanie Wilks** . . . . . Budget Specialist  
A.S. NorthWest Arkansas Community College

**Mike Willard**. . . . . Lab Supervisor, Science

A.S. NorthWest Arkansas Community College

**Darcy Williams** . . . . . Academic Advisor,  
Health Professions  
A.A.S. NorthWest Arkansas Community College  
B.S. John Brown University

**Marcus Williams** . . . . . CTE Retention Specialist

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A.A., NorthWest Arkansas Community College

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Fayetteville

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B.S.B.A. University of Arkansas-Fayetteville

**Audley Hall** . . . . . English  
B.A. Randolph-Macon Woman's College, M.A., Ph.D.  
University of Arkansas-Fayetteville

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B.S. University of Oklahoma, M.P.H. University of  
Oklahoma

**Curtis Harrell** . . . . . English

B.F.A. Arkansas Tech University, M.F.A. University of Arkansas-Fayetteville

**Linda L. Harris** . . . . .Adult Education  
A.A. Westark Community College, B.S.Ed. University of Arkansas-Fayetteville

**Jacques Hill** . . . . .Life and Physical Science

**Burnetta Hinterthuer** . . . . .Science  
B.A. Murray State University, M.A. University of Arkansas-Fayetteville

**Erica Holliday** . . . . . Business Information  
B.S.E., M.Ed., Ed. D, Ph.D University of Arkansas-Fayetteville

**Elaine Holloway.** . . . . . Director of Nursing  
A.S.N., B.S.N., University of Arkansas; M.S.N., Pittsburg State University, Kansas

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B.S.N. Northeastern State University

**Susan Holmes** . . . . .Communications  
A.A.S. Community College of the Air Force,  
B.S. Faulkner University,  
M.A. University of Arkansas,  
Ph.D. Walden University

**Mary Hubbard** . . . . . English  
B.S.E, M.A., Ph.D., University of Arkansas-Fayetteville

**Christiane Hubbard-Valentine** . Behavioral Sciences

**Christopher J. Huggard** . . . . . Social Science  
B.S.Ed., M.A. University of Arkansas-Fayetteville,  
Ph.D. University of New Mexico

**Amelia Jackson** . . . . .Nursing  
M.S.N. University of Phoenix

**Jeffrey Jackson.** . . . . .English  
M.A. University of Arkansas-Fayetteville

**Vickie Johnson** . . . . .Adult Education  
B.S.E. Henderson State University

**Anita Jones** . . . . .Dean of Communication and Arts  
Division  
B.A. Hendrix College, M.Ed., Ed.D. University of Arkansas-Fayetteville

**Christina Jones** . . . . .Speech  
B.S. North Texas State University, M.A. University of Arkansas-Fayetteville

**Jacqueline Jones** . . . . .English  
M.A. University of Arkansas

**Melissa A. Jordan** . . . . .Mathematics  
B.S. Missouri Southern State College, M.S. University of Florida

**Wilbert Karigomba** . . . . .Social Sciences

**Art Kazmierczak.** . . . . .Computer Info  
BSEE University of Illinois, MSCS Wichita State

**Beverly Kelley** . . . . . Science  
B.S. Louisiana Tech University, Ph.D. University of Arkansas-Fayetteville

**Cynthia King** . . . . . Foreign Language  
B.A. Brown University, M.F.A. University of Arkansas-Fayetteville

**Greg Kiser** . . . . . Social Science  
B.A. Missouri Southern State College, M.A.



University of Arkansas-Fayetteville

**Donald Koelling** . . . . . Mathematics  
B.A. Fort Hays State University, M.S. Wichita State  
University, M.S. Emporia State University, D.Ed.  
University of Arkansas-Fayetteville

**Abby Kolb-Selby** . . . . . Nursing  
A.S.N. University of Arkansas, B.S.N. Henderson  
State University, M.S.N. University of Arkansas

**Conrad C. Krauft** . . . . . Behavioral  
Science  
B.A., M.A., Ph.D., Southern Illinois University, J.D.  
University of Arkansas-Fayetteville

**Douglas Krueger** . . . . . Social Science  
B.P. Grinnell College, M.A. Purdue University, M.A.  
University of Arkansas-Fayetteville

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B.S. International University

**Daryl Lancaster** . . . . . Science  
D.C. Los Angeles College of Chiropractic

**Ralph Lantz** . . . . . Computer Information

**James Laughton** . . . . . English  
B.A., M.A. Stephen F. Austin State University

**Glenda Lee** . . . . . Dental - RTC

**Stephanie Lewis** . . . . . Art  
B.A., B.S. Southeast Missouri State University, M.F.A.  
University of Arkansas-Fayetteville

**Rebecca Liles** . . . . . Culinary Arts

**Megan Looney** . . . . . English  
M.F.A Georgia College

**Larry Lord** . . . . . Mathematics

**Linda J. Lovell** . . . . . English  
B.A. University of Houston, M.A., Ph.D. University of  
Arkansas-Fayetteville

**Mary Hatfield Lowe** . . . . . Paralegal Studies  
B.A. University of Illinois, M.A.T. University of  
Louisville, J.D., D.Ed. University of Arkansas-  
Fayetteville

**Paul Lowery** . . . . . Science  
B.S. Arkansas Tech University, M.S. University of  
Arkansas-Fayetteville

**John Luedtke** . . . . . Fitness/Wellness  
M.Ed. Mississippi State University

**Gloria Pierce Mallow** . . . . . Developmental English  
B.A. East Central University, M.A. Oklahoma State  
University

**Cathy Marak** . . . . . Computer Info  
M.E.D. University of Arkansas-Fayetteville

**Barbara Maybury** . . . . . Nursing  
B.S.N. University of Iowa, M.Ed., M.S.N. Pittsburg  
State University-Kansas

**Victoria Bransford McClendon** . . . . . Mathematics  
B.A. Vanderbilt University, M.A. University of  
Arkansas-Fayetteville

**Timothy McGinn** . . . . . English  
B.A. DePaul University, M.A. Columbia College

**Don Merrell** . . . . . Social Sciences

**Jackie Mitchell** . . . . . Adult Education

M.A. California State University

**Patricia Mocivnik** . . . . . Life & Physical Science  
 B.S., B.S.E. – John Brown University  
 M.S. – University of Arkansas

**Mary Moore** . . . . . Theatre  
 B.A. Bluffton University, M.A. Bowling Green State  
 University

**Diana Nagel** . . . . . Behavioral Science  
 B.A. Stanford University, M.A. Lesley University,  
 Ph.D. University of Maryland

**Denise Nemec** . . . . . English  
 B.A. Lyon College, M.A. University of Arkansas-  
 Fayetteville

**Christopher Neyland** . . . . . Business Information  
 M.B.A. University of Arkansas-Fayetteville

**Teresa O'Brien** . . . . . Mathematics  
 B.A., B.S. University of Texas, M.A., D.Ed. University  
 of Arkansas-Fayetteville

**Carol B. Olson** . . . . . Mathematics  
 A.A. Lansing Community College, B.A., M.S.  
 Michigan State University

**Angela Peace** . . . . . Computer Info  
 J.D. University of Arkansas-Fayetteville

**Thora Peters** . . . . . Adult Education  
 M.S. Oklahoma State Universtiy-Stillwater

**C. Dianne Phillips** . . . . . EAST Facilitator  
 B.S., M.S., M.A. University of Arkansas-Fayetteville

**Valor Pickett** . . . . . Social Science  
 M.A. University of Arkansas-Fayetteville

**Barbara Rademacher** . . . . . Mathematics

B.S. Michigan State University, M.Ed. University of  
 Arkansas-Fayetteville

**Kathryn B. Ramirez** . . . . . Nursing  
 A.S.N. University of Arkansas-Fayetteville, B.S.N.  
 Corpus Christi State University, M.S.N. University of  
 Texas Health Science Center

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**Jerry Rose** . . . . . Criminal Justice  
 B.A. University of Arkansas-Little Rock, B.A. Victoria  
 University-Wellington, New Zealand, J.D. Stetson  
 College of Law

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 M.B.A. John Brown University

**Janice Ruth** . . . . . Nursing - Bienestar  
 M.A. Pittsburg State University, M.A. Webster  
 University

**Tami Scrivner** . . . . . Homeland Security  
 B.S., M.S. Delta State University

**Suzanne Sever** . . . . . Computer Information  
 B.S. Sul Ross State University, M.A.T. University of  
 Houston-Clear Lake

**Danny Sheffield** . . . . . Adult Education  
 B.A., M.A. San Francisco State University

**Andrea Shirey** . . . . . Education and Instruction  
 Ph.D. University of Arkansas-Fayetteville

**Richard Shores** . . . . . Science  
 B.S. Sterling College, M.S., Ph.D. Kansas State University

**Micaela Allison-Shropshire** . . . . . Career Pathways  
 M.Ed., University of Arkansas, Little Rock

**J.D. Shrum** . . . . . Criminal Justice - RTC

**Deirdre Slavik** . . . . . Behavioral Science  
B.A., M.A., Ph.D. University of Arkansas-Fayetteville

**Christina Smith** . . . . . Math/Physics  
B.S., M.S. University of Arkansas-Fayetteville

**Eric Smith** . . . . . Art

**Sheila Smith** . . . . . Business Information  
M.B.A. Alcorn State University

**Jeff Sprott** . . . . . Fire Science  
A.A.S. Garland County Community College, B.S.  
Chadwick University, B.A. Western Illinois University

**Yanik St. Jean** . . . . . Behavioral Science  
M.A. University of Texas-Austin

**Cristy Stamps** . . . . . Computer Information  
B.S.E., M.A.T. University of Arkansas-Fayetteville

**Lynn Stanberry** . . . . . Adult Education  
B.S.E. University of Arkansas-Fayetteville

**Larry Suchy** . . . . . Science  
B.S., M.S. Stephen F. Austin State University

**Evelene Suggs** . . . . . Nursing

**Gregory B. Swango** . . . . . Business Information  
B.S., M.S. Oklahoma State University, C.P.A.

**Robert Swearingen** . . . . . Life and Physical Science  
M.S. Washington State University

**Gail Swisher** . . . . . Nursing  
B.S.N. Northeast Louisiana University, M.S.N.  
University of Alabama

**George Tanner** . . . . . Business Info/SIFE

**Sandy Tedder** . . . . . Science  
B.S.E., M.S.E. Arkansas State University-Jonesboro,  
Ph.D. University of Arkansas-Fayetteville

**Melody Thomas** . . . . . Math/Physics  
B.S. Carroll College, M.A. University of Arkansas-  
Fayetteville

**Joseph Timpe** . . . . . Math & Science  
M.S. University of Illinois-Chicago

**Karen Tinker** . . . . . Behavioral Science  
M.A. University of Arkansas-Little Rock, Ph.D.  
Capella University

**Judith A. Tobler** . . . . . Social Science  
B.A. Michigan State University, M.A. University of  
Arkansas-Fayetteville

**Lindel Townsley** . . . . . Business Information

**Frank Troseth** . . . . . Emeritus/Astronomy  
D.S.C. Colorado School of Mines

**Ellen Turner** . . . . . Life & Physical Science  
M.S. Saint Louis University

**Marc Turner** . . . . . Speech  
M.A. University of Arkansas-Little Rock

**Tracy Vaughan** . . . . . Mathematics  
B.S. Southeastern Oklahoma State University, M.S.  
University of Arkansas-Fayetteville

**Jerry J. Vervack** . . . . . Dean of Social/Behavioral  
Sciences, Legal & Protective Services, Wellness &  
Education Division  
B.A., M.A., Ph.D. University of Arkansas-Fayetteville,  
J.D. California Western School of Law/U. S.  
International University

**David Vinzant** . . . . .Social Science  
MDIV Abilene Christian University

**Jennifer Vincenzo.** . . . .Physical Therapy Assistant  
M.P.H. Southern Connecticut State University

**Natasha Washington.** . . . . . American National  
Government  
M.A. Arkansas State University-Jonesboro

**Rebecca Webb** . . . . .Computer Information  
A.A. Southern Baptist College, B.S., M.S. Arkansas  
State University-Jonesboro

**Kerri Weber** . . . . .Nursing

**Karen S. Weeks** . . . . .Science  
B.S. Southwest Missouri State University, Ph.D.  
University of Arkansas-Fayetteville

**Marjorie Whitmore** . . . . .Mathematics  
B.A. Hendrix College, M.A. University of Arkansas-  
Fayetteville, Ph.D. University of North Texas

**Darney Willis** . . . . . Art  
B.S.E. John Brown University, M.F.A., M.A.  
University of Arkansas-Fayetteville

**Michael Zelin.** . . . . . Math & Science

# NWACC MISSION STATEMENT AND STRATEGIC INITIATIVES

NorthWest Arkansas Community College is a comprehensive, public two-year college that serves and strengthens the community through learning for living.

## Strategic Initiatives

### Our Vision and Values

NorthWest Arkansas Community College intends to be a nationally recognized two-year comprehensive institution that excels in providing community, transfer, and workforce education in a learning-centered environment. In pursuit of this vision, NWACC will:

- Cherish academic, professional and personal integrity;
- Facilitate continuous learning for students and stakeholders;
- Value human resources over other resources;
- Develop the potential of the individual to achieve excellence;
- Anticipate and respond to needs by encouraging innovative ideas and technologies;
- Respect differences and view them as strengths
- Advance knowledge through individual and team challenges.

### Reaching to the future, NWACC has established 5-year initiatives:

NorthWest Arkansas Community College will be a premier educational provider in northwest Arkansas by developing a responsive educational delivery system customized to the needs of learners and receiving organizations.

#### NWACC will:

- Become a primary choice educational provider in northwest Arkansas by developing a responsive educational delivery system customized to the needs of learners and receiving organizations.
- Forge a systematic linkage with K-12 and university partners to achieve “seamlessness” in curriculum, technology, student support and service delivery.
- Provide expanded access to educational opportunities for the population in general, but

especially for under-served learners in all age groups who are disconnected from education by choice or circumstance.

- Enhance partnerships with business and industry through innovative approaches to design and delivery using the principle of co-creation for opportunity.
- Develop into a hub and function as a catalyst for comprehensive regional planning and development encompassing all sectors of the community.
- Build a new image and increase community awareness of programs and services offered through NWACC.
- Align the organizational infrastructure of NWACC with growth through a review of development needs and opportunities, internal capability and resources, additional facilities and changes required to achieve strategic goals.
- Enhance NWACC’s capacity to achieve its initiatives by diversifying its resource base.
- Balance demand for quality services with available resources to manage growth.

**In this Section:**

College Board of Trustees  
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Mr. Alex Vasquez  
serves as Chair of the  
NWACC Board of Trustees.

# BOARD OF TRUSTEES

Members of the Board of Trustees of NorthWest Arkansas Community College are elected by position in groups of three each even year at the general election. Current members are:

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Joan Clifford



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# NORTHWEST ARKANSAS COMMUNITY COLLEGE FOUNDATION 2011-2012

The NorthWest Arkansas Community College (NWACC) Foundation acts as the philanthropic arm of the College by providing innovative funding solutions, advocacy, and service in order to assist the College in meeting its needs.

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Mike Malone, Northwest Arkansas Council  
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# ACCREDITATION AND INSTITUTIONAL MEMBERSHIP

In February 2000, the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Chicago, IL 60602, 312-263-0456, granted NorthWest Arkansas Community College continued accreditation through 2010. In July 2006, NorthWest Arkansas Community College adopted the Higher Learning Commission's Academic Quality Improvement Program (AQIP) accreditation model, which automatically extended the College's full NCA accreditation through 2013.

In addition to institutional accreditation, several of NWACC's programs have received accreditation from professional organizations:

- The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021 (817) 283-2835 [www.coarc.com](http://www.coarc.com).
- The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314 (800) 999-2782 ext. 3245.
- The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation for EMS Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- The EMS Programs are approved through the Arkansas Department of Health, EMS Division, 4815 West Markham, Slot 38, Little Rock, AR 72205-3867, (501) 661-2262.
- The Fire Science Administration and Technology program is accredited by the International Fire Service Accreditation Congress (IFSAC), [www.ifsc.org](http://www.ifsc.org). IFSAC/Oklahoma State University, 1700 West Tyler, Stillwater, OK 74078-8075, (405) 744-8303. IFSAC is recognized by the Council for Higher Education Accreditation (CHEA).

## **Institutional memberships include the following:**

American Association of Community Colleges  
American Association of Community Colleges Trustees  
Arkansas Association Advising Network  
Arkansas Association of Collegiate Registrars and Admission Officers  
Arkansas Association of Developmental Education  
Arkansas Association of Institutional Research  
Arkansas Association of Student Financial Aid Administrators  
Arkansas Association of Two-Year Colleges  
Association of Fundraising Professionals  
College and University Personnel Association  
Council for Advancement and Support of Education  
Council for Resource Development

League of Innovation  
National Academic Advising Association  
National Association of Colleges and University Business Officers  
National Association of International Educators  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Council of Marketing and Public Relations  
National Council for Research and Planning  
National Council for Student Development  
National Institute for Staff and Organizational Development  
International Association of Chiefs of Police  
International Association of Campus Law Enforcement Administrators  
Southwest Association of Student Financial Aid Administrators

# ACADEMIC CONTACTS

## **Academic Success Center**

Email: [pwhitley@nwacc.edu](mailto:pwhitley@nwacc.edu)  
Phone: 479-619-2253  
Web: [www.nwacc.edu/labs/learninglab/index.php](http://www.nwacc.edu/labs/learninglab/index.php)

## **Adult Education**

Email: [adulsted@nwacc.edu](mailto:adulsted@nwacc.edu)  
Phone: 479 986-6911  
Web: [http://www.nwacc.edu/CCE/adult\\_education/index.php](http://www.nwacc.edu/CCE/adult_education/index.php)

## **Health Professions**

Email: [alhealth@nwacc.edu](mailto:alhealth@nwacc.edu)  
Phone: 479-619-4153  
Web: [www.nwacc.edu/academics/health\\_professions](http://www.nwacc.edu/academics/health_professions)

## **Aviation**

Email: [dlohr@nwacc.edu](mailto:dlohr@nwacc.edu)  
Phone: 479-444-3058, Ext. 137  
Web: [www.nwacc.edu/academics/aviation](http://www.nwacc.edu/academics/aviation)

## **Business & Computer Information**

Email: [buscomp@nwacc.edu](mailto:buscomp@nwacc.edu)  
Phone: 479-619-4155  
Web: [www.nwacc.edu/academics/bcis/index.php](http://www.nwacc.edu/academics/bcis/index.php)

## **Communication & Arts**

Email: [commart@nwacc.edu](mailto:commart@nwacc.edu)  
Language Arts & Humanities  
Phone: 470-619-4331  
Performing & Visual Arts  
Phone: 479-619-4157  
Web: [www.nwacc.edu/academics/comarts\\_div/index.php](http://www.nwacc.edu/academics/comarts_div/index.php)

## **Computer Aided Design**

Email: [autocad@nwacc.edu](mailto:autocad@nwacc.edu)  
Phone: 479-619-2262 • 479-986-6914  
Web: [www.nwacc.edu/academics/cad](http://www.nwacc.edu/academics/cad)

## **Distance Learning**

Email: [dl@nwacc.edu](mailto:dl@nwacc.edu)  
Phone: 479-619-4299  
Web: [www.nwacc.edu/disted](http://www.nwacc.edu/disted)

## **Education & Wellness**

Email: [educwell@nwacc.edu](mailto:educwell@nwacc.edu)  
Phone: 479-619-4149 • 479-619-4148  
Web: [www.nwacc.edu](http://www.nwacc.edu)

## **Electronics Technology**

Email: [electron@nwacc.edu](mailto:electron@nwacc.edu)  
Phone: 479-619-4275 • 479-619-4159  
Web: [www.nwacc.edu](http://www.nwacc.edu)

## **Legal and Protective Services**

Email: [socsi@nwacc.edu](mailto:socsi@nwacc.edu)  
Phone: 479-619-4149  
Web: [www.nwacc.edu](http://www.nwacc.edu)

## **Library**

Email: [library@nwacc.edu](mailto:library@nwacc.edu)  
Phone: 479-619-4244  
Web: [www.nwacc.edu/library](http://www.nwacc.edu/library)

## **Personal Enrichment/Professional Development**

E-mail: [cladmissions@nwacc.edu](mailto:cladmissions@nwacc.edu)  
Phone: 479-936-5175

## **Nursing**

Email: [nursing@nwacc.edu](mailto:nursing@nwacc.edu)  
Phone: 479-619-4151  
Web: [www.nwacc.edu/academics/nursing](http://www.nwacc.edu/academics/nursing)

## **Regional Technology Center**

E-mail: [www.nwacc.edu](http://www.nwacc.edu)  
Phone: 479-444-3058

## **Science & Mathematics**

Email: [scimath@nwacc.edu](mailto:scimath@nwacc.edu)  
Mathematics  
Phone: 479-986-6900  
Science  
Phone: 479-619-4159  
Web: [www.nwacc.edu/academics/scimath](http://www.nwacc.edu/academics/scimath)

## **Social & Behavioral Sciences**

Email: [socsi@nwacc.edu](mailto:socsi@nwacc.edu)  
Phone: 479-619-4149  
Web: [www.nwacc.edu](http://www.nwacc.edu)

## **Writing Center**

Email: [write-in@nwacc.edu](mailto:write-in@nwacc.edu)  
Phone: 479-986-6929  
Web: [www.nwacc.edu/academics/english/pages/writingctr.html](http://www.nwacc.edu/academics/english/pages/writingctr.html)

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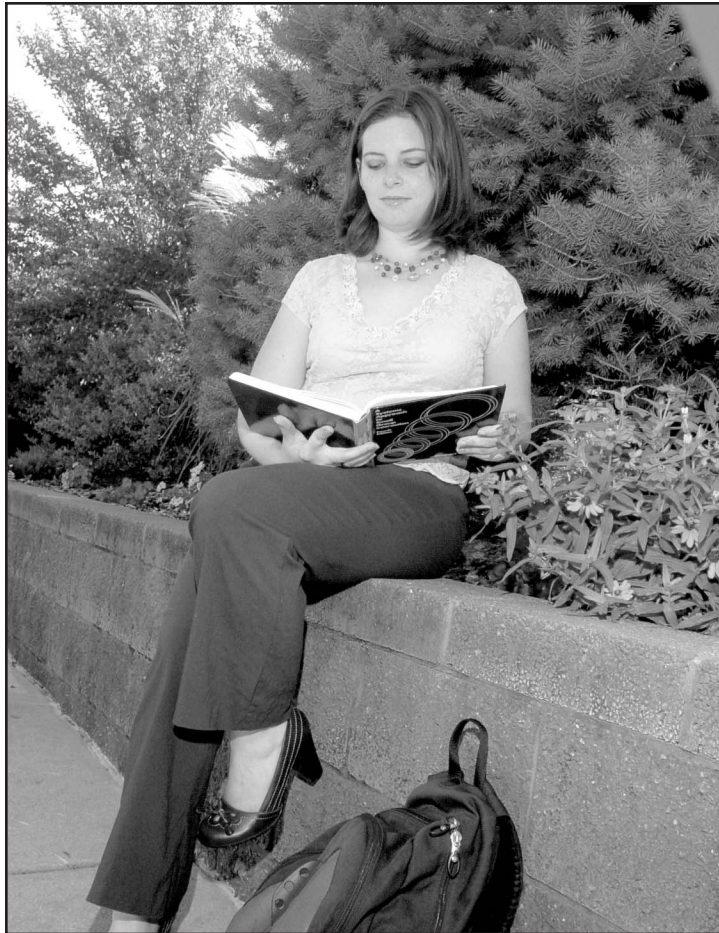
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**IN THIS SECTION:**  
Student Policies and Procedures



## Student/Faculty Responsibilities and Rights

### Facilitation of Learning Environment- Mutual Respect and Responsibility:

A primary factor in Northwest Arkansas Community College preserving its reputation as a high-caliber community of learners is the maintenance of mutual respect between faculty and students and the inherent responsibilities of both. In order to foster this collegial learning environment both faculty and students have rights and responsibilities as spelled out in the following tenets.

### Tenets of Student, Faculty Rights and Responsibilities:

- Students have the right to expect instructors to meet class regularly and to follow the college calendar.
- Faculty have the right to expect students to attend class regularly.
- Students have the right to expect instructors to be prepared and organized for class.
- Faculty have the right to expect students to be equally prepared and organized.
- Students have the right to expect faculty to hold scheduled office hours.
- Faculty have the right to expect students to keep appointments made with the instructor, and to use scheduled office hours as a time to discuss any concerns about the class with the instructor.
- Students have the right to an explanation of the evaluation procedures at the beginning of each course as outlined in the course syllabus.
- Faculty have the right to expect students to acknowledge receipt of the course syllabus and follow the policies and procedures stated therein.
- Students have the responsibility to refrain from using coercion in an effort to gain a higher grade than the grade earned.
- Faculty have the responsibility to use their expertise and professional training to assign grades based on their fairest and best judgment.
- Students have the right to expect faculty to return graded assignments and tests within a reasonable time period.
- Faculty have the right to expect students to turn in assignments and tests on time.
- Students have the responsibility of keeping an

open mind so that they may learn the value of higher education.

- Faculty have the responsibility to model behavior which illustrates the value of higher education.
- Students and faculty have the right to expect respect from one another, and the responsibility to show respect.
- Students and faculty have the right to academic freedom with a free exchange of ideas in the classroom.

## Student Conduct Policies and Procedures

### Student Conduct Violations:

Observation of the preceding tenets should prevent most problems that disrupt a welcoming, conducive environment for learning as well as protect the rights of all participants. However, to further clarify, the following student behaviors and acts, whether intentional or unintentional, are considered detrimental to the mission of a learning-centered postsecondary institution, and are deemed to be "Student Conduct Violations." This is a list of some typical examples, not an all-inclusive inventory of the types of actions that would rise to the level of a student conduct violation.

1. Violations of academic honesty, i.e., cheating and plagiarism.

These violations can result in grading sanctions (see subsequent Academic Honesty section) as well as other disciplinary actions imposed by the Chief Learner Services Officer or the Judicial Committee due process.

2. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled college activities; including public service functions and other authorized activities of the college.

3. Theft, alteration or forgery of college documents, records, or evidence of identification or use of same with intent to defraud.

4. Abuse of any person on college premises, or through college sponsored social media, or at any college-sponsored or supervised event, or conduct that threatens, harasses, or endangers the physical or emotional health or safety of any such person.



5. Theft of or damage to any college property, including game room equipment, or the property of any member of the college community on campus.

6. Deliberate disobedience or failure to comply with directions of college officials acting in proper performance of their duties. This includes requests to appear before the Chief Learner Services Officer or their designee, Judicial Committee, or the Judicial Consultation Team. In addition, it includes requests to desist from specified activities or to leave the campus.

7. Use by any student organization of the college name, or a claim to speak or act on behalf of the college or a college-related organization without due authorization.

8. Disorderly, lewd, indecent, or obscene conduct or language on campus or at a college-sponsored event.

9. Improper or indecent dress, including the failure to wear shoes and/or shirts in campus buildings or on college-owned or controlled property which constitutes a safety or health risk to the college community.

10. Acts against civil or criminal law in instances where the Student Code of Conduct is violated. Violators of public law may be referred to civil authorities for appropriate action and may also be subject to disciplinary action through the NWACC judicial process.

11. Deliberate destruction of, damage to, malicious misuse of, or abuse of college-owned or controlled property.

12. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs, prescription drugs and/or chemicals on college-owned or controlled property or at college-sponsored events.

13. Participation in, or organization of, any unauthorized activity to interrupt the functions of the college.

14. Unauthorized entry to or use of college facilities, including buildings and/or grounds.

15. Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons on college-owned or controlled property or at college-sponsored events.

16. Demonstrations which interfere with the rights of other members of the learning community or with the normal functions of the college.

17. Deliberate creation of a hostile learning

environment for other students, faculty, or administrative staff.

18. Failure to identify oneself upon request of a college official.

19. Drunkenness or being under the influence of drugs on college-owned or controlled property or college-sponsored events.

20. Unauthorized gambling on college-owned or controlled property or college events.

21. Smoking or using tobacco or tobacco like products on college owned or controlled property.

22. Repeated disregard for college parking and/or smoking policies.

23. Sexual harassment of other students, faculty, or staff persons.

24. Violation of the Code of Conduct Governing the use of the internet.

25. Use of roller blades, skate boards, or roller skates on college owned or controlled property.

## **Due Process and Student Conduct Violations**

### **Enforcement and Reporting of Student Conduct Violations**

College representatives, i.e. any administrator, officer, faculty, or staff member of the College can direct students to cease any activities that disrupt the orderly operations of the college or are in direct violation of college policies and/or procedures. At their discretion, any college employee or student can report disruptive actions to the Chief Learner Services Officer for consideration of whether these actions rise to the level of a conduct violation, and if disciplinary actions are appropriate. Conduct violation complaints may be submitted for an individual student, group or organization, or an environment which is considered to disrupt orderly operations. The preferred method of reporting is in writing, but in situations that demand immediate attention, such as an individual who is perceived to be a danger to self or others, an initial verbal report will suffice. The written report should be submitted as soon as possible after the initial verbal report. Reports of conduct violations must be submitted to the Office of Judicial Affairs online Student Conduct Report site.

1. Any college employee or student who witnesses or experiences a student conduct violation or

an environmental disruption may file a complaint.

2. Any college employee or student may report an incident that was relayed to them by a visitor. A detailed description with contact information should be included.

3. Public Safety officials who are called to assist in a disruption must file a report about the incident no later than the end of the next business day.

4. Any staff or faculty who calls Public Safety to assist with a disruption must file a report no later than the end of the next business day.

5. Any staff or faculty who asks a student to leave a classroom or an area of the campus due to disruptive behavior must report the incident.

#### **Office of Judicial Affairs**

The Office of Judicial Affairs will provide assistance with the judicial process for the Complainant and the Respondent. The Director of Judicial Affairs will serve to ensure that due process is followed in student conduct violation proceedings. This office will send notification of a complaint to the Dean of the department that is involved with the incident. The Director of Judicial Affairs will serve as the Chair of the Judicial Committee, but will be a non-voting member.

#### **Disciplinary Actions**

Disciplinary measures shall be applied to any student whose conduct adversely affects the college's pursuit of educational objectives defined as follows:

1. The opportunity of all members of the learning community to pursue educational goals.
2. The maintenance of a learning environment conducive to intellectual and educational development.
3. The protection of college property and the safety, health, and welfare of all members of the learning community.

The decision as to whether a specific student behavior is a conduct violation and the type of disciplinary actions imposed resides with the Chief Learner Services Officer or his/her designee. In cases where multiple complaints have been made against a student, the Chief Learner Services Officer may determine that a hostile environment is being created and disciplinary action may be taken. Types of disciplinary actions/penalties include, but are not limited to the following:

1. Letter of warning.

2. Restitution of college property, denial of certain privileges, or restriction of activities.

3. Mandatory professional counseling.

4. Disciplinary probation which prohibits the student from representing the college or participating in student activities; and subjects the student to immediate suspension if found in violation of prohibited conduct during the period of his/her probation.

5. Suspension – Interruption of the student's educational activities at the college for a definite, stated period.

6. Dismissal – Interrupts and terminates the student's educational activities at the college for a definite period of time. (One (1) semester or more.)

7. Expulsion – Termination of enrollment at the college that is final. The Judicial Committee may review the action at a later time, but not less than two (2) years after the date on which expulsion occurred.

#### **Procedures**

Upon receiving a report of a possible conduct violation, the Chief Learner Services Officer, or designee, shall decide on a course of action to determine the merits of the case. Family Education Rights and Privacy Act (FERPA) will be followed.

1. In the case of a student perceived as a clear and present danger to self or others, the Chief Learner Services Officer is authorized to immediately take appropriate action depending on the situation including, but not limited to, suspension or dismissal of a student, and having that individual escorted from the college campus.

2. The Chief Learner Services Officer may decide on evidence seen or reported if, indeed, a student conduct violation has occurred. In this deliberation, the Chief Learner Services Officer will also gauge whether the activity disrupts the orderly operation of the college and/or impinges upon or invades the rights of others in the college community. If, in the judgment of the Chief Learner Services Officer, a conduct violation has occurred, an appropriate disciplinary action will be imposed. The Chief Learner Services Officer may refer the complaint to the Judicial Consultation Team for an investigation, possible mediation, and recommendation. If the Chief Learner Services Officer questions the recommendation of the Judicial Consultation Team, he/she will refer the complaint to the Vice President of Learning and Learner Support Services whose decision will be final.

A resolution to the complaint must be determined within twelve (12) business days from when the Office of Judicial Affairs received the written complaint.

3. The Chief Learner Services Officer may remand a complaint to the Judicial Committee for determination. Reasons to remand the case to the Judicial Committee which has cross departmental representation include, but is not limited to the following:

- (a) More than one department of the college is involved in the issue.
- (b) A group of students or organization has been implicated.
- (c) The Chief Learner Services Officer or their designee has an association with one of the parties involved that may complicate an impartial judicial process.
- (d) Complicated nature of the case

#### **Judicial Consultation Team**

Composition: This is a team of two (2) to six (6) people who are selected by the Chief Learner Services Officer. At least one (1) member will be faculty. At the discretion of the Chief Learner Services Officer they may investigate, interview, mediate, and recommend disciplinary actions for student behavioral complaints. No member of the Judicial Consultation Team may serve simultaneously on the Judicial Committee as a voting member.

#### **Judicial Committee**

##### **Composition:**

Membership on the Judicial Committee consists of a chairperson and a minimum of eight (8) other faculty/staff members, all appointed by the College President and one (1) student, recommended by the Chief Learner Services Officer. The chairperson will be the Director of Judicial Affairs or their designee and will serve as a non-voting member. At least five (5) voting members must be present to complete a hearing.

##### **Purpose and Jurisdiction:**

The Judicial Committee provides a structured, educational environment for problem resolution and disciplinary actions involving students in the college community. The conduct of the Judicial Committee and related procedures protects students' rights to due process, and provides a forum to appeal decisions of violations and penalties handed down by the Chief

Learner Services Officer related to student misconduct. In hearings before the Judicial Committee, specific rights are assured in the process. These rights include notification of charges, time and date of hearing, an opportunity to present evidence before an impartial committee, examination and rebuttal of all evidence and testimony used to make a decision, and written notice of the committee's decision. Proceedings of the Judicial Committee are protected by FERPA and the Buckley Amendment of 1974.

The jurisdiction of the Judicial Committee includes group and individual cases involving alleged violations of college student policy and regulations, student conduct code violations, student academic dishonesty, and requests for re-admission from suspension due to non-academic reasons.

##### **Submission of Cases to the Committee:**

Referrals of alleged student conduct violations are submitted to the Chief Learner Services Officer. The Chief Learner Services Officer may remand a case to the Judicial Committee. Students also have the right to appeal the findings of violations and disciplinary actions imposed of the Chief Learner Services Officer. In addition, The Judicial Committee also hears appeals of campus parking and traffic citations.

##### **Judicial Committee Due Process:**

The Judicial Committee proceedings facilitate opportunities for learning and behavior change while adhering to basic fundamentals of due process. The following procedural guidelines are established for conducting hearings:

- The person against whom the allegation has been filed or who is filing an appeal (herein called the "Respondent" is notified by the Chair of the Judicial Committee that an allegation has been filed, or that an appeal has been received. It is preferable that allegations are filed within the semester the alleged incident occurred, but at the latest one academic semester (Fall or Spring) after the alleged incident occurred.
  - An allegation or appeal must be filed in writing, and must contain the following information –
    - a.- The cause of the allegation or appeal.
    - b.- The corrective action desired.
    - c.- Sufficient information to justify the allegation or appeal.
  - The Respondent will be invited to a pre-hearing meeting with the Judicial Committee Chair.

The purpose of this meeting is to ensure that the Respondent understands the hearing process.

- A hearing date with the Judicial Committee will be scheduled within twelve (12) business days after the complaint is initially received for fall and spring semesters. During the summer semester, the interim between the receipt of the complaint and hearing date may be extended. Notice of the hearing date and time is given to all affected parties.

- The Respondent and the Complainant (the individual who filed the allegation) must appear in person and present their respective cases to the Judicial Committee. Witnesses may be called.

- The Respondent is entitled to be accompanied by counsel during Judicial Committee hearings. Choice of counsel is left to the Respondent's discretion, and may be a fellow student, an attorney, faculty, staff member, spouse or family member. In case an attorney is chosen as counsel, five (5) working days advance notice must be given to the Chair of the Judicial Committee. Respondent's counsel acts solely as an advisor and/or supporter of the Respondent. As such counsel may not question the Complainant, Respondent, witnesses or members of the Judicial Committee. The Judicial Committee is not a court of law, but rather an educational board discussing internal college issues.

- The Respondent shall be entitled to refuse to answer questions in exercise of his/her Fifth Amendment rights.

- The Respondent shall be entitled to a written decision of the case from the Judicial Committee Chair within five (5) working days following the hearing.

- Upon evaluation of the evidence and information presented before the Judicial Committee, decisions are rendered upon whether (a) a student conduct violation occurred, and, (b) the appropriate type of disciplinary action.

- For those submitting an appeal of the Chief Learner Services Officer's decision on student conduct violations, two (2) decisions are rendered also. The first is if (a) the Judicial Committee determines a student conduct violation indeed occurred, thus either upholding or denying the appeal. The second is the (b) type of disciplinary action applied will be evaluated. Disciplinary actions imposed by the Chief Learner Services Officer can be reduced, upheld, or increased.

### Appeal Process

Either the Respondent or the Complainant may appeal the decision made in a Student Conduct Violation Complaint within five (5) business days of receiving the disposition of the complaint. The appeal request must be made in writing to the Office of Judicial Affairs and must include evidence of prejudice, bias or other impropriety in the course of the hearing.

If an appeal is warranted the case will be heard by the Chief Learner Services Office or the Judicial Committee, whichever entity did not make the original determination.

The appeal procedures will be held within ten (10) business days of the request for an appeal and the determination will be final. The respondent, complainant, and appropriate deans will be notified by the Office of Judicial Affairs of the final determination within two (2) business days after the decision is made.

### Academic Honesty

#### Definition:

Ensuring students understand the core value of academic honesty is an overarching goal of all faculty and staff at NWACC. Academic honesty means students do their own work and do not represent others' work as their own. To help clarify, the following principles defining academic honesty from Charles Lipson's book, *Doing Honest Work in College* (University of Chicago Press, 2004, pg. 3) are provided:

- "When you say you did the work yourself, you actually did it."
- "When you rely on someone else's work, you cite it. When you use their words, you quote them openly and accurately, and you cite them, too."

#### Violations of Academic Honesty:

These are actions which subvert or compromise the integrity of the educational process. Included is any act by which students gain or attempt to gain an academic advantage for themselves or another by misrepresenting their or another's work or by interfering with the completion, submission, or evaluation of another's work. These include, but are not limited to accomplishing or attempting any of the following acts:

1. Any alteration of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.

3. Copying from another student's paper during an examination.

4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.

5. Stealing, buying, or otherwise obtaining information about an examination not yet administered.

6. Any collaboration on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.

7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.

8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.

9. Submitting, without specific permission or the instructor, work that has been previously offered for credit in another course.

10. Sabotage of another student's work.

11. Falsification or forgery of or on any College form or document.

12. Submission of altered or falsified data as experimental data from laboratory projects, survey research, or other field research.

13. Any willful act of dishonesty that interferes with the operation of the academic process.

14. Facilitating or assisting in any act of academic dishonesty.

15. Plagiarism (subsequently defined)

#### Plagiarism:

Plagiarism results when a student presents the words or ideas of someone else as if they were his/her own. If the words of someone other than the writer are reproduced without acknowledgment of the source or if someone else's ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred.

Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying or downloading or buying of information with the intent of passing it off as original with the writer. Intentional plagiarism is a very serious form of academic dishonesty that can lead to suspension from the College. Unintentional plagiarism is the misrepresentation of information through

ignorance or carelessness.

It is the responsibility of all Northwest Arkansas Community College students to understand what plagiarism is, and to learn the proper methods of documentation so as to avoid this form of academic dishonesty.

#### Academic Grading Sanctions Due Process:

When an instructor believes that a student has committed an act of academic dishonesty:

1. The instructor will document clear and convincing evidence that the student has committed an act of academic dishonesty documentation may include:

- Written detailed (date and activity) description of the behavior witnessed by the instructor or other parties.
- Written account of verbal warnings issued in class.
- Copy of the student's work and the plagiarized information or other relevant materials.

2. The instructor will contact his/her immediate supervisor about findings to discuss possible grading sanctions.

3. The instructor will contact the student and request a meeting. The instructor can request that his/her immediate supervisor sit-in on the meeting, providing the instructor informs the student that the supervisor will be present.

4. At the meeting, the faculty member identifies the act and shows the student the evidence accumulated indicating a violation of academic honesty. Also at this meeting, students have the opportunity to offer explanation and their perspectives.

5. Keeping in mind that the goal is to teach the student, the instructor determines at this point the grading sanction most appropriate to the situation. If the instructor decides that the infraction of academic honesty can be handled at the department level, then he or she may choose from the following sanctions:

- 1 Warning and/or admonishment to student
- 2 Revision of assignment, quiz or exam
- 3 Rewrite and/or retest
- 4 Alternative assignment.

If the infraction is significant, the instructor may choose from the following sanctions:

- 5 "F" on the assignment, quiz or exam

6 “Zero” on the assignment, quiz or exam

7 “F” semester grade for the class.

6 If agreement between the student and the instructor is reached on the grading sanction the instructor will fill out the Violation of Academic Honesty form.

a. If one or more of sanctions 1-4 have been chosen, the instructor and student will both sign the form which the instructor will keep with his or her grade book to be submitted to the dean when grades are due, and the situation is considered resolved.

b. If one or more of sanctions 5-7 have been chosen, the instructor and the student will both sign the form, and the instructor will continue with step seven.

7. The instructor notifies his/her immediate supervisor that the matter has been resolved by giving him/her the original signed Violation of Academic Honesty form which will be submitted to the Executive Vice-President for Learning or that the student has refused to sign the form.

8. If the matter cannot be resolved at the meeting between the instructor and student, the student must within 10 working days contact the department chair and/or division dean for a mediation meeting. At said mediation meeting, the department chair and/or division dean weighs carefully both faculty and student perspectives and renders a decision (a) whether a violation of academic honesty occurred and (b) type of grading sanction. The instructor agrees to abide by the department chair and/or division dean's decision. .

9. If the student wishes to appeal the mediation meeting decision, this must be done in writing to the Executive Vice President for Learning. Included in this written appeal should be a synopsis of details/events leading to the appeal and outcome deemed acceptable to the student.

10. At the discretion of the Executive Vice President for Learning, an ad hoc committee to hear the appeal is convened.

11. This ad hoc committee consists of three faculty members. These three members are chosen by the Executive Vice President. The Executive Vice President of Learning will consult with the appealing student to name one faculty member to the committee of the student's choosing.

12. The ad hoc committee reviews the claims of student and instructor along with any evidence presented to determine whether the act constitutes a violation of academic honesty and appropriateness of

grading sanction imposed. Findings and recommendations are reported to the Vice President of Student Learning.

13. After consideration of this information, the Vice President of Student Learning makes a decision and delivers the decision to all parties in writing.

14. If the student disagrees with the decision of the Vice President of Student Learning, he or she may appeal to the Executive Vice President of Learning. The Executive Vice President's decision is final, subject to the approval of the President of the College.

15. If at any step in the process a violation of academic honesty is found then either a copy of the violation of academic honesty form or a memorandum for record is filed in the office of Executive Vice President of Learning detailing the violation and sanction(s) applied.

16. Since violations of academic honesty are also conduct violations, referrals may be made to the Chief Learner Services Officer after grading sanctions are imposed to assess if additional disciplinary actions are warranted.

### **Student Complaint and Grievance Policy**

The purpose of the Student Complaint and Grievance Policy is to provide equitable and orderly processes to resolve complaints and grievances by students at NorthWest Arkansas Community College. A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at NorthWest Arkansas Community College. A complaint is defined as a difference or dispute between a student and a staff member related to services rendered. (Violations of academic honesty are covered by a separate procedure.) An unresolved complaint is raised to the level of a grievance when the student completes and submits a Student Grievance form. The Student Grievance process must be initiated during the semester the alleged incident or issue occurred or the regular academic semester (Fall or Spring) that follows.

### **Student Complaint/Grievance Procedures**

#### **Complaint Resolution**

NWACC encourages students to resolve concerns that affect their college experience as informally as possible. In some cases, students may discuss a concern with the staff member, program coordinator, or Learner Services dean. Often, such concerns can be

resolved informally; however, if resolution is not obtained, he or she should proceed with the Student Complaint and Grievance Procedure outlined below.

Recognizing that students and staff all have rights when differences arise, NorthWest Arkansas Community College sets forth the following complaint and grievance procedure. In some instances, the findings may result in a conclusion that the complaint is not against an employee, but rather an NWACC procedure or process. In this case, an ad hoc committee will be appointed by the department's leadership to determine if those procedures or processes may be improved in order to provide better services for students.

#### **First Step: Complaint Resolution**

First, the student should directly contact the staff member with whom the student has a difference or dispute. Most differences can be resolved at this first step, and students benefit when they learn to advocate for themselves. If the complaint is so serious or controversial that it cannot reasonably be discussed or resolved with the staff member alone, students should seek mediation by contacting the Dean's office and requesting the name of the appropriate coordinator or supervisor, or, in exceptional circumstances at the Dean's discretion, another appropriate mediator to hear the complaint.

#### **Second Step: Department Level Mediation**

The student should contact the appropriate coordinator or supervisor within five (5) working days following the discussion with the staff member or contact with the Dean.

Within ten (10) working days of being contacted by the student, the coordinator, supervisor or mediator will discuss the issue with the student and the staff member involved, either individually or collectively, in an effort to resolve the issue. Every reasonable effort should be made by all parties to resolve the matter at this level. The administrator serving as the mediator will complete a written notification of the complaint and subsequent actions to the Office of Judicial Affairs.

#### **Third Step: Grievance**

If the complaint is still unresolved, the student may complete a written grievance form which can be accessed online under Judicial Affairs within five (5) working days. The student may receive assistance in completing the form at the Learner Services Dean's

office or the Office of Judicial Affairs. The Learner Services Dean's office will notify the Office of Judicial Affairs of the grievance procedures and follow up with subsequent actions taken in response to the grievance. The Student Grievance form must be completed within five (5) working days after the informal mediation session is completed. The Learner Services Vice President will provide the staff member with the student's grievance and the "Staff Response to Grievance" form by the end of the working day following the receipt of the written grievance. The staff member will then have five (5) working days in which to submit to the Dean's office the "Staff Response to Grievance" form. Within ten (10) working days of receipt of the staff response to the student grievance, the Dean will make an inquiry into the merits of the complaint. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the grievance. The Dean will apprise the Vice President of the grievance and all relevant information. The Dean will then make a determination on the case and contact the parties concerned to announce the decision. The Dean will return a written decision to the student who filed the grievance, indicating the resolution with any recommended action. Copies of this decision will be given to the staff member against whom the grievance has been lodged and to the appropriate coordinator or supervisor. If it is deemed that a code of conduct violation or gross misconduct occurred, the Learner Services Vice President will notify the Human Resources department where further action may be taken.

#### **Fourth Step: Appeal**

Either the student staff member may appeal the Dean's decision by making a written request for an appeal to the Vice President for Learner Services within five (5) working days of receipt of the Dean's written disposition of the grievance. The Vice President will determine if the appeal process is warranted by determining if new information is provided or if there is a question of due process. The Vice President may make a determination on the appeal or they may remand the appeal to a five member ad hoc committee of the staff's peers. The Vice President or the Ad Hoc Appeal Committee will meet with the student and staff within ten (10) working days of receipt of the written request for an appeal and will render a written decision to the student or staff against whom the grievance was lodged, the Dean and Vice President within ten (10) working days of the conclusion of those meetings.

**Burden of Proof**

In all cases, the burden of proof rests with the complaining party. The appropriate Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge.

**Extension of Time**

It is important for good relationships that grievances be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement initiated by either party. If either party is unavailable during the intervening months between semesters, the process can be delayed by the Dean until the beginning of the new semester.

**Effect of students or staff member's failure to appeal within time limits**

If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the complaint will be deemed settled on the basis of the last decision rendered.

**Effect of administrative failure to respond within the time limits**

Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

**Public Laws****Policy:**

Students are expected to be familiar with and observe all provisions of federal, state and local laws. Violators of public law may be referred to civil authorities for appropriate action and may be subject to disciplinary action through the Office of the Executive Vice President for Learning or the College Judicial Committee. In general, students who violate federal, state, or local laws while off-campus will not be subject to College jurisdiction unless the clear and distinct interest of the College is involved or affected.

Ordinarily, when such violations occur, the learning community will not intervene and students would be answerable to civil authorities only. A decision that the College's interest is involved or affected by a violation of law will be based upon the relevance of one or more of the following elements:

**The academic integrity of the College is violated.**

The maintenance of the College's program of higher education is jeopardized.

The safety and welfare of persons and/or property in the College community are threatened.

This general policy does not in any way limit the application of more specific provisions pertaining to student conduct.

**Code of Ethical Conduct for Professional Programs****Policy:**

The obligations assumed by those who are entrusted with health and safety of our community transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all NorthWest Arkansas Community College students, persons enrolled in the Allied Health, Nursing, Law Enforcement and other professional programs are required to exhibit conduct, integrity and ethical behavior which reflects their suitability to assume this trust. It is the student's responsibility to carefully review the professional code of ethics and specific program requirements with his/her respective program faculty, and to abide by the ethical standards adopted by that profession.

**Student Discipline Records****Policy:**

A transcript records only information of an academic nature and disciplinary action which denies the student the privilege of continuing in or returning to the College. Other discipline records are kept for five (5) years by the Associate Vice President for Learner Support Services. These are confidential and not made available to otherwise unauthorized persons except upon consent of the student.



The College will abide by all Federal and state regulations regarding the privacy of student records and comply with the Family Education Rights and Privacy Act of 1974 regarding access procedures.

### **Non-Students, Children & Minors on Campus**

#### **Policy:**

Non-students are welcome as visitors on the campus of NorthWest Arkansas Community College for legitimate reasons. However, loitering on campus is not allowed under applicable sections of Arkansas law.

In order to ensure the safety and security of children and minors who are not students at the college and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child or minor unattended at the college. This applies to college buildings, college grounds or any vehicle in the college parking lots.

Whenever children or minors are brought onto college property or into buildings or grounds used by the college, they are to be supervised by a parent or other responsible adult at all times.

Children or minors who are not students at the college are not permitted in college classrooms, the college library, college laboratories or college classrooms or auditoria except to attend performances or events where children or minors are allowed. Exceptions may be made for emergencies at the discretion of the faculty in the classroom or staff member in charge of the particular facility.

College employees may not bring children or minors to their workstations during work hours. Students, faculty and staff are expected to arrange for their personal childcare so as not to involve the college. The college assumes no responsibility for supervision of children or minors of students, staff or faculty or for arranging for childcare.

The college cannot and does not assume any liability for injuries to children or minors while they are on college property.

If any child or minor is found unattended on college property, this will be reported to the college Public Safety Office, the child will be escorted to that office and an attempt will be made by that office to notify the parents of the child or minor.

## **Harassment Policy**

### **1. Purpose**

This policy is established to prevent harassment of the employees and the students of NorthWest Arkansas Community College.

### **2. Policy**

NorthWest Arkansas Community College does not tolerate any form of harassment related to a person's race, color, sex, religion, national origin, age, or disability, whether it is harassment of:

1. an employee by another employee,
2. a student by another student,
3. an employee by a student,
4. a student by an employee,
5. an employee by a non-employee/non-student, or
6. a student by a non-employee/non-student.

It is the goal of this policy to stop harassment before it becomes actionable harassment. Therefore, all unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability is prohibited even though the conduct does not arise to the level of creating a tangible job detriment for an employee being harassed or a tangible educational detriment for a student being harassed.

The College shall take all reasonable steps to stop all forms of harassment brought to the College's attention and to protect the person being harassed from further harassment or retaliation. If an employee or student engages in harassment, he/she will be subject to discipline up to and including termination. If a non employee/non student engages in harassment, then the right of such non employee/non student to come onto College property may be limited or terminated.

It is the express duty of all supervisory employees of the College to report all observed conduct that appears to constitute harassment of an employee or student. However, any employee or student may report harassment.

### **3. Definition**

Harassment is generally defined as any unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability that is offensive, disparaging, or degrading to

the person or which makes the person's work or education environment hostile.

Sexual harassment may include a wide range of behaviors from the actual coercing of sexual relations or favors to the forcing of sexual attention, such as sexist comments or jokes, including verbal, written or physical conduct, on an unwilling person, whether male or female. Harassment does not have to be sexual in nature in order to be sexual harassment if the harassment is based on the person's gender.

Harassment on the basis of race, color, religion, national origin, age, or disability (i.e. all forms of harassment other than sexual harassment) may include, but is not limited to, slurs, jokes, and other verbal, written, or physical conduct.

It is the express policy of NorthWest Arkansas Community College that no person may use internal College mail, U.S. Postal Service mail, any form of express mail, facsimile transmission, e-mail, telephones, College bulletin boards, or the walls of any College office or classroom to communicate, disseminate, or display any form of harassing communication or harassing material.

Students who are enrolled in classes offered through NorthWest Arkansas Community College may be expected to participate and cooperate in classroom, laboratory, clinical, or tutorial situations requiring close proximity or physical contact with other students or instructors. Physical contact may occur in a variety of learning environments such as laboratory or clinical settings that require a student physically to come in contact with an instructor or another student as part of the teaching/learning process. Such required activities will not be considered sexual harassment. Students who may be uncomfortable with specific learning situations are urged to consider which programs or classes they wish to take.

Administrators, counselors and faculty are available for any questions a student may have about a specific learning situation.

#### **4. Information and Training About Harassment**

The College shall make information about this Harassment Policy available to employees and students by publishing the policy in the employee handbook and student handbook and by posting notices throughout the College. Employees and students may also seek advice about whether particular conduct is prohibited by this Policy by posing questions to the Director of Human Resources or the Associate Vice President for

Learner Support Services.

In addition, the College shall hold periodic training sessions with the employees and cover this Harassment Policy in such sessions. Furthermore, the College shall provide specialized training for all supervisory employees on identifying and handling harassment situations.

### **5. Procedure To Resolve Harassment**

#### **A. Introductory Matters**

One purpose of this procedure is to try to solve minor problems before they become serious problems. Therefore, persons who are subjected to unwanted, unwelcome, or offensive behavior which does not rise to the level of harassment as defined above or by law may still use this procedure to get the behavior stopped.

The purpose of this procedure is to determine if the behavior has occurred and, if it has occurred, to arrange for the behavior to stop. However, information obtained from this procedure may be used in a disciplinary proceeding.

For purposes of convenience, the person who complains about harassment shall hereafter be referred to as the "Complainant", and the person about whom the complaint is made shall hereafter be referred to as the "Respondent".

#### **B. Reporting Harassment**

Any form of harassment or suspected harassment may be reported to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Support Services or employees who experience an event of harassment at a time other than standard business hours may report the harassment by phone or in person to the college Public Safety Officer on duty in Burns Hall on the college campus. The college Public Safety Officer who receives such a report shall (1) record information about the event and the identities of the persons involved, (2) take action to stop the event if it is ongoing, and (3) prepare a report for delivery to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Support Services on the next business day.

In order to assure that action is taken quickly to resolve any harassment, the harassment should be reported as soon as possible. A delay in reporting harassment may make it difficult for the College to investigate or resolve the harassment.

### C. Informal Procedure

**Confronting the Harasser:** Anyone who is subjected to harassment or to unwanted, unwelcome, or offensive behavior should (but is not required to) first try to resolve the problem with the person engaging in the harassment or behavior by informing such person that the harassment or behavior is not wanted. If the harassment or behavior continues, then the Complainant should submit a complaint as provided below.

**Mediation Meeting:** After receiving a Complaint as provided below, the Associate Vice President for Learner Support Services or the Director of Human Resources, as the case may be, shall, before beginning an investigation, determine if both the Complainant and the Respondent are willing to engage in mediation. This determination should be made as quickly as possible, and a failure by either party to agree to mediation within one (1) working day of first being contacted about mediation shall be deemed an election not to participate in mediation. If either party is not willing to engage in mediation, then the investigation shall be undertaken.

On the other hand, if both the Complainant and the Respondent are willing to use mediation, the Associate Vice President for Learner Support Services or Director of Human Resources should, within ten (10) working days of receiving the complaint, hold a mediation meeting attended by both the Complainant and the Respondent. The Associate Vice President for Learner Support Services or Director of Human Resources shall assist both parties in reaching an understanding, which resolves the problem with a focus on changing current and future behavior. College counselors and staff trained to help with such problems may be called on to assist with the mediation. The mediation meeting may be adjourned from time to time by the Associate Vice President for Learner Support Services or Director of Human Resources if progress, in the opinion of the Associate Vice President for Learner Support Services or Director of Human Resources, is being made. If the Complainant and the Respondent agree to a resolution of the matter with the concurrence of the Associate Vice President for Learner Support Services or Director of Human Resources, then the procedure ends. If not, then the Associate Vice President for Learner Support Services or Director of Human Resources shall undertake the required investigation.

### D. Formal Procedure

**Complaint:** A Complainant should submit in writing any complaint of harassment or of unwanted, unwelcome, or offensive behavior, which complaint shall be expressed in reasonable terms and shall contain:

- a. The cause for the complaint (i.e. the time, date, possible witnesses, and detailed description of the event).
- b. A reasonable corrective action desired.
- c. Sufficient information upon which to base a decision.

In extenuating circumstances or if the Complainant prefers, the complaint may be verbal, not written. In case of a verbal complaint, the person receiving the complaint shall create a document detailing the complaint.

**Submitting Complaint:** A student Complainant should submit his/her complaint to the Office of the Associate Vice President for Learner Support Services. An employee Complainant should submit his/her complaint to the Office of the Director of Human Resources. A Complainant who is both a student and an employee may submit his/her complaint to either office. In addition, a student or an employee may submit his/her complaint to any supervisory employee of the College, who shall thereafter submit the complaint to the office of the Associate Vice President for Learner Support Services, or the office of the Director of Human Resources, whichever is appropriate. The submitting of a harassment complaint shall not be considered a violation of the chain of command procedure.

**Instruction to Respondent:** Upon the Associate Vice President for Learner Support Services or Director of Human Resources' first contact with the Respondent, the Respondent shall be instructed (1) that if any of the alleged conduct or behavior is ongoing, then it is to end immediately and (2) that no retaliatory action may be taken against the Complainant for filing the complaint.

**Report of Proceedings:** The Associate Vice President for Learner Support Services or Director of Human Resources shall within one (1) working day of receiving a complaint report that fact to the College President. The Associate Vice President for Learner Support Services or Director of Human Resources shall, until a written report on the investigation is submitted, advise the College President every ten (10) working days about the status of the mediation or investigation.

**Investigation:** The Director of Human Resources or the Associate Vice President for Learner Support Services shall act as an investigator unless his/her objectivity is impaired, in which case, the College President may appoint an alternate investigator. The investigator shall interview the Complainant, the Respondent, any witnesses identified by the Complainant and Respondent, and any other persons deemed appropriate by the investigator. The investigator's written report, with appropriate documentation and recommendations, shall be submitted to the College President and shall address the following issues:

- a Whether the Complainant has been subjected to harassment or unwanted, unwelcome, or offensive conduct or behavior.
- b If the conduct or behavior is ongoing, how the conduct or behavior can be stopped.
- c If the conduct or behavior has stopped, whether the conduct or behavior can be expected to reoccur.
- d How the conduct or behavior can be prevented in the future.
- e Whether the matter should be referred to the appropriate person for possible disciplinary action.
- f Anything else that is relevant to the particular case.

**President's Decision:**

Within ten days after receiving the investigator's report, the President shall review the findings as provided herein or designate a Vice President of the College to perform the review. The President or Vice President shall prepare a written statement relating to the investigation and recommendations containing her/his decision and the reasons for the decision. The President's or Vice President's decision shall be considered final.

**6. Disciplinary Action**

If any disciplinary action is taken, it will be taken in accordance with relevant Administrative Procedures. Those are Procedure 2-7-3 for employees and the appropriate procedure in Section 4 for students.

**7. Unfounded Accusations**

The College will not retaliate against any Complainant in a bona fide harassment case even though the accusations are subsequently determined to be unfounded.

**Substance Abuse**

**Policy:**

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on College property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the current catalog, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct.

**Substance Abuse Prevention Programs**

- Alcohol and Drug Education units are included in the course content of several classes offered throughout the College curricula.
- Alcohol and Drug Education material is available at all NWACC classroom facilities for all students, staff and faculty.
- Alcohol and drug policy information is distributed to students on an annual basis.
- Counselors make appropriate referrals to community service providers on a case by case basis.
- Annually, the College observes a drug and alcohol awareness week.

**Alcohol and Drug Prevention Policy**

Illicit drug and alcohol abuse and use in the school or workplace are subjects of immediate concern in our society. These problems are extremely complex and offer no easy solutions. From a safety prospective, the users of drugs and alcohol may impair the well-being of all students, employees and the public at large. Such substance use may also result in damage to College property. Therefore, to comply with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 et seq., and the State of Arkansas \*EO-89-2, it is the

policy of NorthWest Arkansas Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College premises or at any College function is prohibited. The NorthWest Arkansas Community College Alcohol and Drug Policy is consistent with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Any student or employee violating this policy will be subject to discipline up to and including expulsion or termination. The specifics of this policy are:

1. NorthWest Arkansas Community College will not differentiate between drug users and drug sellers. Any student or employee who possesses or in any way transfers a controlled substance to another person or sell or manufactures a controlled substance while on the College premises will be subject to discipline up to and including expulsion or termination.
2. The term “controlled substance” includes any drug listed in 21 U.S.C.A. Section 352 (d) and 812 and other federal or state regulations. Generally these are drugs which have a high potential for abuse including, but not limited to, heroin, marijuana, cocaine, “crack”, amphetamines, barbiturates, LSD, PCP, and “designer drugs” such as “ecstasy” and “ice”. They also include “legal drugs” which are or are not prescribed by a licensed physician.
3. Each employee is required by law to inform NorthWest Arkansas Community College if convicted for violation of any federal or state criminal drug statute when such violation occurred on the College premises. Each employee is required to report such conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. In the case of an employee, NorthWest Arkansas Community College must notify the U.S. government agency with which any contract has been made or from which any grant has been received within ten days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
5. If a student or employee is convicted of

violating any criminal drug statute while engaged by NorthWest Arkansas Community College, he/she will be subject to discipline up to and including termination. Alternatively, the College may require the student to successfully finish a drug abuse program sponsored by an approved private or government institution.

6. Alcoholic beverages shall not be used in any College educational or recreational building.
7. There shall be no use of alcoholic beverages at any and all college functions. College function is defined as a function which any student may freely attend.
8. Alcoholic beverages shall not be used at any College-sponsored student social function. A social function is defined as any event given by or for a College-affiliated organization.

### **Bulletin Board Postings**

#### **Policy:**

Bulletin boards are placed throughout the NorthWest Arkansas Community College buildings. Anyone wishing to post material on bulletin boards or walls should first obtain approval from the Associate Vice President of Learner Support Services and Learner Development or a designated student services administrator.

#### **Procedures:**

1. Anyone wishing to post material on the bulletin boards should bring the posting to the Student Information Center.
2. A designated Learner Support Administrator must approve all materials.
3. All postings will be approved for a designated period (generally 2-3 weeks).
4. Once the material is approved a designated staff member will post on the appropriate bulletin boards at all College locations.
5. The bulletin boards will be monitored to remove outdated information or material that has not received appropriate approval.

### **Canvassing and Solicitation**

#### **Policy:**

No student or group of students may use the name of the College for any publication or activity without the approval from the Office of the Associate Vice

President of Learner Support Services or a designated student services administrator. This applies to printed materials, tickets, posters, advertising and solicitations of any type.

The distribution of handbills, pamphlets and other literature on the grounds or in the buildings of the College is prohibited without the permission of the Executive Vice President of Learning. The Executive Vice President may restrict the time and location of any such distribution and require distributors to collect all discarded literature.

Without prior approval from the Associate Vice President of Learner Support Services, student organizations, clubs, community groups and commercial enterprises may not canvass or solicit students, staff or campus visitors. Such activities, if approved, will be restricted to those public areas specified by the Associate Vice President. For purposes of this policy, the public area is outside the entrance of White Auditorium.

Except as approved by the Executive Vice President, no person, group or organization may solicit students, staff or college visitors for the purpose of selling, promoting or distributing merchandise or service on campus.

### **Smoking/Tobacco Use Policy**

NorthWest Arkansas Community College is dedicated to providing a healthy, comfortable, and productive environment for students, faculty, and staff. In that endeavor the College complies with the State of Arkansas Clean Air Act 734 of 2009, which mandates that smoking will be prohibited on all state-supported college campuses.

1. Effective August 1, 2010, NorthWest Arkansas Community College is a tobacco-free institution. Therefore, smoking or the use of tobacco products is prohibited on all property that is owned, operated or leased by NorthWest Arkansas Community College including all buildings, grounds and inside or on private or commercial vehicles on such property. This prohibition applies to streets and public or private easements that adjoin or cross College property whether highway, municipal, railroad or utility.
2. Buses, vans, and all other College vehicles, regardless of location, are non-smoking and no-tobacco use areas.

3. The authority for enforcement of this policy resides with the College Public Safety Department. Violators will be subject to disciplinary action and/or penalties as prescribed by law.

### **Procedures for smoking and tobacco use violations:**

All persons who witness a smoking or tobacco use violation on campus may report the alleged offense to NWACC's Public Safety department or any NWACC official.

Any person who is convicted of a smoking violation shall be subject to a fine of not less than one hundred dollars and no more than five hundred dollars. Judicial proceedings for smoking violations are under the jurisdiction of the State of Arkansas.

Non-smoking tobacco use violations may result in a \$25 fine. Fines may increase with multiple infractions. Any person receiving a citation for a non-smoking tobacco use violation has the right to appeal if they feel the citation is unjustified. These citation appeals are under the auspices of NWACC's Judicial Committee. The appeal process must be initiated within 10 business days of the date of the citation issue. To initiate an appeal for a non-smoking tobacco use violation: Provide name, contact information, date of citation, and explanation of why the citation is unjust to Dale Montgomery, Director of Co-Curricular and Judicial Affairs, 479-619-4234, [dmontgom@nwacc.edu](mailto:dmontgom@nwacc.edu), Student Center 224, fax 479-619-4346.

### **Inclement Weather or Emergency Closing and Cancellation Policy \_\_126**

Closing the College administrative offices, canceling or rescheduling classes may be necessary from time to time due to inclement weather and/or response to emergencies at the College. Decisions on any closings, cancellations or rescheduling shall be made by the NWACC President or the President's designee.

#### **Inclement Weather**

The policy that follows immediately below applies to NWACC classes, offices and activities at the following locations:

- Bentonville Campus
- College at the Crossing
- Adult Education Center
- Washington County Center

- Fayetteville Corporate Learning
- Regional Technology Center
- The Jones Trust Center
- The Center for Nonprofits at St. Mary's
- All other NWACC classes, offices and activities except for the Early College Experience (ECE) classes.

See the separate policy on the following page that applies to the Early College Experience (ECE) classes.

Announcements of decisions to close and/or open and/or change class or office hours will normally be made at approximately 5:30 a.m. for daytime activities and 2:00 p.m. for evening activities through the local media and on the Student Information Line (479-619-4377), the Staff Information Line (479-619-4343), and on the College home page at [www.nwacc.edu](http://www.nwacc.edu). The announcement will also be sent to students and employees who have signed up for the NWACC emergency text message notification system and by email to students and employees. If necessary, due to impending inclement weather, decisions to close offices, cancel classes or change hours may be made at any time.

Unless announced otherwise, NWACC will be open at the regularly scheduled times.

This policy may differ from inclement weather policies of local public school districts because:

1. NWACC does not bus students, as do the public schools;
2. The College has evening classes, but the public schools normally do not;
3. NWACC classes may be canceled, but the College administrative office may be open.

Due to the fact that NWACC has some unique situations to consider, decisions to open and close the College have to be made based on the needs of the College district and cannot necessarily correspond with decisions of local public schools or other area entities.

Should NWACC have to close or delay opening one location (i.e., Bentonville, Bella Vista or WCC) because of weather, all locations will close or delay opening. Only designated essential NWACC personnel should report to work when the College is closed. No other employees should enter any buildings when the College is closed. Students and employees are encouraged to make decisions regarding reporting to class or to their respective work stations based upon their own individual set of circumstances. The College values the safety of each individual and expects that people will take responsibility for safeguarding their

own welfare.

The policy that follows applies to NWACC Early College Experience (ECE) Career and Technical Classes only.

The decision to cancel any NWACC ECE Career and Technical class for inclement weather will correspond to the closing of the facility identified for each NWACC ECE

Career and Technical class site location listed below.

ECE Career & Technical Class Site  
Location

Corresponding Facility  
Criminal Justice @ Siloam Springs High School

Siloam Springs Public Schools  
Cosmetology@ CAHD-Siloam  
Contact Siloam Springs CAHD

Medical @ Regional Technology Center NWACC  
NWACC

Cosmetology@ PMofAR-Fayetteville  
Fayetteville Public Schools

Automotive & Collision @ Northwest  
Technical Institute  
Springdale Public Schools

Cosmetology@ CAHD-Springdale  
Contact Springdale CAHD

Criminal Justice@ Annex  
Rogers Public Schools

Culinary@ Non-Profit  
NWACC  
Cosmetology@ CAHD-Rogers  
Contact Rogers CAHD

Should weather conditions necessitate class cancellation, students and parents will be notified by announcements over area television and radio stations located in NWA. Each NWACC ECE Career and Technical site may not be listed separately. We expect and encourage students and their parents to use their own good judgment in making the decision about whether to drive or be transported on local roads

during inclement weather. Therefore, the NWACC ECE Career and Technical students will be given an excused absence if their home school has cancelled classes for inclement weather for the day and they decide it is unsafe for them to attend a class that has not been cancelled.

#### **Inclement Weather Payroll and Leave Policy**

If the College officially closes due to weather related conditions that decision shall state the hours or days the College shall remain closed. College employees shall be granted Administrative Leave for their normal work hours during the period the College is officially closed. Administrative Leave time does not affect the employees' vacation, comprehensive time or sick leave bank.

If the College opens at the normal start time or a late start time during an inclement weather event, employees are encouraged to make their own decisions regarding whether or not they attempt to come to work. If employees arrive at the official normal start time or the official late start time, they shall be given credit for a full day's attendance. Employees arriving after this time shall be charged the full amount of time involved in the tardiness, and employees not coming to work at all shall be charged a full day's absence. The hours charged shall come from the employees' vacation bank.

If the College officially closes during regular College hours due to inclement weather, employees who are allowed to leave early shall be granted Administrative Leave for this time.

#### **Emergencies**

The NWACC President may decide to close offices, cancel or alter the schedule of classes at any or all locations due to an emergency. If this decision is made media will be notified and college employees will be notified via local media outlets and the NWACC emergency text message notification system.

#### **Internet Acceptable Use Policy**

The Following Internet Acceptable Use Policy Applies to the Faculty, Staff,

Students and Guests of NorthWest Arkansas Community College.

##### **1. Introduction**

NWACC provides its faculty, staff, students and guests (hereafter referred to as constituencies and/or users) with technology resources and a local area network with access to the Internet. The purpose of these technologies is to: a) enhance the programs and

services provided by NWACC, b) conduct NWACC business, c) support NWACC projects, and d) ensure that all constituencies are equipped with the necessary tools for communication, research, collaboration, and other tasks required to fulfill their obligations. Each constituent is expected to use accounts and resources for these purposes.

- Currently, NWACC users are provided adequate resources for Internet connectivity. Constituencies rely on this connectivity in order to adequately perform their duties and responsibilities.
- All NWACC constituencies must carefully review and adhere to these Internet acceptable use guidelines.

#### **2. Appropriate Use of Technology**

##### **2.1. Technology as a required resource and privilege**

Appropriate uses of technology include:

- Academic uses such as; class preparation, research, accessing library resources, etc.
- Accessing the Internet for duty related research and information gathering;
- Utility and applications software that accomplish tasks and fulfill task functions;
- Communication and collaboration between constituencies and/or other appropriate entities;
- Access to the Internet for up-to-date information published by NWACC, other state agencies, and various other providers of information that may be necessary in order to complete tasks;
- Activities or projects that support professional activities of constituencies (i.e., electronic calendars, electronic scheduling of meetings, electronic prioritizing of tasks, using project management software, keeping electronic address books, and completion of work related forms electronically)

##### **2.2. Privacy of Information**

NWACC reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communications, and therefore, users should have no expectation of privacy in the use of these resources.

- The college will not monitor e-mail



transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages.

- Messages may be monitored during the course of investigations of illegal activity.
- The college will not provide third parties with access to stored electronic messages without the written consent of the sender and recipient except in special circumstances, such as investigating illegal activity or misuse of the system, or resolving a technical problem.

### 2.3. Governor's Policy Directive

Governor's Policy Directive GPD-5, 1997 clearly states that... "Use of any and all State-owned equipment and supplies shall be restricted to official state use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal."

### 2.4. User Restrictions

NWACC constituencies will not excessively use the college network, computer systems, and servers including access to the use of the Internet and other information resources during regular office hours for college business. Limited personal use of these resources is allowed during breaks and lunch time, or to address critical personal matters. Only games that are part of the workstation's operating system will be permitted to be used during normal break times and only without sound features activated.

### 2.5. Unacceptable Uses

The following general uses are prohibited:

- Interference with the security or operation of the computer systems;
- Vandalizing equipment, software, or hardware;
- Attempting to alter or gain access to unauthorized files or systems;
- Using technology in a way that interferes with work obligations;
- Violating the rights of others by publishing or displaying any information that is defamatory, obscene, known to be inaccurate or false, profane, or threatening.
- It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:
- Violates or infringes on the rights of any other

- person, including the right to privacy;
  - Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
  - Inhibits other users from using the system or the efficiency of the computer systems;
  - Encourages the use of controlled substances or uses the system for the purpose of criminal intent;
  - Uses the system for any other illegal purpose.
  - It is also unacceptable for a user to use the facilities and capabilities of the system to:
  - Knowingly transmit material, information, or software in violation of any local, state or federal law;
  - Conduct any non-governmental-related fund raising or public relations activities;
  - Engage in any activity for personal financial gain, such as buying or selling of commodities or services with a profit motive;
  - View, download or send pornographic or other obscene materials;
  - Visit and/or participate in chat rooms not designed for professional interactions specifically related to one's tasks;
  - Endanger productivity of NWACC.
- ### 3. Electronic Mail (E-mail)

E-mail is considered network activity and as such is subject to all policies regarding acceptable/unacceptable uses of the Internet. The user should not consider e-mail to be either private or secure.

#### 3.1. Purpose of E-mail

Electronic mail is provided to support open communication and the exchange of information between constituents and other authorized users that have access to a network. This communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at NWACC.

#### 3.2. E-mail Guidelines

Each NWACC faculty, staff and student is given an E-mail account. It is the responsibility of the individual to use their account in accordance with established guidelines and in such a way that does not interfere with their duties and assignments.

Specifically prohibited in the use of e-mail is:

- Any activity covered by inappropriate use statements included in this policy;
- Sending / forwarding chain letters, viruses, hoaxes, etc. (aka, malware);
- Sending, forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses;
- Use of abusive or profane language in messages;
- Submitting any large, unnecessary mail attachments;
- Use that reflects non-professional image of NWACC.

### 3.3. E-mail Storage

Users should move important information from E-mail message files to shared folders and drives to ensure proper backup. Messages no longer needed must be periodically purged from personal storage areas. Technical support will monitor storage usage and advise when limits are reached and purging is required.

## 4. Internet

### 4.1. Purpose of Internet Access

The Internet provides a wealth of information useful for educational purposes. With Internet access a constituent of NWACC can utilize the many research and resource tools available online. These tools can aid in preparing reports or projects required by the agency. All NWACC constituencies may access the Internet and other information resources and services at any time that in the judgment of the user, such access and use will benefit NWACC programs, assignments and services.

### 4.2. Internet Access Guidelines

When online, all users should abide by conventional etiquette guidelines developed for the Internet ('netiquette').

### 4.3. Appropriate Use of Web Access

Constituencies are responsible for making sure they use this access correctly and wisely. NWACC employees should not allow Internet use to interfere with their job duties.

#### Acceptable uses include:

- Access to and distribution of information that is in direct support of the business of NWACC.
- Providing and simplifying communications with other state agencies, school districts and citizens of Arkansas;
- Communication of information related to

professional development or to remain current on topics of general NWACC interest;

- Announcement of new laws, rules, or regulations;
- Encouraging collaborative projects and sharing of resources.

#### Inappropriate uses of web access include, but are not limited to:

- Viewing, downloading or sending pornographic or other obscene materials;
  - "Surfing" the Web for inordinate amounts of time;
  - Otherwise endangering productivity of NWACC.
  - Purposes which violates a Federal or Arkansas law;
  - Dissemination or printing copyrighted materials (including articles and software) in violation of copyright laws.
5. Appropriate Network Use and User

## Accounts Guidelines

Use of the state's Internet connection and E-mail resources is a privilege and it is expected that all constituencies abide by acceptable user guidelines. Appropriate network and user account guidelines include:

- NWACC constituencies will only access those computer accounts which have been authorized for their use and must identify computing work with their own names or other approved IDs so that responsibility for the work can be determined and users can be contacted in unusual situations.
- NWACC constituencies will use accounts for authorized purposes. This policy shall not prevent informal communication, but accounts will not be used for private consulting or personal gain.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files and documents to always remain private.
- Users are encouraged to maximize the use of the technologies covered under this user policy to reduce the cost of postage, letters, reports, etc.

## 6. Copyright Guidelines

### 6.1. Purpose of Software Availability

NWACC provides utility and application software that enhances the efficiency and productivity of its users. NWACC constituencies must honor copyright laws regarding protected commercial software used at the college.

#### 6.2. Compliance with Copyright Laws

- Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks or Internet, or to alter the content of the software, unless permission has been granted under the license agreement.
- Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law.
- Unauthorized use of copyrighted materials or another person's original writing is considered copyright infringement.
- Any user that copies and distributes software in any form for any purpose should do so only on the authority of the user's immediate supervisor.
- Each user is responsible for observing all local, state, federal laws, especially in regard to copyright laws. The college will not be responsible for the cost of any legal action taken against any user that violates such laws regardless of the situation or the intent or purpose of the user.
- All constituencies that use software owned by NWACC or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.

#### 7. Enforcement and Penalties

NWACC faculty, staff, students and guests are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

- Suspension or usage restrictions of Internet service and email/messaging services.
- Internal disciplinary measures, including suspension and/or discharge.
- Initiation of criminal or civil action, if appropriate.

#### 2011-2012 Parking Policy

In accordance with A.C.A. 25-17-307 and the Board of Trustees, NWACC has the authority to establish rules and regulations for the registration, operation, and parking of all vehicles including fines and penalties. The established rules and regulations are binding on all employees, students and all others

utilizing any and all lands owned or controlled by NWACC. The established rules, regulations, and procedures for enforcement are published annually for review.

#### Regulations and Procedures

A. NorthWest Arkansas Community College (NWACC) strives to provide adequate parking for students, employees, and visitors. Automobiles, trucks, motorcycles and motor scooters are considered motor vehicles and their operators are required to comply with all college parking and traffic regulations as well as state and municipal laws while on campus. Failure to comply may result in the issuance of a citation, immobilization and/or towing of the vehicle. Individuals receiving citations may file an appeal to the Chairperson of the Judicial Committee.

1. Students – Students must pick up a parking hangtag or decal which will be valid for an academic year. Hangtag distribution locations will be announced prior to the beginning of each semester. The hangtag or decal must be displayed on any vehicle parked on the campus. Loss of hangtags must be verified by the Department of Public Safety and will be replaced for a fee.

2. Employees – Employees must complete an on-line application for a parking hangtag or decal prior to the beginning of each academic year to authorize payroll deduction for the hangtag. Forms are located on the college website. Those desiring to pay cash for the hangtag may do so at the Cashier's Office. The hangtag or decal is issued to the individual and must be displayed on any vehicle parked on campus. Full-time employees also have the option of purchasing a reserved parking space in the parking garage or surface area. Loss of hangtags must be verified by the Department of Public Safety and be replaced for a fee. Replacement hangtags must be paid for at the Cashier's Office and picked up at the Department of Public Safety or Operations Offices.

#### B. Parking Areas

Some areas and spaces are posted to indicate restricted parking as marked. All vehicles parked in restricted areas and spaces must conform to the posted restrictions or obtain special permission from the Department of Public Safety (DPS) for any exception. Restricted parking areas and reserved and numbered spaces are enforced at all times.

1. Student - Student parking is available in designated student parking areas at each NWACC facility, and all levels of the parking garage other than

those spaces designated as handicapped, reserved/numbered, visitor, or service vehicle.

### 2. Employees

Employees parking areas will be designated on the surface parking lots for each NWACC facility. Employees reserved parking will also be designated in surface parking areas and the parking garage. Employees may park in the surface student parking areas when their parking areas are full. On the rare occasion that all spaces in the surface parking areas are full, employees may park in the overflow parking lots or as a last resort the parking garage; however, the Department of Public Safety must be notified immediately if an employee parks in the garage.

### 3. Visitors

Visitors may park in any designated visitor parking area or any student parking area. Limited time parking for visitors will be in the circle drive in front of Burns Hall. Visitors may obtain a visitor's hangtag, at no cost, at the Department of Public Safety office. Event planners may secure temporary parking permits for non-employee or student groups and mail those permits to participants prior to the event. Currently enrolled students or employees are NOT considered visitors.

### 4. Service/Vendor Vehicles

Vendor or service vehicles will have a designated parking area.

### 5. Disability Accessible Parking

Disability accessible parking will be located in the most convenient building access areas and the parking garage. State issued handicapped placards or tags as well as NWACC-issued hangtags are required and both must be visible.

### 6. Motorcycle Parking

Motorcycle and/or scooters will park in designated areas only and require a NWACC issued decal.

### C. Campus Parking and Traffic Regulations

The speed limit on campus is 10 mph. Parking and traffic laws and regulations are enforced by Department of Public Safety officers at all times. These rules and regulations are designed to provide orderly parking for students, employees and visitors, to ensure emergency access to campus facilities, and provide a safe environment for all.

### D. Citations

Failure to comply with campus parking and traffic regulations may result in the issuance of a citation. Each citation, except an "unauthorized parking in disability accessible space" citation, has a corresponding

fine from \$25 to \$50. Subsequent violations by the same individual may result in an amount double the initial fine.\*\* All fines must be paid or an appeal filed within ten (10) business days of issuance. Some violations may be handled under State statutes in District Court.

Violations for which drivers may receive citations include but are not limited to the following:

#### \$25.00 Fines

- Parking in employee designated space without valid hang tag
- Parking in parking garage without valid hang tag
- Unauthorized parking in a visitor only or limited-time space without a valid hangtag
- Parking without a valid hangtag
- Parking on the lawn
- Parking in crosswalks
- Parking motorcycle in non-designated space
- Parking in Police parking only
- Parking over the line
- Parking in a non-designated area
- Backing into parking spaces in the Parking Garage only, except for motorcycles
- Failure to yield right of way
- Failure to obey traffic control device
- Speeding

#### \$50.00 Fine plus possible towing expense

- Parking in a manner that impedes traffic flow
- Hazardous driving
- Parking in fire lane or by fire hydrant
- Parking in reserved space without valid hang tag

#### \$100.00 Fine plus possible towing expense

- Unauthorized parking in disability accessible parking space

\*\*Other fines or sanctions will be determined by the Judicial Committee.

### E. Vehicle Towing/Immobilization

NWACC reserves the right to tow/immobilize any vehicle on college owned or controlled property without a current parking hangtag, vehicles parked in numbered reserved parking spaces without appropriate hangtag, vehicles parked in a fire lane or by a fire

hydrant, or vehicles parked in disability accessible parking spaces without appropriate hangtag and/or license plate. Vehicles may also be towed if parked so as to impede the access of emergency vehicles or where causing a traffic or pedestrian hazard or as deemed necessary by college officials. Any person whose vehicle is towed or immobilized should see the Public Safety Office in Burns Hall for information. Drivers and/or owners of towed vehicles will be responsible for towing and/or storage charges where applicable.

#### **F. Citation Appeal Process**

Anyone receiving tickets/citations issued by NWACC's Department of Public Safety has the right to appeal if they feel the citation is unjustified. Citation appeals are administered under the auspices of NWACC's Judicial Committee. The appeal process must be initiated within ten (10) working days of the date of the ticket issue. To initiate the process, an online appeal form must be completed. The appeal form is located on NWACC's website on the Department of Public Safety page.

The Chair of the Judicial Committee will give notice of the date, time, and location that the Parking Citation Appeal Committee will meet. The committee will meet within twelve (12) working days of the receipt of the appeal. The person appealing will be given the opportunity to appear in person at the meeting to state their case, but a personal appearance is not mandatory. After the determination is made, the Chair of the Judicial Committee will notify the person appealing of the outcome.

If payment is due, it must be made within ten (10) working days of the appeal notice outcome. If the fine is not paid on time a hold will be placed on the person's account and they will be unable to get grades, transcripts, have their records sent to another college/graduate school or purchase a future hangtag until payment is received.

Anyone may choose to appeal the determination made by the administrative review of the Parking Citation Appeal Committee. They may file an appeal with the Bentonville District Court. Court costs or additional fines may be incurred. A written request must be made to the District Court asking for the matter to be set for trial within thirty (30) days of receiving the citation.

## **Community Resource Directory**

### **Alcohol & Substance Abuse Treatment**

Alcoholics Anonymous of NW Arkansas  
218 W. Cherry St.  
Rogers, AR 72756  
24 Hour Answering Service (479) 878-2730  
<http://www.nwarkaa.org/>

Decision Point  
Bentonville  
602 N. Walton Blvd.  
Bentonville, AR 72712  
(479) 464-1060  
After Hours: (479) 381- 4549

Ozark Guidance Center  
Bentonville  
2508 SE 20th St.  
Bentonville, AR 72712  
(479) 273-9088

Springdale Treatment Center / Riverwood Group,  
LLC  
1400 Meeshow Drive, Suite A  
Springdale, AR 72762  
(479) 306-4480  
<http://springdale.methadonetreatmentcenter.com>  
Debt Counseling

CCOA (Credit Counseling of Arkansas)  
Bentonville/ Rogers  
1732 Moberly Lane, Suite A  
(479) 271-8866  
Springdale  
614 E. Emma, Suite 235  
(479) 872-8877  
Fayetteville  
1111 E. Zion Rd.  
(479) 521-8877  
<http://www.ccoacares.com/ccoacares/>

**Disabilities Resources**

ADA (American Disabilities Act)  
 113 West Mountain  
 Fayetteville, AR 72701  
 ADA Information line: (800) 514-0301 / TTY  
 (800) 514-0383  
<http://www.ada.gov/>

Adult Developmental Center  
 1906 Town West Drive  
 Rogers, AR 72757  
 (479) 636-5082  
<http://www.adcnwa.org/>

**Domestic Violence/Sexual Assault**

NWA Women's Shelter  
 1639 N. Arkansas St.  
 Rogers, AR 72756  
 (479) 246-9999  
 24-Hour Crisis Line: 479-246-9999 / 800-775-9011  
<http://nwawomensshelter.org/>

Restoration Village (Restoration Ministries, Inc.)  
 2215 Little Flock Drive  
 Rogers, AR 72756  
 (479) 631-7345  
<http://restorationvillage.net/index.html>

Northwest Arkansas Rape Crisis, Inc.  
 614 E. Emma Suite 247  
 Springdale, AR 72764  
 (479) 927-1020  
 Hotline: 479-927-1020 or 800-794-4175  
<http://www.nwarapecrisis.com>

**Food Pantries/Emergency Needs**

Arkansas Dept of Human Services Local Office  
 900 SE 13th Ct  
 Bentonville, AR 72712  
 (479) 279-9011 (800) 482-8988 Fax: (479)273-9055  
  
<http://www.arkansas.gov/dhs/homepage.html>

Helping Hands  
 320 Airport Rd  
 Bentonville, AR 72712  
 (479) 273-2511  
<http://www.helpinghandsnwa.org/>

Northwest Arkansas Food Bank  
 1378 June Self Drive  
 Bethel Heights, AR 72764  
 (479) 872-8774  
<http://www.nwafoodbank.org/>

Samaritan Community Center  
 Rogers  
 1211 West Hudson Rd.  
 Rogers, AR 72756  
 (479) 636-4198  
 Springdale  
 1300 N. Thompson Ave. Suite G  
 Springdale, AR 72762  
 (479) 636-4198  
<http://www.samcc.org/>

**Health Services**

Community Clinic  
 Rogers Medical  
 1114 West Poplar  
 Rogers, AR 72756  
 (479) 636-9235

Rogers Dental  
 3710 Southern Hill Blvd.  
 Rogers, AR 72758  
 (479) 936-8600

Springdale Medical & Dental  
 614 East Emma Suite 300  
 Springdale, AR 72764  
 (479) 751-7417  
<http://www.communityclinicnwa.org/>

Northwest Arkansas Free Health Center  
 10 South College Ave  
 Fayetteville, AR 72702  
 (479) 444-7548  
<http://www.nwafreehealthcenter.org/contact.htm>

**Mental Health Counseling**

Ozark Guidance Center  
 Bentonville  
 2508 SE 20th St.  
 Bentonville, AR 72712  
 (479) 273-9088

Springdale  
 2400 SE 20th St.  
 Springdale, AR 72762  
 (479) 750-2020  
<http://www.ozarkguidance.org/>

Vista Health  
 Fayetteville  
 3352 N. Futral  
 Fayetteville, AR 72703  
 (479) 443-7105  
<http://www.vistahealthservices.com/>

Bentonville  
 2003 SE Walton Blvd.  
 Bentonville, AR 72712  
 (479) 464-5955

**Stop Smoking**

Arkansas Dept of Health  
 1-800-Quit-Now  
<http://www.stampoutsmoking.com/resources.html>

**Suicide Prevention**

Arkansas Crisis Center  
 614 E. Emma Ave. Suite 213  
 Springdale, AR 72764

1-888-CRISIS2 (274-7472)  
<http://www.arcrisis.org/>

National Suicide Prevention Hotline:  
<http://www.suicidepreventionlifeline.org/>

**Veteran Resources**

Veterans Health Care System of the Ozarks-US  
 Department of Veterans Affairs  
 1100 N. College Ave  
 Fayetteville, AR 72703  
 (479) 443-4301

1.800.691.8387  
 Open 24 hours -7 days  
<http://www.fayettevillear.va.gov/>  
<http://arkansasveteran.com/>

\* For additional resources not found in our student handbook, please stop by the Student Information Desk located in the Student Center lobby.

## **Affirmative Action Policy**

Under Executive Order 11246 as amended, all education institutions with federal contracts totaling \$50,000 or more and having fifty or more employees must have a written Affirmative Action Plan, documenting good faith efforts to end discriminatory practices in employment. The NWACC Affirmative Action Plan is recorded in the Board Policy Manual, and copies are available.

The College recognizes several other pieces of federal legislation which prohibit discrimination. These include Title VI of the Civil Rights Act of 1964, which prohibits discrimination against students or others on the grounds of race, color, or national origin in all institutions receiving federal monies by way of a grant, loan, or contract; Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination in employment (including hiring, upgrading salaries, fringe benefits and other conditions of employment) on the basis of race, color, religion, national origin, or sex, in all institutions with fifteen or more employees; the Equal Pay Act of 1963 as amended, which prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex for employees in all institutions; Title IX of the Education Amendments of 1972 (Higher Education Act) which affects many issues dealing directly with students, i.e., admissions, financial aid, and which provides that no person shall be discriminated against because of sex in any education program or activity that receives financial assistance. It is the policy of NorthWest Arkansas Community College that no student or staff member may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. NWACC does not condone racial discrimination in any activities conducted upon College premises. Members of the faculty are requested to be sensitive to this issue, when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments and assigning student work. The College faculty, administration and staff are committed to providing an equal educational opportunity for all students.

## **Notice of Non-Discrimination**

NorthWest Arkansas Community College is committed to a policy of nondiscrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, national origin, handicap or veteran status. The Administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX and Section 504 of the Disabilities Act, contact the Division Director of Enrollment Management, NorthWest Arkansas Community College, One College Drive, Bentonville, AR 72712, (479) 619-4109.

## **Noticia de la poliza de no discriminacion**

NorthWest Arkansas Community College esta comprometido a una poliza de no discriminar en cuanto al acceso de todas personas al la educacion y a la oportunidad de empleo no obstante su sexo, raza, edad, religion, color, origen nacional, esabilidad o estado de veterano. La administracion de NWACC estiende todavla mass u compromise al cumplimiento y la impementacion de las leyes y reglamentos federales, estatales, y locales como estipulado en el Tltulo IX, Seccion 504 del Acto de Rehabilitacion y del Acto de los Americanos con Desabilidades. Para asistencia e informacion sobre estos asuntos, puede contactar la oficina del Associate Vice-presidente de Servicios Estdiantiles, NorthWest Arkansas Community College, One College Drive, Bentonville, AR 72712, (501) 619-4132 or Director, Office of Civil Rights, HHS, Washington, D.C.I 20201.

## **Publication Statement**

The provisions of this publication are not to be regarded as a contract between the student and NorthWest Arkansas Community College. The College reserves the right to change any provisions or requirements when such actions will serve the interest of the College or its students.

Policies and procedures set forth by this catalog pertain to all NorthWest Arkansas Community College.





**NWACC**  
NORTHWEST ARKANSAS  
COMMUNITY COLLEGE

One College Drive  
Bentonville, AR 72714