



# NWACC

NORTHWEST ARKANSAS  
COMMUNITY COLLEGE

PRESENTED BY



## COURSE CATALOG // 2015 – 2016

# COURSE CATALOG // 2015–2016

MAXIMIZE POTENTIAL. EXCEED EXPECTATIONS.

This catalog presents policies and procedures current at the time the catalog went to press however, because all policies and procedures are necessarily subject to a continuing evaluation process, the College reserves the right to make appropriate revisions at any time and without prior notice. This catalog does not constitute a contractual agreement between the College and the student. Please refer to the online version of this document for the most up-to-date information.

Students who enter NWACC in the academic year of this catalog generally may expect to follow the graduation requirements set forth in this catalog. Since the College reserves the right to change graduation requirements, students should meet with their College advisor regularly to be certain they are aware of any changes in graduation requirements. The current and historical catalogs are available online at [http://www.nwacc.edu/web/degree\\_plans/](http://www.nwacc.edu/web/degree_plans/).

## NORTHWEST ARKANSAS COMMUNITY COLLEGE

One College Drive | Bentonville, AR 72712  
479.636.9222 | [nwacc.edu](http://nwacc.edu)

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## 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.

## Statement of Non-Discrimination

Recognition of and respect for the dignity of each human being are central to our mission of learning for living. Discrimination, harassment, or any other conduct that diminishes the worth of a person is incompatible with our fundamental goal of serving and strengthening the community.

NorthWest Arkansas Community College (NWACC) adheres to all federal and state civil rights laws banning discrimination in publicly-funded institutions. NWACC does not discriminate on the basis of gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation, including protections for those opposing discrimination or participating in any complaint process. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination prohibited under Title IX of the Education Amendments of 1972.

For more information or to report allegations of discrimination in employment, contact:

Beverly Hill  
Employee Relations Manager  
Burns Hall 1128  
479-619-2679  
bhill3@nwacc.edu

For more information or to report allegations of discrimination regarding students under ADA/504 or Title IX, contact:

Kathryn Birkhead  
Director of Diversity and Inclusion  
Burns Hall 3003  
479-986-4052  
kbirkhead@nwacc.edu

## Declaración de la Política de No Discriminación

El reconocimiento de y el respeto por la dignidad de cada ser humano son fundamentales para nuestra misión de aprendizaje para la vida. Discriminación, acoso o cualquier otra conducta que disminuya el valor de una persona es incompatible con el objetivo fundamental de servir y fortalecer a la comunidad.

NorthWest Arkansas Community College (NWACC) observa toda ley y derecho civil federal y estatal que prohíbe la discriminación en toda institución financiada por el público. NWACC no discrimina en base a género, edad, raza, color, credo, religión, ascendencia, origen nacional o étnico, orientación sexual, identidad de género, discapacidad, información genética, estatus militar, condición de veterano, condición familiar o cualquier otra categoría protegida bajo la ley local, estatal o federal aplicable, ordenanza o reglamento, incluyendo protecciones para oponerse a la discriminación o para participar en cualquier proceso de queja. El acoso sexual, que incluye actos de violencia sexual, es un tipo de discriminación sexual prohibida bajo el título IX de las Enmiendas de Educación de 1972.

Para mayor información o para hacer una denuncia de discriminación en el empleo, comuníquese con:

Beverly Hill  
Employee Relations Manager  
Burns Hall 1128  
479-619-2679  
bhill3@nwacc.edu

Para mayor información o para hacer una denuncia de discriminación con respecto a un/una estudiante bajo el Título IX o ADA/504, comuníquese con:

Kathryn Birkhead  
Director of Diversity and Inclusion  
Burns Hall 3003  
479-986-4052  
kbirkhead@nwacc.edu

# ACADEMIC CALENDAR

## FALL 2015

August 24 — First Day of Classes

September 7 - Labor Day — College Offices Closed

November 25-28 - Thanksgiving Break for Faculty & Students

November 26-27 - Thanksgiving Break for All Staff - College Offices Closed

December 11 — Last Day of Classes

December 12-18 — Final Exams

## SPRING 2016

January 19 — First Day of Classes

January 18 — Martin Luther King Day - College Offices Closed

March 21-26 — Spring Break for Faculty & Students

May 6 — Last Day of Classes

May 7-13 — Final Exams

May 14 (*tentative*) — Commencement

*Dates listed apply only to full-term classes. See online academic calendar at <https://www.nwacc.edu/web/nwacc/calendar.php> for a complete list of dates and deadlines.*

# GREETINGS FROM THE PRESIDENT



## Welcome!

We are glad you have made the decision to start or continue your education with NorthWest Arkansas Community College. It is an investment that will provide you with many opportunities for the future. A degree from NWACC can be a springboard to an advanced degree at any college or university, or to an exciting career.

Our mission is to serve and strengthen the community through learning for living. We want to promote higher education in the individuals, families and communities that we serve. We promise to be responsive to your needs and celebrate your achievements.

While you are attending classes at NWACC, remember that our faculty members and staff share your goals for educational success. We are dedicated to providing a learning environment that is designed to help you be successful. We are especially proud of the small classes and personal attention every student receives.

You are preparing for a world filled with new opportunities. I wish you my best for a rewarding experience. Thank you for choosing NorthWest Arkansas Community College.

Sincerely,

A handwritten signature in black ink that reads "Evelyn E. Jorgenson". The signature is written in a cursive, flowing style.

Evelyn E. Jorgenson, 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 approved 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 and municipal and leased facilities throughout the district.

Burns Hall opened its doors to more than 2,400 students in August 1995. The main building is a multipurpose facility on 131 acres of land at Exit 86 off Interstate 49 at the Rogers and Bentonville, Arkansas, city limits. The 181,000-square-foot facility houses the College, Pauline Whitaker Library, lecture halls, laboratories for computers and science; music and art studios, and faculty and administrative offices.

Day, evening, and weekend classes are offered at 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 Center for Health Professions, an 83,000-square-foot structure, opened in January 2013. The Center's classrooms and state-of-the-art simulation labs serve the nursing, respiratory therapy, physical therapist assistant, paramedic, emergency medical technician, fire science, certified nurse assistant and patient care assistant programs. A three-story Becky Paneitz Student Center on the main campus houses student activities, a food court and bookstore on the first floor; student enrollment and advising offices on the second floor and Testing Center, Tutoring and classrooms on the third floor. The Student Center and an adjoining five story parking garage opened to students in 2007. In addition to the main campus in Bentonville, NWACC offers classes in Washington County, at NWACC's Washington County Center, Jones Center for Families and Farmington High School.

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 is currently serving as the first of only four regional partners of the National Child Protection Training Center, an organization dedicated to eradicating child abuse, neglect and maltreatment in the United States through education and training. On March 16, 2009, the NCPTC was approved by the Board of Trustees and the first training sessions began in January 2010. The Melba Shewmaker Southern Region National Child Protection Training Center at NWACC provides undergraduate and ongoing professional development training to those in the fields of social work, education, health professions, counseling, law enforcement, and the justice system across a 16-state southern region. The Center promotes reformation of current training practices by providing this educational curriculum to current and future child protection professionals so they will be prepared to recognize, report, and respond to young victims.

For more information about the National Child Protection Training Center, contact the Director of Education for the Melba Shewmaker Southern Region NCPTC, Rita Farrell, at 479-986-4044. 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.

# 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 ensure 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 admission 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. First-Time Student Admission:

A first-time student is one who has graduated from high school or received an Arkansas High School Diploma and has never earned college or university credit.

#### Requirements: for students

- a. **Apply for Admission.** Once accepted, you will receive information on accessing myNWACC Connection account. Please check the email you put on your application for steps on continuing your enrollment.\*
- b. **Begin the Financial Aid Process** by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- c. **Submit your ACT or COMPASS** placement exam scores (no more than 5 years old) to the Office of Student Records, or take COMPASS exam (\$10 fee) at the Testing Center.\*\*
- d. **Submit an official High School Transcript** with cumulative grade point average and courses taken, or official General Education Development (GED) assessment scores to the Office of Student Records.\*\*\*
- e. **Submit proof of 2 Measles, Mumps, and Rubella (MMR) immunizations** to the Office of Student Records.\*\*\*\*
- f. **Complete New Student Orientation** where you will meet an Academic Advisor and register for classes.
- g. **Complete Financial Aid Process**, or make arrangements at the Treasurer's Office to pay your tuition and fees. \*\*\*\*\*

Prior to the start of the semester, make sure you complete the following:

- a. **Obtain your Student ID and Parking Permit** at the Student Information Center (SIC) located in the 1st floor lobby of the Student Center (Main Campus)
- b. **Purchase your Textbooks and Class Supplies** at the NWACC Campus Bookstore.
- c. **Check your official NWACC email regularly through myNWACC Connection\***

Notes:

\*Once accepted, you will receive information on accessing my NWACC Connection account. Please check the email that you put



on your application.

**\*\*All students with an ACT Math score of 17 or below, will need to take the math portion of the COMPASS. Students testing below 19 on Reading and/or Writing are encouraged to retake the COMPASS test to see if their score has changed**

**\*\*\*Students currently completing their last semester in high school will need to submit their final transcript (containing their graduation date, GPA, and course completed) once they have finished their final semester and graduated. Students that graduated from non-US high schools in which their high school transcript does not include a graduation date, will be required to submit a copy of their high school diploma.**

**\*\*\*\*Students born before January 1, 1957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.**

**\*\*\*\*\*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may visit our secure payment page at [https://secure.touchnet.net/C21163\\_tsa/web/caslogin.jsp](https://secure.touchnet.net/C21163_tsa/web/caslogin.jsp) to set up a payment plan.**

## 2. Special Admission:

A student admitted under “Special” admission status 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 for students:

- a. Apply for Admission by visiting [www.nwacc.edu](http://www.nwacc.edu). Once processed, you will receive notification at the email you listed on your application.
- b. Submit your ACT or COMPASS placement exam scores (no more than 5 years old) to the Office of Student Records, or take COMPASS exam (\$10 fee) at the Testing Center.
- c. Submit proof of 2 Measles, Mumps, and Rubella (MMR) immunizations to the Office of Student Records (refer to [https://www.nwacc.edu/web/lss\\_records/mmr-and-tb-info](https://www.nwacc.edu/web/lss_records/mmr-and-tb-info) for vaccination requirements).
- d. Students must schedule an appointment with an assigned advisor to be eligible for enrollment under “Special” admission.

### Special Admission Conditions:

- Students may enroll for classes until 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” admission

must maintain a 2.0 GPA to continue enrollment at NWACC

- Students will not be eligible to participate in federally funded financial aid programs.
- Students can be enrolled in GED programs and be a special admission student at the same time, as long as it isn't the same course. (For example a student cannot study Mathematics at Adult education and be enrolled in Mathematics as a special admission student.)

## 3. Transfer Admission:

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

### Requirements for students:

- a. **Apply for Admission.** Once accepted, you will receive information on accessing myNWACC Connection account. Please check the email you put on your application for steps on continuing your enrollment.\*
- b. **Begin the Financial Aid Process** by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- c. **Submit your ACT or COMPASS** placement exam scores (no more than 5 years old) to the Office of Student Records, or take COMPASS exam (\$10 fee) at the Testing Center.\*\* Skip this step if you have already taken a college-level Math or English course
- d. Submit official copies of Previous College Transcripts to the Office of Student Records, to determine what courses will transfer into NWACC. Bring an unofficial copy to your Advising Appointment. NOTE: In order to be official, transcripts must be in a sealed envelope from the institution where the courses were taken.

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 (appropriate test scores or previous college transcripts).
- Students planning to earn a degree from NWACC must submit official transcripts before applying for graduation.
- e. **Submit proof of 2 MMR immunizations** to the Office of Student Records.\*\*\*
- f. **Schedule an Academic Advising appointment** through Success Planner in myNWACC Connection.
- g. **Register for Classes** through myNWACC Connection

- h. **Complete Financial Aid Process**, or make arrangements at the Treasurer's Office to pay your tuition and fees. \*\*\*\*

Prior to the start of the semester, make sure you complete the following:

- **Obtain your Student ID and Parking Permit** at the Student Information Center (SIC) located in the 1st floor lobby of the Student Center (Main Campus).
- **Purchase your Textbooks and Class Supplies** at the NWACC Campus Bookstore.
- **Check your official NWACC email** regularly through myNWACC Connection.

#### Transfer Student Conditions:

- 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.
- Credits earned at other institutions will not be calculated in the GPA used for graduation at NWACC
- 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.
- Credit for work that is remedial in course content will not be granted towards degree requirements
- Students who wish to appeal acceptance of a transfer course may submit a course substitution form to the appropriate academic Division Dean.

#### Notes:

*\*Once accepted, you will receive information on accessing my NWACC Connection account. Please check the email that you put on your application.*

*\*\*All students with an ACT Math score of 17 or below, will need to take the math portion of the COMPASS. Students testing below 19 on Reading and/or Writing are encouraged to retake the COMPASS test to see if their score has changed.*

*\*\*\*Students born before January 1, 1957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Students with over 30 credit hours only need to submit proof of 1 MMR immunization. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

*\*\*\*\*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may visit our secure payment page at [https://secure.touchnet.net/C21163\\_tsa/web/caslogin.jsp](https://secure.touchnet.net/C21163_tsa/web/caslogin.jsp) to set up a payment plan.*

#### 4. Returning Admission:

A returning student is one who previously attended NWACC and has missed the last fall or spring semester.

##### Requirements for students:

- Apply for Admission.** Once accepted, you will receive information on accessing myNWACC Connection account. Please check the email you put on your application for steps on continuing your enrollment.\*
- Begin the Financial Aid Process** by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (optional)
- Submit your ACT or COMPASS** placement exam scores to the Office of Student Records, or take COMPASS exam (\$10 fee) at the Testing Center, if you have not attended NWACC in the last 5 years.\*\* Skip this step if you have already taken a college-level Math or English course.
- Submit official copies of Previous College Transcripts** to the Office of Student Records, if you have not done so in the past. Bring an unofficial copy to your Advising Appointment. In order to be official, transcripts must be in a sealed envelope from the institution where the courses were taken.

Official college transcript(s) and placement test scores are required for college transfer students under these conditions:

- 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 must do so.
  - Students registering for courses which require proof of prerequisites must submit the appropriate documentation (appropriate test scores or previous college transcripts).
  - Students planning to earn a degree from NWACC must submit official transcripts before applying for graduation.
- Schedule an Academic Advising appointment** through Success Planner in myNWACC Connection.

- f. **Register for Classes** through myNWACC Connection.
- g. **Complete Financial Aid Process**, or make arrangements at the Treasurer's Office to pay your tuition and fees. \*\*\*

Prior to the start of the semester, make sure you complete the following:

- **Obtain your Student ID and Parking Permit** at the Student Information Center (SIC) located in the 1st floor lobby of the Student Center (Main Campus).
- **Purchase your Textbooks and Class Supplies** at the NWACC Campus Bookstore.
- **Check your official NWACC email** regularly through myNWACC Connection.

#### Returning Student 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 submit a course substitution form to the appropriate academic Division Dean.

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

#### Notes:

*\*Once accepted, you will receive information on accessing myNWACC Connection account. Please check the email that you put on your application.*

*\*\*All students with an ACT Math score of 17 or below, will need to take the math portion of the COMPASS. Students testing below 19 on Reading and/or Writing are encouraged to retake the COMPASS test to see if their score has changed.*

*\*\*\*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may visit our secure payment page at <https://secure.touchnet.net/>*

*C21163\_tsa/web/caslogin.jsp to set up a payment plan.*

#### 5. Concurrent Enrollment Admission (for High School Students taking courses on NWACC Campus:

A concurrent student is one who is currently enrolled in high school, grades 9-12, and enrolling in 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 scale.

To be eligible, students must meet the following requirements:

- **High School:** currently enrolled in high school/home school (grades 9-12);
- **GPA:** 3.0 (on 4.0 scale) cumulative high school grade point average for general education, transfer classes; or 2.0 for Career and Technical Classes leading to an Associate of Applied Science degree or Certificate;
- **Placement Test Scores:** standardized placement scores (ACT, PLAN, PSAT or COMPASS) that demonstrate college level academic readiness according to guidelines determined by the State of Arkansas;
- **Developmental Courses:** A 12th grade student who has at least a 17 ACT sub-score in English, Reading, or Math may enroll in Developmental Courses in English, Reading, or Math.

#### Admissions and Enrollment Process for Eligible Concurrent Students:

- a. **Obtain On Campus Concurrent Student Enrollment Packet** from your High School Counselor's Office or from NWACC Office of Admissions and Advising (packet includes general concurrent information, requirements, registration form, and placement score chart/information. Contact the Concurrent Enrollment Advisor at 479-619-4324 (Bentonville) or 479-927-3330 in (Washington County Center) for an advising appointment.
- b. **Meet with High School Counselor/Home School Counselor** to review your transcript and discuss the courses you would like to take at NWACC.
- c. **Complete the Concurrent Registration Form** with your counselor or primary home school instructor. Verify you have all required signatures before proceeding with the application process. ***The counselor/principal must complete and sign the Concurrent Registration Form to include requested course(s) as well as verify High***

**School GPA.**

- d. **Complete the NWACC Application for Admission online.** Select the Concurrent student application. There is a \$10.00 application fee.
- e. **Submit ACT, PLAN, PSAT, and/or COMPASS test scores.** College level placement test scores must be achieved in the subject area(s) in which you would like to take a class. For information on appropriate college level placement score see placement chart in NWACC College Catalog or contact a Concurrent Enrollment Advisor at NWACC. If a prospective concurrent student has not taken a placement test, they may contact the NWACC Testing Center at (479) 619-4317 (Bentonville Campus) or (479) 479) 927-3330 (Washington County Center) for information Testing Center hours.

**Concurrent Student 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.
- e. An appeal to the Administrator responsible for Concurrent enrollment 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. Visiting Student Admission:**

A student who has previously enrolled or is currently enrolled at another institution, but will enroll at NWACC for one semester to transfer credit back to their home institution.

- a. **Apply for Admission.** Once accepted, you will receive information on accessing myNWACC Connection account. Please check the email you put on your application for steps on continuing your enrollment.
- b. **Submit your ACT or COMPASS scores or Unofficial Copies of Previous College Transcripts.** Submit for prerequisite verification to the Office of Student Records, or take COMPASS exam (\$10 fee) at the Testing Center. Scores should be no more than 5 yrs old. Bring an unofficial copy to your Advising Appointment.\*
- c. **Submit proof of 2 MMR immunizations** to the Office of Student Records if taking 12 or more credit hours.\*\*
- d. **Schedule an Academic Advising appointment** through Success Planner in myNWACC Connection.
- e. **Register for Classes** through myNWACC Connection

**Important Information and Limitations Regarding “Visiting Students” Admissions Status:**

- a. Visiting students will be classified as non-degree seeking.
- b. Visiting students will not be eligible to participate in federally funded financial aid programs.
- c. Visiting students are limited to enrolling in a maximum of 18 college credit per semester.
- d. Visiting students will not be allowed to register for the following semester. Students that wish to continue for more than one semester at NWACC must reapply and complete the requirements for a transfer student

**Notes**

*\*All visiting students who have not yet completed a college level math course and whose ACT Math score of 17 or below, will need to take the math portion of the COMPASS. Students testing below 19 on the Reading and/or Writing portions of the ACT are encouraged to retake the COMPASS test to see if their score has changed or can be improved.*

*\*\*Students born before January 1, 1957 or those taking exclusively*

online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Students with over 30 credit hours only need to submit proof of 1 MMR immunization. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.

#### 6. International Student Admission:

International students interested in enrolling must contact the office of International Programs at 479-986-4019 or internationalprograms@nwacc.edu for information regarding admission requirements. International students must adhere to all NorthWest Arkansas Community College admission policies and may be required to provide additional documentation as a condition of admission.

International students are foreign born individuals who have been granted F-1 visa status and hold a Certificate of Eligibility for Nonimmigrant Student (F-1) also known as Form I-20 issued through NorthWest Arkansas Community College;

Other Related Student categories include:

1. Resident Aliens are foreign born individuals who have been granted a Temporary Resident Status by United States Citizenship and Immigration Services.
2. Visiting Students are international students who currently hold a valid F-1 and a Certificate of Eligibility for Nonimmigrant Student (F-1) also known as Form I-20 from another institutions.

#### Exceptions:

Permanent Residents are foreign born individuals who have been granted Permanent Resident Status by United States Citizenship and Immigration Services and are not considered as international students.

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.

#### 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 online.
  - Authenticated translated copies of all academic records

- A financial statement not more than six months old.
  - New international students for whom English is not a native language are required to provide approved TOEFL (Test of English as a Foreign Language) score, IELTS (International English Language Testing System) score or an approved proficiency level from an English Language program.
  - 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 Global Community Center for other options to determine English proficiency.
  - International students approved for admissions to NWACC with transferrable college credits from United States institutions are not required to provide English proficiency scores.
- 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 [https://www.nwacc.edu/web/lss\\_records/mmr-and-tb-info](https://www.nwacc.edu/web/lss_records/mmr-and-tb-info) for vaccination requirements )
- e. All F1 international students are required to maintain, and provide documentation of, College approved health insurance coverage during student status. Health insurance coverage must include repatriation of evacuation. Students should contact the Global Community Center for more information.
- f. Provide proof of tuberculosis test. Visit the Student Record's Office to obtain the Tuberculin Skin Testing for Arkansas Department of Health Form. Return completed form to the Student Record's Office. Test must be completed in the US.

#### International Students who do not Require a

### Student Visa (F-1):

International students other than a F-1 status must contact the Global Communities Center. 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 meet with a Global Communities Center advisor.
- b. Complete the NWACC assessment and enrollment process as described under "Resident Aliens."
- c. Provide proof of tuberculosis test. Visit the Student Record's Office to obtain the Tuberculin Skin Testing for Arkansas Department of Health Form. Return completed form to the Student Record's Office. Test must be completed in the US.

### 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 Global Communities Center 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 Record's 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 [https://www.nwacc.edu/web/lss\\_records/mmr-and-tb-info](https://www.nwacc.edu/web/lss_records/mmr-and-tb-info) for vaccination requirements ).

- h. Must meet language and computation competencies

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

### All Foreign Born Students:

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

### 7. Conditional Admissions

Arkansas State Act 1290 of 1997 requires students graduating from high school May 1, 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 admitted conditionally will be provided with notification of their admission status via their official NWACC email following the complete review of their high-school transcript.

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

#### Limitations:

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

#### Requirements for Conditionally Admitted Students:

A student seeking an Associate of Arts, Associate of Science in Liberal Arts and Sciences or who has not declared a degree and has not successfully completed the core curriculum must complete:

- a. 6 hours of English Composition I and II
- b. College algebra or a higher level math class
- c. 3 or 4 credit hours of science or social/behavioral science
- d. 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).

A student seeking an Associate of Applied Science degree or technical certificate who failed to successfully complete the core curriculum must

complete :

- a. 6 credit hours of English Composition I & II
- b. 3 credit hours of college level Mathematics
- c. 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).
- d. 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.

### **Vaccination Requirement**

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

#### **Full-time students with less than 30 completed college credits and all foreign born 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.

#### **Full-time 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.)

See the Student Records website at [https://www.nwacc.edu/web/lss\\_records/mmr-and-tb-info](https://www.nwacc.edu/web/lss_records/mmr-and-tb-info) for more information.

### **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.

Students scoring 21 or above on the mathematics section of the Enhanced ACT, 460 or above on the math portion of recentered SAT, 39 or above on the ASSET Intermediate Algebra test, or 65 or above on the COMPASS Algebra test may enroll in a college-

level mathematics course. (Beginning Fall 2013, students scoring 36 or above on the COMPASS Algebra test may be placed in college mathematics courses for non-STEM majors; with a score of 65 or above used for placement in college algebra and higher-level, college mathematics courses with college algebra as a prerequisite course.) Students with a state minimum score on an approved state common core assessment for college readiness, or who successfully complete a state approved college transition course in mathematics literacy with a state minimum score also may enroll in a college-level mathematics course. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course or state approved student success plan, demonstrating achievement in intermediate algebra or other appropriate pre-college level mathematics course for enrollment in a college-level mathematics course or simultaneous enrollment in a college-level and a developmental course (or course modules) in mathematics.

Students scoring 19 or above on the English section of the Enhanced ACT, 470 or above (and beginning Fall 2013 scoring 450 or above) on writing SAT, 45 or above on the ASSET Writing Skills test, or 75 or above (and beginning Fall 2013 scoring 80 or above) on the COMPASS Writing Skills test may enroll in college-level English composition courses. Students with a state minimum score on an approved state +common core assessment for college readiness, or who successfully complete a state approved +college transition course in literacy also may enroll in a college-level English composition course. Students not meeting the standard shall successfully complete a developmental course in English composition or state approved student success plan before being awarded credit for freshman English.

Students scoring 19 or above on the Reading Section of the Enhanced ACT, 470 or above on the reading section of the recentered SAT, 43 or above on the ASSET Reading skills test or 82 or above (and beginning Fall 2013 scoring 83 or above) on COMPASS Reading Skills will be considered to have met minimal reading skill requirements. Students with a state minimum score on an approved state +common core assessment for college readiness, or who successfully complete a state approved +college transition course in literacy also will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental reading course (or course modules) during their first or second semester in college and each subsequent semester, if necessary, until the reading development plan is completed successfully.

For information about COMPASS testing, contact the NorthWest Arkansas Community College Testing Center at (479) 619-4354 or [http://www.nwacc.edu/web/ldc\\_testingcenter/index.php](http://www.nwacc.edu/web/ldc_testingcenter/index.php). NWACC reserves the right to change placement requirements.

# NORTHWEST ARKANSAS COMMUNITY COLLEGE PLACEMENT CHART 2015/2016

|                |                              |   |
|----------------|------------------------------|---|
| <b>ACT</b>     | <b>MATH SCORE</b>            | <b>Corresponding Course Placement</b>   |
|                | 1-17                         | COMPASS test required for placement   |
|                | 18-20                        | MATH 0103 Intermediate Algebra*, Math 0073 Algebra II*, or MATH 1003 Math for AAS Gen Ed ( <i>this course is not transferable</i> )       |
|                | 19                           | MATH 1313 Quantitative Literacy, or MATH 1204R College Algebra with Review  |
|                | 21-23                        | MATH 1204 College Algebra, or MATH 1103 Survey of College Math  |
|                | 23+                          | MATH 1203 College Algebra   |
|                | 24-28                        | MATH 1213 Trigonometry, or MATH 2043 Survey of Calculus, or MATH 2053 Finite Math, or MATH 2213 or 2223 Survey of Math Structures I or II |
| 29+            | MATH 2554 Calculus I         |   |
| <b>COMPASS</b> | <b>PRE-ALGEBRA SCORE</b>     | <b>Corresponding Course Placement</b>   |
|                | 1-38                         | MATH 0013 Pre-Algebra* or MATH 0023 Developmental Mathematics*  |
|                | 39-99                        | MATH 0053 Beginning Algebra* or MATH 0063 Algebra I*<br>MATH 0064 Foundations of Math Reasoning*  |
|                | <b>ALGEBRA SCORE</b>         | <b>Corresponding Course Placement</b>   |
|                | 41-64                        | MATH 0103 Intermediate Algebra*, Math 0073 Algebra II*, or MATH 1003 Math for AAS Gen Ed ( <i>this course is not transferable</i> )       |
|                | 41-99                        | MATH 1313 Quantitative Literacy   |
|                | 51+                          | MATH 1204R College Algebra with Review  |
|                | 65-99                        | MATH 1204 College Algebra or MATH 1103 Survey of College Math   |
|                | 90+                          | MATH 1203 College Algebra   |
|                | <b>COLLEGE ALGEBRA SCORE</b> | <b>Corresponding Course Placement</b>   |
|                | 46-99                        | MATH 1213 Trigonometry, or MATH 2043 Survey of Calculus, or MATH 2053 Finite Math, or MATH 2213 or 2223 Survey of Math Structures I or II |
|                | <b>TRIGONOMETRY SCORE</b>    | <b>Corresponding Course Placement</b>   |
|                | 46-99                        | MATH 2554 Calculus I  |

Asterisks (\*) denote preparatory courses that are designed to prepare students for success in college level courses. SAT used for college level placement only; 500 Math for placement into College Algebra, 560 for placement into Trigonometry, and 660 for placement into Calculus I.



|                |  |   |
|----------------|--|---|
| <b>ACT</b>     | <b>ENGLISH SCORE</b>   | <b>Corresponding Course Placement</b>                             |
|                | 1-18   | ENGL 0063 Intermediate Writing*                                   |
|                | 19+  | ENGL 1013 English Composition I                                   |
|                | <b>ENGLISH SCORE (ENGB)</b>                                      | <b>ENGB Equivalent - English for Bilingual Students Placement</b> |
|                | 1-12   | ENGB 0053 Grammar & Writing*                                      |
|                | 13-18  | ENGB 0063 Intermediate Writing*                                   |
|                | <b>READING SCORE</b>   | <b>Corresponding Course Placement</b>                             |
|                | 1-18   | READ 0033 College Reading*  |
|                | 19+  | No Reading Course Required  |
|                | <b>READING SCORE (ENGB)</b>                                      | <b>ENGB Equivalent - English for Bilingual Students Placement</b> |
| 1-13           | ENGB 0003 College Reading & Vocabulary I*                        |   |
| 14-18          | ENGB 0033 College Reading & Vocabulary II*                       |   |
| <b>COMPASS</b> | <b>WRITING SCORE</b>   | <b>Corresponding Course Placement</b>                             |
|                | 1-79   | ENGL 0063 Intermediate Writing*                                   |
|                | 80-99  | ENGL 1013 English Composition I                                   |
|                | <b>WRITING SCORE (ENGB)</b>                                      | <b>ENGB Equivalent - English for Bilingual Students Placement</b> |
|                | 1-41   | ENGB 0053 Grammar & Writing*                                      |
|                | 42-79  | ENGB 0063 Intermediate Writing*                                   |
|                | <b>READING SCORE</b>   | <b>Corresponding Course Placement</b>                             |
|                | 1-82   | READ 0033 College Reading*  |
|                | 83-99  | No Reading Course Required  |
|                | <b>READING SCORE (ENGB)</b>                                      | <b>ENGB Equivalent - English for Bilingual Students Placement</b> |
|                | 1-60   | ENGB 0003 College Reading & Vocabulary I*                         |
|                | 61-82  | ENGB 0033 College Reading & Vocabulary II*                        |
|                | <b>LISTENING SCORE</b>   | <b>Corresponding Course Placement</b>                             |
|                | 1-66   | Interview with ENGB Coordinator ( Burns Hall 2233, 479-936-5163)  |
| 67-99          | No interview required. Placement based on Reading/Writing Score. |   |

Asterisks (\*) denote preparatory courses that are designed to prepare students for success in college level courses. SAT used for college level placement only; SAT Verbal score of 480 accepted for placement in Composition I.

## NWACC Credit Course Placement for Students without Test Scores

When reading scores are not available or are below college level, students may register for the following courses.

### Business and Computer Information

CISQ 1003 Basic Computer

### Career and Technical

#### Hospitality and Culinary Arts

|  |  |
|--|--|
| CULY 1003 Safety and Sanitation              | BAKG 1003 Introduction to Baking         |
| CULY 1103 Introduction to Food Preparation   | BAKG 1103 Classical Pastries             |
| CULY 1203 Stocks, Soups, and Sauces          | BAKG 1203 Yeast and Quick Breads         |
| CULY 1303 Center of the Plate Application    | BAKG 2103 Bakeshop Operations            |
| CULY 1403 Garde Manger                       | BAKG 2204 Baking Internship              |
| CULY 2003 World Cuisine                      |  |
| CULY 2103 Contemporary Cuisine               | <b>Dental Assisting</b>                  |
| CULY 2204 Culinary Arts Internship           | DNTA 1014 Dental Science I               |
| HOSP 1003 Introduction to Hospitality        | DNTA 1023 Dental Science II              |
| HOSP 1103 Supervisory Management             | DNTA 1113 Clinical Dentistry             |
| HOSP 1203 Nutrition for Food Service         | DNTA 1213 Dental Assisting Procedures I  |
| HOSP 1303 Hospitality Purchasing             | DNTA 1223 Dental Assisting Procedures II |
| HOSP 2303 Hospitality Operations             | DNTA 1313 Dental Materials I             |
| HOSP 2103 Hospitality Layout and Menu Design | DNTA 1322 Dental Materials II            |
| HOSP 2204 Hospitality Internship             | DNTA 1413 Dental Radiography I           |
| HOSP 1403 Hospitality Marketing              | DNTA 1512 Preventative Dentistry         |
| HOSP 1503 Catering and Banquet Service       | DNTA 1128 Clinical Practice and Research |
| HOSP 2003 Beverage Management                |  |
| HOSP 1803 Travel and Tourism                 |  |

### Communication and Arts

|                                      |   |
|--------------------------------------|---|
| ART 1003 Studio Art                  | MUSI 1321 Beginning Voice                                     |
| ART 2103 Introduction to Painting    | MUSI 1411 Private Guitar                                      |
| ART 1303 Introduction to Drawing     | MUSI 1421 Beginning Guitar Class                              |
| ART 1313 Design I                    | MUSI 1703 Introduction to MIDI                                |
| ART 1323 Design II                   | MUSI 2001 Civic Symphony Orchestra                            |
| ART 2803 Introduction to Photography | SPAN 1303 Introduction to Spanish Conversation<br>and Culture |
| DRAM 1653 Acting I                   |   |
| DRAM 2903 Creative Dramatics         |   |
| MUSI 1101 Chamber Singers            |   |
| MUSI 1501 NWACC Chorale              |   |
| MUSI 1221 Beginning Piano Class      |   |

### Social/Behavioral Sciences and Education

All Physical Education class with PEAC prefix  
PSYC 1003 Successful First Year Student

# MONEY MATTERS

## Tuition and Fees

Students must pay all tuition and fees or set up a payment plan by the published Payment Due date for each semester. NWACC offers payment plans that allow students to spread tuition payments over a period of time; it is not a loan. See the **Payment Policy Section** for more details. Students that have applied for financial aid and are awaiting word on their eligibility will need to pay for classes themselves by the Payment Due Date or their classes will be dropped for non-payment.

## STUDENT RESIDENCE STATUS FOR TUITION AND FEE PURPOSES

For all residency classifications, students must 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 future semesters.

A student must notify the Student Records 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 with the Student Records Office.

### In-District Residents/Contiguous

A student is an In-District resident for tuition purposes if his or her current residence is located in the Bentonville or Rogers school district and is where they live more than temporarily. This means that the Bentonville or Rogers school district is the current place of residence of the student for all purposes.

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 first day of classes. In-District residents pay tuition of \$75.00 per credit hour. Students who are current residents in Adair and Delaware counties in Oklahoma and Barry and McDonald counties in Missouri are considered contiguous and pay tuition of \$122.50 per

hour.

### Out-of-District Residents

A student is an Out-of-District resident for tuition purposes only if his or her current residence is located in the state of Arkansas (outside of the Bentonville or Rogers school district). This means that Arkansas is the current place of residence of the student for all purposes.

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 first day of classes. Out-of-District residents pay tuition of \$122.50 per credit hour.

### Out-of-State Residents

Students who have not lived in Arkansas for six consecutive months prior to the first day of class but are citizens or legal residents of the U.S. are considered Out-Of-State and pay \$125.00 per credit hour.

### Waiving of out-of-state tuition

Students and their dependents that 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 the Office of Admissions, 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 \$175.00 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. Dorm/residence hall lease agreements do not qualify. 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.
- 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. Any credit as a result of a residency adjustment will first be applied to any outstanding charges on the student's account; credit remaining after the charges are paid will be refunded to the student or third party, if applicable.

### 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 first-time NWACC students (international students - see below).
- \$5.00 for re-admitted NWACC students that have 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:                        | \$20.00 |
| Re-admission Application Fee            | \$10.00 |
| International Application Fee           | \$35.00 |
| Returned Check Fee (per returned check) | \$25.00 |
| Calculator Rental Fee (per semester)    | \$15.00 |
| Transcript Fee                          | \$5.00  |

### General Student Fees - Per credit hour

|                                  |         |
|----------------------------------|---------|
| Infrastructure Fee Fall & Spring | \$55.00 |
| Infrastructure Fee Summer        | \$22.50 |
| Technology Fee                   | \$12.25 |
| Learning Support                 | \$10.00 |
| Facility Maintenance             | \$2.00  |
| Library Resource Fee             | \$2.00  |
| Security Fee                     | \$2.00  |
| International fee                | \$15.00 |

### Instructional Fees - Per courses unless otherwise indicated

|   |          |
|---|----------|
| Class Lab Fee<br>(Business and Computer Information, Math, and Social & Behavioral Science courses) | \$35.00  |
| Health Profession Lab Fee   | \$60.00  |
| Health Profession Technology Fee<br>(per credit hour)   | \$15.00  |
| Science Lab Fee   | \$50.00  |
| Culinary Program Lab Fee  | \$150.00 |
| Distance Learning Fee   | \$43.00  |
| Hybrid Learning Lab Fee (per course)  | \$22.00  |

### Testing Center Services and Fees-Per exam

|                                      |         |
|--------------------------------------|---------|
| BCPT Biological Concepts Proficiency | \$10.00 |
| CLEP Examination Fee                 | \$77.00 |
| CLEP Proctor Service Fee             | \$25.00 |
| COMPASS Placement Test (per pkg)     | \$10.00 |
| DSST/Dantes Examination Fee          | \$82.00 |

DSST Proctor Service Fee \$25.00

HAPS Human Anatomy & Physiology Society Exam \$10.00

PROCTOR SERVICE for Exams From Other Institutions \$25.00

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

[https://www.nwacc.edu/web/ldc\\_testingcenter/index.php](https://www.nwacc.edu/web/ldc_testingcenter/index.php)

### Group Examinations

Test of Essential Academic Skills (TEAS) \$40.00

### Insurance Fees - Per year

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

EMT Basic Insurance Fee \$15.00

Paramedic Insurance Fee \$15.00

Physical Therapist Assistant Insurance Fee \$15.00

Respiratory Therapy Insurance Fee \$15.00

Nursing Liability Insurance Fee \$15.00

## PAYMENT POLICY

Students must have one of these payment arrangements in place by the payment due date of your class registration may be canceled. If you are unable to attend, it is up to you to drop your courses. The only way to get a 100% credit of tuition and fee charges is to drop your courses by the add/drop deadline. If you remain registered past the add/drop deadline, you are no longer eligible for a 100% credit of tuition and mandatory fees.

**Once classes begin, non-attendance or non-payment does not release the student from his/her responsibility and may result in failing grades being awarded.**

### Student Obligation

By registering for classes at NorthWest Arkansas Community College (NWACC), you agree to assume financial responsibility for all charges billed to your student account including, but not limited to tuition, course fees, books, parking and library fines, and returned checks. You understand NWACC is advancing value to you in the form of educational services and that your right to register is expressly conditioned upon your agreement to pay these student obligations. You acknowledge that you have read, understand and agree to the following provisions:

- Financial Aid-If your federal or institutional financial aid is either not received by NWACC or

you later lose eligibility to retain financial aid for the semester, you assume responsibility for paying all student obligations for this term.

- Third Party-If your third-party sponsor (military, employer, governmental agency, etc.) fails to pay NWACC, you assume responsibility for paying the amount the sponsor originally promised to pay on your behalf.
- Hold on Student Account-A "HOLD" will be placed on your records if your student obligations remain unpaid, which will prevent your ability to register for future semesters, add classes for the current term, receive grades and test scores, and receive official/unofficial transcripts.
- Collection Information-NWACC or its designated collection agency may use an automated calling system and pre-recorded voice or text messages to contact you by phone regarding any outstanding account to any current or future phone number you have provided to the college, including any number to a cellular phone or wireless device.
- Credit Reporting-Delinquent debts may be reported to a credit bureau and referred to collection agencies and pursued through legal action against you. You agree to pay all reasonable costs and expenses of collecting unpaid charges, including collection agency fees (which may be based on a percentage up to a maximum of 15% of the debt), attorney fees and court costs. This Agreement shall be construed in accordance with Arkansas law and you consent to the jurisdiction of the District Court of Benton County, Arkansas, or the Federal District Court of Western Arkansas regardless of your domicile at the time of such suit.

### Methods of Paying Tuition and Fees

Current students can pay on-line by accessing TouchNet through My NWACC Connection: LaunchPad > EagleNet > Treasurer's Office > TouchNet. You can also pay at the Treasurer's Office with cash, check, or credit/debit card. **Credit/Debit Card payments are no longer accepted by telephone.**

#### 1. By Mail

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

NorthWest Arkansas Community College  
ATTN: Treasurer's Office  
One College Drive  
Bentonville, AR 72712

## 2. In Person

Pay in person at the Treasurer's Office located on the second floor of the Student Center . Office hours: Monday - Thursday 8 a.m. - 4:30 p.m. & Friday 9 a.m. - 4:30 p.m. An after-hours drop box is located at the Treasure's Office Window. When using the after-hours drop box, be sure to include the student's name or student ID with any after-hours payments. DO NOT deposit CASH into the after-hours drop box.

**Please note:** Your check may be converted into an Electronic Funds Transfer (EFT) transaction for clearing through an electronic payment network, such as the Automated Clearing House (ACH). By providing us with your completed signed check, you authorize us to make an EFT payment from your account in the same amount as the check. An EFT payment is processed faster than a regular check. Therefore, make certain there are sufficient funds available in your checking account. Our system will make three attempts at processing your payment. Regular bank fees apply. Check with your bank to review its fee policy. Additional attempts may result in additional charges by your financial institution. You should contact your financial institution immediately if you believe you were charged an incorrect amount.

## 3. Online with TouchNet

Students and authorized users can pay online through a checking or savings account or with a debit/credit card (Visa, MasterCard, Discover, American Express). Online payment plans are also available for Spring, Summer, and Fall terms (see information in the Payment Plan section below). Tutorials can be found by visiting: <https://www.nwacc.edu/web/cashier/tutorials..>

## 4. Authorized Users

### Student Information:

Students may authorize others (parent, employer, etc.) to view their NWACC bill and/or pay their tuition. Students and authorized users have their own separate login and password; also, students and authorized users are not able to view each other's bank account or credit card information. You may set up multiple authorized users, and you may remove authorized users at any time.

### Authorized User Information:

Once the student has added your email address as an authorized user for his/her account, you will receive an email. The email will provide your temporary password and the link to login as an authorized user.

As an authorized user, you will be able to make a payment or enroll in a payment plan (if your student meets the plan's criteria). You may also view billing statements and payment history if your student has granted it.

If multiple students have made you an authorized user, you will see a list of those students when you log in. You may either select a student to see individual information, or you may pay for all the students at once.

## 5. By scholarship

Students receiving an EXTERNAL scholarship, must have an award letter\* on file with the Scholarship coordinator 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).

## 6. By Waiver

A variety of waivers are available to students who meet the necessary criteria. Waiver forms are available at the Cashiers Office located in the Student Center.

**The types of waivers are:**

### Employee Waiver

All employees, full and part-time, their spouses and their dependent child(ren) (as defined by the IRS code) are eligible for semester tuition waivers for credit classes only (except Workforce Development Institute credit classes). Developmental classes can be paid for with the Employee Waiver. Full-time employees are eligible for a 12 hour tuition waiver each semester and part-time are eligible a 3 hour tuition waiver each semester.

For eligibility criteria see <https://www.nwacc.edu/web/personnel/TuitionWaiver.php>.

### GED/ESL Waiver

Students receiving a GED from NWACC Adult Education Department or completing 40 hours of advanced 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 Center.

### Golden-Age Waiver

Arkansas residents who are 60 years of age or older and show proper proof of age may choose to have their tuition and general fees waived under the "Golden-Age Waiver." This waiver is limited to credit courses on a "space available" basis. The "Golden-Age Waiver" form must be completed each semester and turned into the

Cashiers Office prior to registering for courses. Students choosing to use this waiver may not register until 3 business days prior to the beginning of the term.

#### **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.

#### **Book Credit**

Book credit is available for students receiving an external scholarship or financial aid. Book credit is 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 credits are available for a given semester.

#### **Payment Plans**

NWACC has teamed with TouchNet to enable students to more easily budget their education expenses. Payment plans are available for fall, spring, and summer semesters, and give students/authorized users the option of monthly payments to help make the cost of higher education as affordable as possible.

#### **Enrollment Instructions**

**Students:** You can enroll in a semester payment plan through My NWACC Connection > EagleNet > Treasurer’s Tab > TouchNet. Once in Touchnet/Bill-Pay click “Enroll Now” and follow the prompts.

**Parents and other authorized users:** Students may authorize a parent, spouse, or another person to view their account and enroll in a payment plan. Authorized users may access the account through NWACC Homepage > Current Students > Treasurer’s Office > TouchNet eServices > Authorized Users link.

#### **Semester Payment Plan Details**

The semester payment plan option is for ALL charges on your student account, including but not limited to: tuition, course fees, books, parking and library fines, and testing fees. Enrollment in the semester payment plan is elected on a semester-by-semester basis, with payments spread out over the semester. The monthly payment amount is recalculated each time there is a new transaction posted to the student account. Therefore, your payment amount may vary each month. The student or the authorized user will be notified each time the payment amount changes.

- Partial payments do not automatically enroll you in a payment plan.
- You must select the payment method, pay the \$30 non-refundable fee, and sign the agreement to be enrolled in the payment plan.
- Payments are due on the 20th of each month. Activity posted on an account after the 10th of the month will not be reflected in the current monthly payment, but will be included in the recalculation in the following month(s).
- If you have a balance from past terms or semesters, please contact the Treasurer’s Office.

#### **Returned Payments**

If your payment is returned by the bank for the following reasons:

- Insufficient Funds
- Closed or invalid account
- Stop payment or unauthorized payment
- Expired credit/debit card

The following actions will occur:

- The student account will be assessed a \$25 returned payment fee.
- A “HOLD” will be placed on the student’s records

until the student, authorized user, or third party pays the amount of the returned payment, plus the \$25 returned item fee with either: cash, money order, or valid credit/debit card.

- The NWACC Treasurer's Office will notify the student by phone and by letter if a check payment is returned on a student account.
- 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, e-check, or credit/debit card, a refund will generate after the registration period ends (approximately 4-6 weeks for Fall & Spring terms and approximately 2-3 weeks for Summer terms). Refunds can be deposited electronically into your bank account if you have established an e-Refund account through TouchNet. Students without a bank account on file will receive a refund by check, which may be delayed up to 2 weeks. Mailed refund checks will be sent to the current mailing address on file with the Student Records Office. You can setup a refund profile to receive funds electronically through My NWACC Connection.

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 official census date of the semester, electronic refunds are processed every Monday and refund checks are processed every Wednesday. For more information visit: <http://www.nwacc.edu/web/cashier/finaiddis.php>

All refund checks will be electronically deposited or mailed to students; refund checks cannot be picked up.

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 Student Records Office.

### **Scholarships**

Awards are based on financial need, academic achievement, and a variety of factors. Scholarship information is available by contacting the Scholarship Coordinator at 479-619-4316 or on the web at <https://www.nwacc.edu/web/scholarships>.

### **Office of Financial Aid**

The Financial Aid Office administers Title IV aid that includes the Pell grant, Federal Direct Loan Program, Federal Supplemental Educational Opportunity Grant, and the Federal Work-Study Program. In addition, our office processes state financial aid administered by the Arkansas Department of Higher Education. Our official form of communication with students is by their NWACC email address. The Financial Aid Office is located on the second floor of the Student Center. We can be reached at 479-619-4329 or by email at [finaid@nwacc.edu](mailto:finaid@nwacc.edu).

### **Applying for Financial Aid**

Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for federal financial aid programs. Completion of the FAFSA is also required for students applying for state financial aid programs. Students may apply online at [www.fafsa.gov](http://www.fafsa.gov). NWACC's school code is 030633. Students are encouraged to apply early.

### **Financial Aid**

There are several types of financial aid available to NWACC students. Aid may include grants, loans, scholarships and employment.



**Grants**-financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund).

**Loans**- borrowed money that must be repaid with interest.

**Scholarships**-gift aid with eligibility based on academic achievements, skills or merit.

**Work-Study**—part-time on and off campus and community service jobs that allow the student to earn money to help pay for school.

## **Federal Aid**

The U.S. Department of Education awards about \$150 billion a year in grants, work-study funds, and low-interest loans to more than 14 million students. Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Most awards are based on financial need. Federal student aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans and the Federal Work Study program. Visit [www.studentaid.gov](http://www.studentaid.gov) for more information about these programs.

## **Arkansas State Aid**

The Arkansas Department of Higher Education (ADHE) provides loans, grants and scholarships to Arkansas residents enrolled at NWACC. The most notable scholarship is the Arkansas Academic Challenge Scholarship funded by lottery proceeds. For information on how to apply for state aid, visit [www.adhe.edu](http://www.adhe.edu). The deadline to apply is June 1st.

## **Satisfactory Academic Progress Policy**

Federal Regulations state a student must be enrolled as a regular student in an eligible degree program and maintain Satisfactory Academic Progress (SAP) in order to receive Federal Student Aid. A regular student is someone who is enrolled for the purpose of obtaining a degree or certificate in an eligible program at NWACC. Students are required to submit official transcripts from all previously attended colleges. All hours attempted at or transferred in to NWACC will be counted as part of a student's Satisfactory Academic Progress regardless if they have received Federal Aid for the hours or not. A student maintains Satisfactory Academic Progress by meeting minimum qualitative and quantitative requirements as outlined in NWACC's Satisfactory Academic Progress Policy. The policy can be found on the Financial Aid webpage at [http://www.nwacc.edu/web/LSS\\_FA/forms.php](http://www.nwacc.edu/web/LSS_FA/forms.php)

## **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. 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 Director of Veterans Resources at NWACC for assistance in choosing classes for the next semester.

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 Nelnet Business Solutions according to the published payment dates for all semester/terms. Veterans are responsible for notifying the Director of Veterans 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 Veterans Resources or call (479) 619-2273 if they have questions regarding their benefits, eligibility, file status or VA regulations.

# TUITION SCHEDULE

## TOTAL TUITION PER CREDIT HOUR

| Credit Hours Enrolled | In-District Residents | Out-of-District Contiguous | Out-of-State | International |
|-----------------------|-----------------------|----------------------------|--------------|---------------|
|                       | Resident*             | Resident*                  | Resident*    | Student***    |
| 1                     | \$75.00               | \$122.50                   | \$125.00     | \$175.00      |
| 2                     | \$150.00              | \$245.00                   | \$250.00     | \$350.00      |
| 3                     | \$225.00              | \$367.50                   | \$375.00     | \$525.00      |
| 4                     | \$300.00              | \$490.00                   | \$500.00     | \$700.00      |
| 5                     | \$375.00              | \$612.50                   | \$625.00     | \$875.00      |
| 6                     | \$450.00              | \$735.00                   | \$750.00     | \$1,050.00    |
| 7                     | \$525.00              | \$857.50                   | \$875.00     | \$1,225.00    |
| 8                     | \$600.00              | \$980.00                   | \$1,000.00   | \$1,400.00    |
| 9                     | \$675.00              | \$1,102.50                 | \$1,125.00   | \$1,575.00    |
| 10                    | \$750.00              | \$1,225.00                 | \$1,250.00   | \$1,750.00    |
| 11                    | \$825.00              | \$1,347.50                 | \$1,375.00   | \$1,925.00    |
| 12                    | \$900.00              | \$1,470.00                 | \$1,500.00   | \$2,100.00    |
| 13                    | \$975.00              | \$1,592.50                 | \$1,625.00   | \$2,275.00    |
| 14                    | \$1,050.00            | \$1,715.00                 | \$1,750.00   | \$2,450.00    |
| 15                    | \$1,125.00            | \$1,837.50                 | \$1,875.00   | \$2,625.00    |
| 16                    | \$1,200.00            | \$1,960.00                 | \$2,000.00   | \$2,800.00    |
| 17                    | \$1,275.00            | \$2,082.50                 | \$2,125.00   | \$2,975.00    |
| 18                    | \$1,350.00            | \$2,205.00                 | \$2,250.00   | \$3,150.00    |
| 19                    | \$1,425.00            | \$2,327.50                 | \$2,375.00   | \$3,325.00    |

# 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 sixteen 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 hours of 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.

## Registration Procedures

Students should register for classes according to instructions and deadline dates 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 online 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 may drop students from class for nonpayment of tuition and fees. Students must make full payment of tuition and fees by the payment due date or set up a payment plan. While NWACC does drop for non-payment, do not assume you will be automatically dropped. Monitor your class registration via EagleNet located in My NWACC Connection.

To facilitate online registration, 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 <https://www.nwacc.edu/web/nwacc/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. Monitor the Academic Calendar at <https://www.nwacc.edu/web/nwacc/calendar.php> for add/drop and withdraw deadlines.

## Scheduling Classes

Students are 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.

For assistance with online scheduling of classes visit <https://www.nwacc.edu/web/academic-advising/>

online-registration for step by step instructions.

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.

NWACC reserves the right to administratively drop students for failing to meet required prerequisites.

### **Future Term Registration Cancellation**

When early registration dates for future terms precede the payment deadline for a current term, students with unpaid balances may register for a future term. In such cases, the student will have until the payment due date of the future term to pay their past due balance in its entirety.

Failure to make payment in full by the payment due date may result in an administrative drop from class(es).

Students are responsible for monitoring their student bill on a regular basis and for ensuring all fees are paid by the due date.

### **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 signed approval. Please contact the Student Records Office for more information.

### **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.

In compliance with federal regulations governing

financial aid and veterans benefits, faculty are required to report students who stop attending or who have never attended class.

For students who have not participated by the census reporting date, faculty will initiate an administrative drop for these students. Please see the Administrative Drop by Census Reporting Date policy in the following section.

### **Class Participation**

Grades of FP – (failure to participate) will be issued to those students failing to participate in class activities and failing to officially withdraw from their course(s). Students will be assigned a grade of “FP” if they do not complete at least 50% of the assigned coursework. Students must demonstrate participation by submitting assignments, completing quizzes and assignments, and accessing course functions. Failure to participate in all courses attempted by a student is considered an unofficial withdrawal and the student may be required to repay all or a portion of the financial aid received for the semester. Federal regulations mandate that the Financial Aid Office determine the percentage of the semester the student completed. This calculation will establish the amount of financial aid funds that must be returned to the Department of Education.

### **Administrative Drop by Census Reporting Date**

In order to maintain College compliance with federal and state regulations and to report correct data to the state, instructors will complete an electronic form to initiate an administrative drop from a course if a student has not participated in at least one session of a class by the census reporting date, e.g. the end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term. Instructors teaching online courses will complete the same electronic form to initiate an administrative drop if the student has not fulfilled the initial participation requirements established in the course syllabus.

There will be no reinstatement of students dropped for non-attendance/participation.

### **Grading Policy**

#### **Grading Symbols**

NWACC uses the following grading symbols:

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

### 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

FP = 0 quality points

(W, WA, I, IP, and AU are 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:

- a. The student (or his/her authorized representative) initiated the request.
- b. The student was carrying at least a "C" in the course before the situation arose that prompted the request for the incomplete.
- c. The student was in compliance with all course requirements, including attendance and percentage of material covered.
- d. 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:

- a. Stipulate the specific course requirements to be completed.
- b. Stipulate the specific date by which the requirements must be completed.
- c. 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

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 grade change request must be initiated by the student to the instructor. If approved the instructor submits the grade change form for approval to the Academic Dean. 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/Improving GPA

Sometimes a student may wish to repeat a course for greater knowledge of a subject or for an improved grade. When a student repeats the same 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, he or she 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.

## Refund Appeal

Occasionally a student's learning experience may be interrupted by an event beyond their control. When this occurs, students may be eligible to submit an appeal for debt forgiveness or tuition refund. An appeal will be considered for one of the following:

1. Military deployment to a theater of operations not conducive to the completion of academic studies.
2. Long-term hospitalization of the student that prohibits successful completion of academic studies.

Refund appeals must be received within one year from the end of the semester for which the student requests. All refunds for classes will be given based on the published NWACC calendar. A grade of "WA" will be issued for approved refund appeals. Request for exceptions to this policy may be submitted to the Chief Student Affairs Officer.

Refunds for students receiving financial aid or veteran's benefits will be handled according to all federal regulations, which could result in the student owing back federal funds. Refund appeals do not change or influence a student's satisfactory academic progress standing with the Financial Aid Office.

## 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 of the instructor, work that has been previously offered for credit in another course.

10. Sabotage of another student's work.
11. Falsification of or forgery 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

### Definition

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:
  - a. Written detailed (date and activity) description of the behavior witnessed by the instructor or other parties.
  - b. Written account of verbal warnings issued in class.
  - c. 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:
  - a. Warning and/or admonishment to student
  - b. Revision of assignment, quiz or exam
  - c. Rewrite and/or retest
  - d. Alternative assignment.

If the infraction is significant, the instructor may choose from the following sanctions:

  - a. "F" on the assignment, quiz or exam
  - b. "Zero" on the assignment, quiz or exam
  - c. "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 above 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 above 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 either giving him/her the original signed Violation of Academic Honesty form or notifying him/her that the student has refused to sign the form. The signed form will be submitted to the Chief Academic Officer.
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 Chief Academic Officer. 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 Chief Academic Officer 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 Chief Academic Officer, who 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 Chief Academic Officer.
13. After consideration of this information, the Chief Academic Officer makes a decision and delivers the decision to all parties in writing.
14. The Chief Academic Officer'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 the Chief Academic Officer detailing the violation and sanction(s) applied.
16. Since violations of academic honesty are also conduct violations, referrals may be made to the Chief Student Services Officer after grading sanctions are imposed to assess if additional disciplinary actions are warranted.



## **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 Chief Academic Officer within five working days of receipt of the dean's written disposition of the grievance.

The Chief Academic Officer 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 CAO's office with all relevant documents pertaining to the grievance. The Chief Academic Officer 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 Chief Academic Officer or the committee will be final. A copy of the grievance and the decision of the Chief Academic Officer 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.

### **False/Malicious Complaint**

It shall be considered a violation of college policy for any student to knowingly file a false or malicious complaint under this procedure.

### **Non-Retaliation**

No employee or student shall retaliate or discriminate against a student because of the student's filing of or participation in the review of a complaint. The student is assured that retaliation due to filing of or participation in the review of a complaint under this procedure is strictly prohibited by this college policy.

### **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 Chief Academic Officer 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:

1. The academic integrity of the college is violated.
2. The maintenance of the college's program of higher education is jeopardized.
3. 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 Health Professions, 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.

## 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 Progress Policy

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

A student's academic standing is determined at the end of each fall and spring semester on the basis of credit hours completed and cumulative and/or semester grade point average. A student's academic standing determines re-enrollment status and establishes conditions associated with re-enrollment or denial of re-enrollment.

## Good Standing

A student whose cumulative grade point average (GPA) is 2.0 or above is considered to be in good academic standing at NorthWest Arkansas Community College.

Students completing 9 (nine) or more credit hours in a fall or spring semester who do not achieve a 1.75 cumulative GPA in one fall or spring semester will be issued a letter warning them that a second consecutive semester with similar performance will lead to their being placed on Academic Probation.

A student completing 9 or more credit hours in the fall or spring semester and whose cumulative grade point average falls below 1.75 for two consecutive semesters (summer terms excluded) will be subject to Academic Probation.

The College has established two types of probation: Academic Probation Recovery I and Academic Probation Recovery II.

## Academic Probation Recovery I

A student completing 9 (nine) or more credit hours in the fall or spring semester and whose cumulative grade point average falls below 1.75 for two consecutive semesters (summer terms excluded) will be placed on Academic Probation Recovery I status for one semester. The student will receive notification of

this probationary status from the NWACC Advising Center. The student's registration will be blocked until he or she complies with the following Recovery I requirements:

- a meeting with a College Advisor to review the student's academic history
- development of an Academic Improvement Plan by the College Advisor

The Academic Improvement Plan will include selected courses and/or non-credit activities approved by the College and will be aimed at improving the student's skills, readiness, or college work habits.

For the Academic Probation Recovery I semester, the student must achieve a minimum semester GPA of 2.0 and must complete the Academic Improvement Plan. Students who do achieve these goals and who have raised the cumulative GPA to 2.0 will be reinstated to good standing. Students who do not achieve the 2.0 semester GPA or who do not complete the Academic Improvement Plan will be suspended from the College for the next full fall or spring semester. A suspended student wishing to take summer courses must apply to the Chief Academic Officer who works with the academic dean of the student's course area.

### **Academic Probation Recovery II**

Students on Academic Probation Recovery I status who achieve acceptable academic progress (2.0 semester grade point average) and who complete the Academic Improvement Plan but whose cumulative grade point average is still less than a 2.0 will be placed on Academic Probation Recovery II status until their cumulative grade point average is at least a 2.0. The student will be subject to all guidelines and goals as stated in the Academic Probation Recovery I description shown above, i.e., a meeting with an Academic Advisor and development of a new Academic Improvement Plan by the Academic Advisor is required. During each Recovery II semester, the student must continue to maintain a 2.0 semester GPA. As with the Recovery I status, Recovery II students who do not achieve the 2.0 semester GPA will be suspended from the College for the next full fall or spring semester.

### **Reinstatement from Suspension**

Following the one fall or spring suspension, a returning student will be reinstated on Academic Probation Recovery I status. Registration will be blocked until the student complies with the Recovery I

requirements of a meeting with an Academic Advisor and development of a new Academic Improvement Plan by the Academic Advisor. The student will be subject to all guidelines and goals as stated in the Academic Probation Recovery I description shown above. If the student meets the semester GPA 2.0 requirement and completes the Academic Improvement Plan, he or she will move into Academic Probation Recovery II status and will remain in that status until the cumulative grade point average is 2.0, at which time the Academic Probation status will be removed and the student will be in good standing.

A student reinstated from suspension who does not achieve the semester grade point average of 2.0 will be suspended again for a period of 12 months. A student suspended in December could return 12 months later to begin a new spring semester. A student suspended in May could return 12 months later to begin a summer semester. A student dismissed for 12 months must petition for reinstatement to studies and must meet with the Chief Academic Officer or his or her designee for consideration of the petition for reinstatement.

Students who have chosen to enroll at another college during their suspension period may ask to have their transcript reviewed by the NWACC Registrar's Office. All approved credits for transfer will be placed on the student's transcript.

### **Minimum Grade Point Average Requirement**

A student completing 9 or more hours in a semester whose grade point average falls to 0.00 will be immediately dismissed from the College for the following full semester. After that semester, that student must petition for reinstatement to studies and must meet with the Chief Academic Officer or his or her designee for consideration of the petition for reinstatement.

### **Appeal**

Students who want to appeal placement on academic probation or suspension may file an appeal with the Dean of Students at 479-619-4234, Student Center 225 J.

### **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 6 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 via email signed by the Associate Vice President for Learning.

### **College Records and Transcripts**

Official NWACC student transcripts and personal records are confidential information, which are in protective custody in the Student Records Office. Digital copies of records are considered original

Transcripts may be released to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, without student consent.

Transcript requests for institutions of higher education in the state of Arkansas will only be transmitted electronically when available. Paper transcripts will only be sent to those institutions not yet set up to accept electronic transcripts. Transcripts going to the Arkansas Department of Education will also be sent electronically.

### **Records on Hold**

If your records have been placed on hold for any reason you may 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.

### **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.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Annual Notification to Students:**

NorthWest Arkansas Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). This act, which the College intends to fully comply, affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

#### **1. The right to inspect and review the student's education record within 45 days of the day the College receives a written request for access.**

A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the student shall be advised of the correct official to whom the request should be addressed.

#### **2. The right to request an amendment to the student's education record when the student believes the record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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. Note: FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example,

a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

### **3. The right to have some control over the disclosure of information from education records.**

The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. 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 responsibilities for the College. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include:

- Person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel) who have been determined to have a legitimate educational interest.
- Person serving on the Board of Trustees
- Student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks
- Person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse)
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

The College may also make the following disclosures without student consent:

- Disclosures to state and local authorities (U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education and other state and local authorities) that may further disclose information from education records on behalf of the institution
- Disclosures in connection with financial aid for which the student has applied or which the student has received

- Disclosures to organizations conducting studies
- Disclosures to accreditation bodies
- Disclosure to parents of an eligible student if the student is a dependent for IRS tax purposes
- Disclosures to comply with subpoenas and court orders
- Disclosures in connection with a health or safety emergency or where an articulable and significant risk is determined
- Disclosures in connection with crimes of violence and nonforcible sex offenses
- Disclosures to parents of students under the age of 21 who are determined to have violated regulations governing the use or possession of alcohol or other controlled substances
- Disclosures concerning sex offender
- Information the College has designated as "directory information"

### **Release of Information**

Students who wish to file a standing request to release information to a particular person or agency may submit the Consent to Release of Academic Information Form to the Student Record's Office (2nd floor Student Center). Students must show their photo ID when submitting this consent. If a third party is returning this form on behalf of the student, the form must include the student's signature and be accompanied by a photocopy of the student's photo ID. This authorization will allow the designated person or agency access to the information identified on the form and will remain in effect until the date stated on the form.

### **Directory Information**

Items defined by the College as "directory information" may be released without a student's written consent. FERPA permits the College to limit the disclosure of and to use its discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. The College designates the following as directory information:

- Student's name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph
- Dates of attendance

- Degree(s) awarded
- Enrollment status
- Major field of study
- Previous institution(s) attended

This information will be subject to public disclosure. Students who wish to prevent disclosure of directory information must submit the Authorization to Withhold Directory Information Form to the Student Record's Office (2nd floor Student Center). Students who submit this form should note that this action will exclude their name from certain college publications.

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

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-8520 (202) 260-3887

## Graduation

### General Degree Requirements

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

1. The following residency requirement applies to degrees and certificates granted by NorthWest Arkansas Community College:
  - a. Completion of at least 15 credit hours from NWACC is required for an associate degree or technical certificate.
  - b. Completion of at least 7 hours from NWACC are required for a certificate of proficiency.
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.

## 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 2013-14, the completion or graduation rate for students who entered NorthWest Arkansas Community College in 2010 as first-time, full-time, degree seeking students was 14%. Out of this same cohort of students, an additional 26% transferred to another college or university and 7% were still attending NWACC in Spring 2014. For more information see <http://www.nwacc.edu/web/institutionalresearch/index.php>.

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

# STUDENT SERVICES

## Pauline Whitaker Library

The NWACC Library supports learning and instruction by providing resources needed by the college's students, faculty, staff, and administration. The Library's physical collection consists of approximately 40,000 items, including books, videos, journals, magazines, newspapers, and more. The Library subscribes to databases offering access to over 100,000 electronic books, full-text articles from thousands of journals, magazines and newspapers, thousands of streaming videos, career and test preparation, and much more. Special Library collections include the Professional Development Collection and Curriculum Resource Center.

The Library's website, available at [www.nwacc.edu/library](http://www.nwacc.edu/library), provides a wealth of learning resources, including links to access physical and electronic materials, subject guides on a wide variety of areas taught at NWACC, research and citation help, and information about Library services available to students, faculty, and staff members. Access to the Library's subscription databases is available anytime from any computer with Internet access through the website.

The Library offers networked computers and printers, multimedia equipment, course reserves, listening/viewing stations, study rooms, scanners, and photocopiers. A variety of circulating equipment is available for faculty, staff, and student use.

Librarians offer intensive research assistance in person, online through email, chat, and text, and on the phone. Visit the Ask Us! service, available through the Library's website, to learn more about each of these options. The Library Instruction Program offers general orientations and advanced classes to familiarize students and faculty with the resources and services of the library, teach the critical thinking skills necessary to find and filter information, as well as how to use information and resources ethically. Advanced classes focus on specific disciplines and assignment-oriented instruction, as well as citation styles and avoiding plagiarism.

The Library Instruction classroom is a hands-on learning environment with 24 student computers, an instructor's computer, and a Smart Board. The result is an efficient use of classroom instruction time and an opportunity for immediate practice. Online delivery of Library Instruction is also available via webcasting technology or tutorials. The Library works closely with faculty to integrate research skills into coursework across the curriculum.

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.

## Academic Success Center

The Academic Success Center (ASC) serves as a "hub" with a focus on student success. Services include: Computer Lab, Tutoring Center, Success Advising and Success Workshops. The Computer Lab offers free and unlimited access to both PC and MAC computers for student use. Scantrons are available for students to purchase. Students can check-out headphones and calculators. Other technology and support may be available. Computer Lab staff are on hand to support student needs. The Computer Lab is located in Burns Hall, Room 1217.

Tutoring Services are available by drop-in, online and group workshops at our two locations: Burns Hall Tutoring Center, Room 1218 and the Washington County Center in Springdale. Tutors are certified through the international organization, College Learning and Reading Association (CRLA). Various success workshops are also available throughout the academic year covering topics such as: time management, study skills, calculator usage, note-taking strategies, test-taking strategies and many more.

The center also provides success advising services to those students who have been placed on academic probation or suspension (see "Academic Progress Policy"). Students who may experience academic difficulty may also be referred to the ASC for additional support services. For more detailed information on these services, please visit the website at: <http://www.nwacc.edu/web/asc/index>, email: [success@nwacc.edu](mailto:success@nwacc.edu) or call: (479) 619-4241.

## Writing Center

The Writing Center is located in BH 1003 and is staffed by English composition faculty, who consider the Writing Center an integral part of the writing process. Faculty tutors offer their expertise to work one-on-one with the student. The instructor will read and react to student writing and direct the writer during the writing process.

Students may drop in for a consultation, make an appointment for a live consultation, or use the on-line service for assistance with any writing



assignment.

See the website at <https://www.nwacc.edu/web/writingcenter> for directions for services, hours of operation, and links to writing resources. Additionally, the Writing Center presents weekly workshops on writing topics with times and dates posted on the website.

## Academic Advising

Academic advising is central and plays a significant role in the process of educating students for success. An Academic Advisor assists students with course selection and career planning, in addition to creating a success plan with each student. The advisor-student relationship is dependent upon effective communication and exchange of information between the student and their advisor. The goal of the Academic Advising Center at NorthWest Arkansas Community College is to educate the whole student and teach them the knowledge of academic planning, their responsibilities, and the college expectations required for their success. We will:

- Ensure that students have access to knowledgeable advisors that demonstrate care and respect.
- Collaborate with students to develop and implement academic plans and educational experiences that reflect individual ability and interest.
- Teach students to utilize resources available to achieve their goal - whether it be degree completion, transfer and/or transition to employment, or personal enrichment - so they can maximize their individual potential.

All first-time college students seeking a degree or certificate are required to see an advisor (as part of Orientation) either in the Academic Advising Center located in the Student Center, or the Washington County Center in Springdale, to define their career and educational goals. During these sessions, a program of study will be explored and reviewed. Students who have the following status: Academic Probation or Suspension, Individual Plan and/or Conditional Admission will be required to see an advisor prior to each enrollment period to discuss their academic progress. Transfer and returning students are strongly recommended to see an Advisor. It is the responsibility of the student to seek assistance and engage in the advising process.

Academic Advising is by appointment only. Students can schedule appointments online through the My NWACC Connection. For more information,

please visit <https://www.nwacc.edu/web/academic-advising>, or contact the Academic Advising Center at 479-619-4324 or the Washington County Campus (WCC) at 479-936-5131.

## New Student Orientation

All first-time degree or certificate seeking students must complete Orientation. In order to register for orientation, students must have been accepted and have submitted complete ACT or COMPASS Scores. Orientation is designed to provide students with important information and concepts to help them succeed in college.

At Orientation, students receive academic advisement and are given the opportunity to start registering for classes. For more information, please visit: <https://www.nwacc.edu/web/orientation>, or contact the Office of Admissions and Advising at (479) 619-4324 or the Washington County Center at (479) 936-5131.

## Transfer and Transition Services

The Coordinator for Transfer and Transition Services aims to inform NWACC students about the many aspects of transferring from a community college to a four-year university, college, or pre-professional program. Services the coordinator provides include:

- Schedule informational appointments to discuss the transfer process
- Connect students with representatives from regional colleges and universities
- Maintaining a website that reflects current information relating to transferring from NWACC to another institution of higher learning
- Provide access to a transfer library of college and university handbooks, catalogs, scholarships, and transfer guides
- Educate students about the reverse transfer process
- Developing and coordinating workshops, classroom presentations, and transfer fairs

In most cases, students can attend NWACC and earn an associate degree before transferring to a four-year institution without losing time, money, or college credits. There are several associate degrees offered at NWACC that are designed to transfer to four-year colleges and universities. Refer to the advising section of the catalog to learn about transfer degree options that make NWACC degree completion possible. Although many NWACC courses transfer to colleges

and universities, not all of them are deemed equivalent to four-year degree requirements at the transfer institution a student chooses. Students are encouraged to work with their NWACC academic advisor in conjunction with an academic advisor at their transfer institution to ensure completed coursework meets prerequisite and introductory major requirements, in addition to consulting current college catalogs detailing requirements needed to achieve junior standing with a transfer degree. Because the receiving institution determines what courses transfer, students should always stay in close touch with professionals at that school.

### Reverse Transfer

NWACC partners with several universities to provide a reverse transfer agreement that allows NWACC students to complete their associate degree after having transferred to the four-year college/university of their choice. Credits earned while working on the bachelor degree will often complete course requirements for an associate degree. If all graduation requirements have been met and submitted to the Records office, then an associate degree will be awarded.

NWACC Reverse Transfer Partners are: University of Arkansas, University of Central Arkansas, University of Arkansas-Fort Smith and Drury University.

### Transfer Fairs/Events

Transfer College Fairs are coordinated by the NWACC Transfer and Transition Services, and they function to bring representatives from other universities and colleges to visit with current students. These representatives spend time on campus to educate students about the majors they offer, in addition to informing students about how to connect with advisors on their campus.

### Transfer Guides

Transfer Guides Transfer Guides define the links between how NWACC course requirements have been deemed equivalent to course requirements at some universities and colleges. These guides provide detailed information regarding which general education, major, and elective coursework should be taken when preparing to complete a specific major at a particular four-year university. <https://www.nwacc.edu/web/>

[lss\\_admissions/](#)

### Degree Completion Programs

Online and degree completion programs are excellent options for students who need alternate times and/or locations - offered locally and/or online. The degree completion and online opportunities make a bachelor degree possible for people who are unable to relocate or attend regular classes. Note: Some programs may have age and/or work experience requirements.

### Transfer Act 182 of 2009 (Roger Phillips Act)

The purpose of Transfer Act 182 is to assist students wishing to transfer credits among public institutions of higher education in Arkansas. This is accomplished by:

- Creating a seamless transfer of college coursework for students who have completed a two-year degree before moving to a four-year degree granting institution;
- Eliminating requirements for additional 1000 or 2000-level college credit hours at the receiving public institutions of higher education unless they are: 1) required by the academic major; 2) required pre-requisites for other course work; or 3) required for certification or accreditation for the major.

### Career Services

Students may complete career assessments, explore academic majors and career options, and develop personalized career plans in the Career Center. Other services include seminars and workshops to help students in resume development, interview preparation, and job search strategies. Service in the Career Center is available at no cost to all current students and graduates of NWACC.

Students seeking employment can explore opportunities with employers through the Virtual Career Network (VCN). The VCN can be accessed 24 hours a day, 7 days a week online at: [http://www.nwacc.edu/web/LDC\\_careerservices/StudentInformation.php](http://www.nwacc.edu/web/LDC_careerservices/StudentInformation.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/web/LDC\\_careerservices/index.php](http://www.nwacc.edu/web/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 VCN. Students may post their resume, browse employer profiles, and conduct a job search online.

To learn more about how Career Services can help you, log on to the VCN, call 479-986-4001, or visit the Center on the 2nd floor of the Student Center.

## Resources for Students with Disabilities

NWACC is committed to the creation and maintenance of an accessible and welcoming campus community that respects and values disability as part of the diversity of human experience. The Disability Resource Center (DRC) serves as the central campus resource for students with disabilities. DR staff members work with the campus community to ensure that physical, curricular and web environments are designed to be barrier-free to the extent possible. Some barriers to access can't be removed in a timely manner, and so that's when we work one-on-one with students to develop and implement a plan of academic accommodations to ensure access the programs, services and activities of the College.

Reasonable accommodations are available to enrolled students with documented disabilities who have completed registration with the DRC. In order to complete this process (which is entirely separate from Admissions or Enrollment processes), students must meet with a DRC staff member to discuss any barriers or concerns they have and are required to supply appropriate documentation (typically medical, psychological, and/or psychoeducational evaluation) which supports requests for accommodation. A plan of academic accommodations is then developed based on analysis of the information provided.

Students should complete this registration process as soon as possible after admission to NWACC. Some accommodations require substantial advance notice to coordinate effectively, such as sign language interpretation or books in accessible formatting. While every effort is made to accommodate students regardless of when they request accommodations, advance notice eight weeks prior to the start of semester is required to ensure that accommodations are in place at the start of term.

Accommodation plans are implemented in collaborative partnership between students, faculty and DRC staff. Students have responsibility to appropriately

follow DRC procedures in order to make use of their accommodations. Due to the dynamic nature of the accommodation process, procedures may change given individual circumstances, requiring that expectations or next steps may come in the form of guidance directly from DRC staff. For this reason, maintaining good communication is of paramount importance. The PRIMARY METHOD of communication is by email through the NWACC.edu email address which is provided to all students.

Accommodations are available to all NWACC students, including those enrolled in online coursework through Distance Learning. Arrangements may be made to facilitate the DR-registration process by phone or web-conferencing if travel to campus is infeasible or problematic.

All NWACC students must meet appropriate academic performance and Code of Conduct expectations.

Guests to our campus who have disability-related needs may make requests to be accommodated by contacting the DRC (email [disability@nwacc.edu](mailto:disability@nwacc.edu) or call (479) 986-4076). Please provide advance notice of at least ten (10) business days to ensure appropriate arrangements can be made.

Procedures to report a disability-related grievance are outlined on page <confirm page location for new ADA/504 grievance procedures>. These are also made available on the DRC webpage.

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

## Service Animals on Campus

In compliance with applicable law, NWACC allows Service Animals in its buildings, classrooms, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide a specific service to them that is related to his/her disability.

Handlers (as defined below) must comply with the control, behavior, etiquette, hygiene and all other related expectations for Service Animals as articulated in the NWACC Service Animal Procedures and Responsibilities document, which is available on the NWACC Disability Resource Center (DRC) webpage

Enrolled students who require a Service Animal to accompany them on campus must be affiliated with the Disability Resource Center. Students are directed to

contact the DRC as soon as they are aware of plans to bring a Service Animal to campus.

At the discretion of the DRC Director, a student may be asked to provide further information to the Disability Resource Center, such as when it is not obvious what service the animal provides. It may be necessary to provide documentation from an appropriately credentialed clinician/health provider which substantiates that the Service Animal is required because of a disability and what work the animal performs. The letter from the provider should be on his/her professional letterhead and must be dated.

Appeals, grievances or specific inquiries related to Service Animals on NWACC Campus locations may be directed to the Disability Resource Center Director by email at [disability@nwacc.edu](mailto:disability@nwacc.edu) or by phone at (479) 986-4076.

Campus guests who require the access provided by a Service Animal (“handlers”) but who are not enrolled students are welcomed to campus with their Animals, provided they comply with all expectations articulated in the Service Animal Procedures and Responsibilities, which are available on the DRC webpage. Failure to meet these expectations may result in removal from campus.

NWACC does not permit Service Animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. These determinations are made on a case-by-case basis by the Disability Resource Center Director or his/her designee.

Service Animals provide vital access services to their Handlers. For this reason and to maintain a campus environment that is supportive of access for Handlers and Service Animals, all faculty members, staff, students, visitors and members of the Campus community should follow appropriate public etiquette practices. These practices are articulated in the Service Animal Procedures and Responsibilities document.

A dog being trained to perform as a Service Animal has the same rights as a fully-trained dog, provided:

- a. a trainer accompanies the animal at all times;
- b. the dog is identified as a service dog in training;
- c. the animal and trainer comply with the control, behavior, etiquette, hygiene and all other related expectations for Service animals as articulated in the NWACC Service Animal Procedures and Responsibilities.

HANDLER means a person with a disability that a

service animal assists or a personal care attendant who handles the animal for a person with a disability.

SERVICE ANIMAL means any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

\*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may also qualify as a service animal. Due to structural or related limitations, some campus locations may not be accessible to miniature horses.

## Veterans Resources

Military service veterans and the survivors of deceased or one hundred percent (100%) disabled veterans, regardless of eligibility of VA benefits, 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 479-619-2273.

## Testing Services

The NWACC Academic 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) 619-4354 or [https://www.nwacc.edu/web/ldc\\_testingcenter/index.php](https://www.nwacc.edu/web/ldc_testingcenter/index.php).

COMPASS testing is available by appointment during open Testing Center hours. Below is the process to register for COMPASS:

- Make appointment online at the web address above
- 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 Life**

The Office of Student Life 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 Activities Board (SAAB), the Student Government Association (SGA) and the many certified clubs on campus. For information regarding involvement see the Student Activities and Leadership webpage at <http://www.nwacc.edu/web/clubs/or> contact the Director of Student life at [studentlife@nwacc.edu](mailto:studentlife@nwacc.edu).

## **Student Leadership Opportunities**

### **Student Ambassador and Activities Board (SAAB)**

The Student Ambassador and Activities Board (SAAB) members serve as student leaders and ambassadors of NWACC in a variety of structured and informal formats. Members assist the Student Services Team with new student orientation and registration and provide guided tours for first time or potential students. In addition, members plan all student activities on campus and work with all student 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 Life at [studentlife@nwacc.edu](mailto:studentlife@nwacc.edu) or (479) 986-6682.

### **Student Government Association (SGA)**

The Student Government Association promotes and maintains an active communication between the administration, faculty, staff, and students; promotes unity among the students of NorthWest Arkansas Community College; promotes an environment which shall permit the development of character and intellectual growth; ensures the personal freedom and general welfare of the student body; and is the voice for students in all campus affairs. Student Government Senators are elected by the student body. For information regarding the Student Government Association, please call the SGA office at 479-936-5741 or email [sga@nwacc.edu](mailto:sga@nwacc.edu).

## **Student Leadership Position Restrictions**

Students with a felony conviction, registered sex offender status, or disciplinary dismissal from a postsecondary institution may or may not be eligible to fill student leadership roles or be a member of any NWACC student club or organization. Students registering to become members of NWACC student clubs or organizations may be subject to a background check. Student leadership roles include, but are not limited, to the following NWACC student organizations:

- Student Ambassadors and Activity Board
- Student Government Association
- NWACC Eagle View
- Peer Association for Student Success (PASS)
- Learning, Improvement, Fun, and Empowerment (LIFE) Program
- NWACC registered student clubs and organizations

## **NWACC Eagle View student newspaper**

The NWACC Eagle View “shall provide students with a public forum for responsible news reporting and commentary and shall reflect commitment to integrity, truth, and excellence.” Prior experience in media or enrollment in journalism classes is not required to be on the staff of the paper—any student enrolled in a least one-credit hour at NWACC may apply to participate. The paper is published four or five times in the fall and again in the spring, for a total of eight to ten issues per academic year. Student staff are given basic training in news reporting and are encouraged to take journalism classes. The various positions available include reporter, photographer, designer, distributor, ad sales representative, promotions, social media, and others. Staff application forms along with other information may be found at <http://www.nwacc.edu/web/stunewspaper/index.php>.

## **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. Information on becoming a registered student organization may be obtained from the Director of Student Life at [studentlife@nwacc.edu](mailto:studentlife@nwacc.edu) or (479) 986-6682. Student organizations are subject to change each academic year. There are many registered student organizations at NWACC. If you don't see one you like then you can create your own. 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 Life at [studentlife@nwacc.edu](mailto:studentlife@nwacc.edu) or (479) 986-6682.

#### **ALPFA OF NWACC**

The Association of Latino Professionals in Finance and Accounting (ALPFA) of NWACC exists to build effective leadership and communication skills in a business context for NWACC's Latino students while they increase their understanding of the business world by building relationships with business leaders.

#### **ART CLUB AT NWACC**

The purpose of the club is to increase the visibility of visual art on campus, to increase the knowledge of aesthetics, to broaden world view and visual art across cultures, and to empower artists to step out of their social and creative comfort zones.

#### **BAPTIST COLLEGIATE MINISTRY**

BCM connects students wanting to grow in Christ, to be part of a fellowship on campus, and to serve the spiritual and physical needs of others. Weekly meetings with lunch provided, special activities, worship times, and/or mission opportunities are offered each semester.

#### **BLACK STUDENT ASSOCIATION**

The Black Student Association was created to promote cultural awareness and knowledge to the students of NWACC.

#### **CHI ALPHA CHRISTIAN FELLOWSHIP**

The purpose of Chi Alpha is to fulfill the great commission (Matthew 28:19-20) by: sharing, discipling, and providing opportunities for fellowship, discussion, prayer and Biblical Training.

#### **CLIMBING CLUB AT NWACC**

The purpose of the Climbing Club is to connect students who are interested in climbing regardless of their experience level. The goal of the club is to introduce climbing to students that are interested in learning in a safe environment.

#### **CRU AT NWACC**

The purpose of Cru at NWACC is to introduce students to Christ and help them to grow in their faith

through fellowship and study of the Bible as well as to inspire commitment to advancing the purposes of God in the world.

#### **DREAMERS OF NWACC**

Members of this club include allies of undocumented students and some undocumented students themselves who focus on making postsecondary education accessible for all young people, helping them stay in school to graduation. Members also advocate for Arkansas' youth through working for passage of the DREAM act at state and national levels.

#### **ENACTUS (Formerly SIFE)**

Enactus is an international non-profit organization that brings together student, academic and business leaders who are committed to using the power of entrepreneurial action to improve the quality of life and standard of living for people in need. Guided by academic advisors and business experts, the student leaders of Enactus create and implement community empowerment projects around the globe. The experience not only transforms lives, it helps students develop the kind of talent and perspective that are essential to leadership in an ever-more complicated and challenging world.

**Entrepreneurial** – having the perspective to see an opportunity and the talent to create value from that opportunity;

**Action** – the willingness to do something and the commitment to see it through even when the outcome is not guaranteed;

**Us** – a group of people who see themselves connected in some important way; individuals that are part of a greater whole.

#### **GAY-STRAIGHT ALLIANCE**

The purpose of this group is to allow a safe atmosphere for students of any sexual orientation or gender preference to congregate and discuss issues pertinent to those individuals who identify as gay, lesbian, bisexual, transgender, queer, questioning and straight.

#### **HEALTH INFORMATION MANAGEMENT STUDENT ORGANIZATION**

The purpose of our organization is to promote the HIM program on campus and throughout the area and to connect with HIM professionals throughout the United States.

### **HMONG CULTURE CLUB**

The purpose of this club is to promote awareness of Hmong culture and experience at NorthWest Arkansas Community College and its community; to serve as a venue for Hmong and other students interested in the Hmong culture.

### **INSATIABLE INK**

The goal of Insatiable Ink is to encourage and promote creative writing. For students who enjoy writing fiction, poetry, drama, or in other genres, this club offers a friendly place to share work and receive constructive feedback. Students interested in creative writing as a way to work through difficult times, or who write for the therapy of writing, are welcome. Students interested in exploring the craft of writing in general are welcome.

### **INTERNATIONAL STUDENTS CLUB**

The purpose of ISC is to foster friendship amongst international and domestic students, to promote global awareness to NWACC and the community through volunteering, and to enhance college experience through fun club activities.

### **LATIN CULTURE CLUB**

The Latin Culture Club fosters friendship among students with similar backgrounds while providing leadership and volunteer opportunities at NWACC and in the local community. The Latin Culture Club seeks to enhance the college experience through fun club activities and encourages leadership, education, and empowerment for members by activities and announcements of opportunities.

### **NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS**

The Society is a community of leaders dedicated to creating lasting positive change and dedication to leadership. Pending members engage in leadership education through an orientation and two hour goal-setting training, three success network team meetings, and three interactive speaker events. Once all events are completed and a student has been inducted as a member to the society, he or she has the option to attend three more success network team meetings and three more interactive speaker events to earn "The Excellence Award."

### **PACIFIC ISLANDERS CLUB**

The Pacific Islanders Club (to be known as Manit Club) honors the culture and traditions of

the Marshallese people. Club members will serve as leaders in their community and mentors to younger Marshallese to encourage their completion of high school and college enrollment.

### **SAUDI STUDENT CLUB**

The purpose of this club is to provide an environment of camaraderie and support for students from Saudi Arabia.

### **STUDENT NURSES ASSOCIATION**

This organization contributes to nursing education by providing for the highest quality health care, providing programs for current professional interests and concerns, and aiding in the development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life.

### **THEATRE CLUB AT NWACC**

The purpose of the Theatre Club is to promote the awareness of theatre arts for NWACC students on and off-campus, and to provide opportunities in theatre in addition to the academic curriculum of the theatre program.

### **YOUNG DEMOCRATS AT NWACC (YDNWACC)**

The purpose of the YDNWACC is to promote the values of the Democratic Party on the campus and surrounding community, to promote political awareness and involvement of the political process among students. The goal is to create strong leadership, awareness of the American political process and commitment, the value of voting and learning great communication skills. Motto: Servant Leaders to the People.

### **VETS ON CAMPUS**

The mission of the Vets on Campus organization is to provide a solid foundation and a voice for the Veterans on campus. Our focus is to network, educate and provide a social support team for all Veterans of NWACC. Membership: Any current student who is an Armed Forces member who has served or is currently serving and/or dependents of veterans.

## **NATIONAL HONOR SOCIETIES**

### **Phi Theta Kappa**

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 Life at [studentlife@nwacc.edu](mailto:studentlife@nwacc.edu) or (479) 986-6682.

### **Gamma Beta Phi Society**

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 advisor Marvin Galloway at 479-619-4158.

### **Sigma Kappa Delta (SKD)**

SKD is a chapter of the National English Honor Society for students at two-year colleges and is open to English and non-English majors who enjoy language and literature and want to encourage others to do so through on-campus and community service. Students must have a minimum grade point average of 3.0 (on a 4.0 scale) in general scholarship to join and an A or B in at least one college English course. For more information, contact the English department at 479-619-4277.

### **Intramural and Sports Club Programs**

NWACC offers a comprehensive program for all students interested in sports opportunities and activities. The program was initiated in 1998, for college students who want to continue off campus competitive sports activities while taking classes at NWACC. The Intramural and Sports clubs Programs

offer several men's, women's and coed team sports in soccer, basketball, baseball, bowling, fast pitch softball and volleyball. Other team sports activities such as flag football, golf, slow pitch softball, disk golf, taekwondo and horseback riding 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 Health, Physical Education and Intramural Sports Clubs, [jluedtke@nwacc.edu](mailto:jluedtke@nwacc.edu) 479-619-4138.

### **Fitness Center Memberships**

The NWACC Fitness Center is located on the 2nd floor of Burns Hall in Room 2325. Student memberships are only \$49 a semester! Our fitness center has machine weights & free weights to maintain or increase your muscular strength and endurance. Several cardiovascular machines are also available to work on your aerobic fitness. Shower and locker facilities are located close to the center.

For more information on semester memberships, contact John Luedtke, the Director of Health, Physical Education and Intramural Sports Clubs, [jluedtke@nwacc.edu](mailto:jluedtke@nwacc.edu) 479-619-4138 or the fitness center at 479-619-5136.

### **Nursing Mothers Lounge**

Private space for the purpose of lactation is available to nursing mothers who are employees, students, or guests. Reservations are required. Please contact the Office of Human Resources by calling 479-619-4397.

### **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.

is directly related to educational reasons or presents a health or safety emergency.

## **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](mailto:gdennis@nwacc.edu). Persons desiring to make personal contact should come to the Public Safety Department in room 1205, 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.

## **Reporting Crimes**

Students, faculty and staff are encouraged to report any criminal act to the Public Safety Department immediately at (479) 619-4229, room 1205, 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.

## **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 Office 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

# CRIME STATISTICS

| Main Campus<br>One College Dr<br>Bentonville, AR 72712.  | On Campus |      |      | Non-Campus      |      |      | Public Property |      |      |
|--|-----------|------|------|-----------------|------|------|-----------------|------|------|
|  | 2012      | 2013 | 2014 | 2012            | 2013 | 2014 | 2012            | 2013 | 2014 |
| Murder/Non-Negligent Manslaughter                        | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Negligent Manslaughter                                   | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Robbery  | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Aggravated Assault                                       | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Motor Vehicle Theft                                      | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 1    | 0    |
| Arson  | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Burglary   | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Sex Offense-Forcible                                     | 0         | 1    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Sex Offense-Non-Forcible                                 | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Liquor Law Violations (Arrest)                           | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Liquor Law Violations (Referrals)                        | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Drug Abuse Violations (Arrest)                           | 0         | 1    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Drug Abuse Violations (Referrals)                        | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Weapons Law Violations (Arrest)                          | 0         | 0    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Weapons Law Violations (Referral)                        | 0         | 1    | 0    | 0               | 0    | 0    | 0               | 0    | 0    |
| Domestic Violence  | N/A       | 0    | 1    | N/A             | 0    | 0    | N/A             | 0    | 0    |
| Dating Violence  | N/A       | 0    | 0    | N/A             | 0    | 0    | N/A             | 0    | 0    |
| Stalking   | N/A       | 2    | 0    | N/A             | 0    | 0    | N/A             | 0    | 0    |
|  |           |      |      |                 |      |      |                 |      |      |
| *No hate crimes were reported for 2012, 2013 and 2014.   |           |      |      |                 |      |      |                 |      |      |
|  |           |      |      |                 |      |      |                 |      |      |
| Jones Center<br>922 E. Emma Ave.<br>Springdale, AR 72764 | On Campus |      |      | Public Property |      |      |                 |      |      |
|  |           |      |      |                 |      |      |                 |      |      |
|  | 2012      | 2013 | 2014 | 2012            | 2013 | 2014 |                 |      |      |
| Murder/Non-Negligent Manslaughter                        | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Negligent Manslaughter                                   | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Robbery  | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Aggravated Assault                                       | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Motor Vehicle Theft                                      | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Arson  | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Burglary   | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Sex Offense-Forcible                                     | N/A       | 1    | 0    | N/A             | 0    | 0    |                 |      |      |
| Sex Offense-Non-Forcible                                 | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Liquor Law Violations (Arrest)                           | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Liquor Law Violations (Referrals)                        | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Drug Abuse Violations (Arrest)                           | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Drug Abuse Violations (Referrals)                        | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |
| Weapons Law Violations (Arrest)                          | N/A       | 0    | 0    | N/A             | 0    | 0    |                 |      |      |

|  |           |      |      |     |                 |      |      |  |  |
|--|-----------|------|------|-----|-----------------|------|------|--|--|
| Weapons Law Violations (Referral)  | N/A       | 0    | 0    | N/A | 0               | 0    |      |  |  |
| Domestic Violence  | N/A       | 0    | 0    | N/A | 0               | 0    |      |  |  |
| Dating Violence  | N/A       | 0    | 0    | N/A | 0               | 0    |      |  |  |
| Stalking   | N/A       | 0    | 0    | N/A | 0               | 0    |      |  |  |
| *No hate crimes were reported for 2012, 2013 and 2014.   |           |      |      |     |                 |      |      |  |  |
| **NOTE: All other policies and procedures outlined in this report the NWACC Main campus apply to the Farmington campus, unless otherwise described in this section**       |           |      |      |     |                 |      |      |  |  |
| **This campus was reported as non-campus property in 2012.   |           |      |      |     |                 |      |      |  |  |
| Farmington<br>275 Rhea Mill Rd.<br>Farmington, AR 72730  | On Campus |      |      |     | Public Property |      |      |  |  |
|  | 2012      | 2013 | 2014 |     | 2012            | 2013 | 2014 |  |  |
|  |           |      |      |     |                 |      |      |  |  |
| Murder/Non-Negligent Manslaughter  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Negligent Manslaughter   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Robbery  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Aggravated Assault   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Motor Vehicle Theft  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Arson  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Burglary   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Sex Offense-Forcible   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Sex Offense-Non-Forcible   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Liquor Law Violations (Arrest)   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Liquor Law Violations (Referrals)  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Drug Abuse Violations (Arrest)   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Drug Abuse Violations (Referrals)  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Weapons Law Violations (Arrest)  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Weapons Law Violations (Referral)  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Domestic Violence  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Dating Violence  | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| Stalking   | N/A       | 0    | 0    |     | N/A             | 0    | 0    |  |  |
| *No hate crimes were reported for 2012, 2013 and 2014.   |           |      |      |     |                 |      |      |  |  |
| **NOTE: All other policies and procedures outlined in this report for the NWACC Main campus apply to the Jones Center campus, unless otherwise described in this section** |           |      |      |     |                 |      |      |  |  |
| **This campus was reported as non-campus property in 2012.   |           |      |      |     |                 |      |      |  |  |

| Center for Non-Profit<br>1200 W. Walnut<br>Rogers, AR 72756  | On Campus                         |      |      | Public Property |      |      |
|--|-----------------------------------|------|------|-----------------|------|------|
|  | 2012                              | 2013 | 2014 | 2012            | 2013 | 2014 |
|  | Murder/Non-Negligent Manslaughter | N/A  | 0    | 0               | N/A  | 0    |
| Negligent Manslaughter   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Robbery  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Aggravated Assault   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Motor Vehicle Theft  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Arson  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Burglary   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Sex Offense-Forcible   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Sex Offense-Non-Forcible   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Liquor Law Violations (Arrest)   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Liquor Law Violations (Referrals)  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Drug Abuse Violations (Arrest)   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Drug Abuse Violations (Referrals)  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Weapons Law Violations (Arrest)  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Weapons Law Violations (Referral)  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Domestic Violence  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Dating Violence  | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Stalking   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| *No hate crimes were reported for 2012, 2013 and 2014.   |                                   |      |      |                 |      |      |
| **NOTE: All other policies and procedures outlined in this report for the NWACC Main campus apply to the Center for Non-Profit campus, unless otherwise described in this section.** |                                   |      |      |                 |      |      |
| **This campus was reported as Non-Campus property in 2012  |                                   |      |      |                 |      |      |
| Washington County Campus<br>693 White Rd. Ste. 3<br>Springdale, AR   | On Campus                         |      |      | Public Property |      |      |
|  | 2012                              | 2013 | 2014 | 2012            | 2013 | 2014 |
|  | Murder/Non-Negligent Manslaughter | N/A  | 0    | 0               | N/A  | 0    |
| Negligent Manslaughter   | N/A                               | 0    | 0    | N/A             | 0    | 0    |
| Robbery  | N/A                               | 0    | 0    | N/A             | 0    | 0    |

|  |     |   |   |  |     |   |   |  |  |
|--|-----|---|---|--|-----|---|---|--|--|
| Aggravated Assault   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Motor Vehicle Theft  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Arson  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Burglary   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Sex Offense-Forcible   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Sex Offense-Non-Forcible   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Liquor Law Violations (Arrest)   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Liquor Law Violations (Referrals)  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Drug Abuse Violations (Arrest)   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Drug Abuse Violations (Referrals)  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Weapons Law Violations (Arrest)  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Weapons Law Violations (Referral)  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Domestic Violence  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Dating Violence  | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
| Stalking   | N/A | 0 | 0 |  | N/A | 0 | 0 |  |  |
|  |     |   |   |  |     |   |   |  |  |
| *No hate crimes were reported for 2012, 2013 and 2014.   |     |   |   |  |     |   |   |  |  |
|  |     |   |   |  |     |   |   |  |  |
| **NOTE: All other policies and procedures outlined in this report for the NWACC Main campus apply to the Washington County campus, unless otherwise described in this section.** |     |   |   |  |     |   |   |  |  |
|  |     |   |   |  |     |   |   |  |  |

# SPECIAL LEARNER PROGRAMS

## TECH PREP ARTICULATED CREDIT

NWACC has developed articulation agreements for students from northwest Arkansas high schools in the area of occupational education. High school students, who are enrolled in articulated course(s), can earn college credit and begin working toward an Associate of Applied Science degree at NWACC.

To see a list of articulated courses 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 479-619-4167 or the Washington County Center in Springdale at 479-927-3330 or 479-936-5131.

## 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 9th–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 & Bentonville
- Food Production Management and Services in Rogers
- Dental Assisting in Fayetteville and Bentonville
- 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 is through the Northwest Technical Institute, Secondary Career Center, Springdale AR (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 AB             | MATH 2554              | 3C                |
| Calculus BC             | MATH 2554 & 2564       | 3C                |
| 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 w/Calculus AB | PHYS 2054              | 4C                |
| Physics B w/Calculus BC | PHYS 2054              | 4C                |
| Physics C Mechanics     | PHYS 2054              | 4C                |
| Physics C, E, M         | PHYS 2074              | 4 C               |
| Studio Art – Drawing    | ART 1033 or ART 1303   | 3C                |
| World History           | HIST 1033 or HIST 1043 | 3C                |

C = Credit

## NWACC HONORS PROGRAM

The NWACC Honors Program offers a curriculum of small, challenging classes led by instructors who are engaging and committed to transforming student ideas of undergraduate education. Many classes offer seminar-style discussions, learning through experience and service, and opportunities for rethinking traditional approaches to coursework. The program strives to offer students a feeling of community as they take classes, study, and work side by side on class and service projects. Program members have access to a study lounge in Burns Hall and are eligible to apply for annual, member-only scholarships. Honors Program students become some of the most engaged, connected, and successful students on campus; they are future nurses and history professors, scientists and English teachers, PhD's and business leaders.

### Program Eligibility

- Student must be enrolled in an honors class and have 3.5 gpa (if no gpa has been established, student must have a COMPASS score of 90 or above in reading and writing or a composite ACT score of 23 or above)
- Demonstration of special abilities or completion of significant projects and completion of at least two honors courses at NWACC with a grade of A.

### To Apply

Please see the Application for Admission on the website. Applications to the program are accepted throughout the fall and spring semesters.

If you have any questions about the application or program, please contact

Sabrina Chesne, Director of the Honors Program.  
schesne@nwacc.edu

Burns Hall 1118

479.619.4207

### To Graduate Members Must

- Fulfill all their NWACC degree requirements
- Complete 12 credit hours of Honors courses with a grade of B or higher.
- Compile an Honors Program Portfolio (see website) that receives a satisfactory evaluation.
- Maintain a minimum cumulative 3.5 GPA in all coursework at NWACC.
- Members are also encouraged to participate in Service Learning and/or EMPACTS projects (though this is not a requirement).

Honors Program members are encouraged to take at least one Honors course each semester. Many students begin with a Composition I Honors class, then enroll in other Honors courses over the next three semesters.

### Honors Courses

#### Honors

HONR 2903H - Special Topics Honors - Community & Leadership (Spring)

#### Arts and Communications

ENGL 1013H – Composition I, Honors (Fall)

ENGL 1023H – Composition II, Honors (Spring)

ENGL 2213H – Survey of World Lit. to 1650, Honors (Fall)

ENGL 2223H – Survey of World Lit. from 1650, Honors (Spring)

COMM 1303H – Public Speaking, Honors (On Demand)

HUMN 1003H – Exploring the Humanities, Honors (Spring)

HUMN 2003H – Intro to Gender Studies, Honors (Fall)

### **Social & Behavioral Sciences**

HIST 1033H -World Civ to 1500, Honors (Fall)

HIST 1043H -World Civ from 1500, Honors (Spring)

HIST 2003H – History of the American People to 1877, Honors ( Fall)

HIST 2013H – History of the American People since 1877, Honors (Spring)

PHIL 2003H - Intro to Philosophy, Honors (Fall)

PHIL 2033H - World Religions, Honors (Spring)

PLSC 2003H – Amer. Nat'l Government, Honors (Fall)

PSYC 2003H – General Psychology, Honors (Fall)

SOCI 2013H – General Sociology, Honors (Spring)

### **Sciences**

ASTR 2004H - Survey of the Universe, Honors (Alternate Spring)

BIOL 1544H – Principles of Biology I, Honors (Fall)

GEOL 1114H - General Geology, Honors (Alternate Spring)

### **Business**

ECON 2013H – Principles of Macroeconomics, Honors (On Demand)

Honors classes stimulate higher level thinking by offering unique perspectives that will enhance general knowledge and challenge students to consider and appreciate different viewpoints. Because subject matter is studied more in-depth, students find that they get more out of their honors classes.

### **Membership Benefits**

#### **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. Because

subject matter is studied more in-depth, honors students find that they get more out of their honors classes. The Honors Program promotes a learning community environment by linking courses and participating in themed semester projects.

### **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. The NWACC Honors Program also works closely with the Honors Programs of many regional four-year institutions, some of which offer transfer scholarships to NWACC Honors Program Graduates.

### **Dedicated Study Lounge**

Members of the Honors Program have access to an exclusive study lounge. Located in the main entrance hallway in Burns Hall, room 1213, the study lounge is equipped with a computer station and a larger lounge area with leather furniture and big screen TV. The lounge provides a quiet place to study as well as a place to hang out and get to know other program members.

### **Priority Registration**

Honors Program members are able to register ahead of other students to ensure they get the classes they want.

### **Enhanced Learning Experiences**

Honors Program students are introduced to special speakers and cultural events, have opportunities for educational travel experiences, internships, and to participate in community based projects, like EMPACTS. Honors students take the lead in Service-Learning Projects each semester, which provides experience in leadership, public speaking, team-building, and community service. Honors students also have the opportunity to take a humanities-based leadership course offered on demand.

### **Recognition**

Students receive credit for honors coursework and for being an “Honors Program Graduate” on their transcripts. Additionally, graduates are recognized at the annual Academic Awards Ceremony where they are presented with a medallion to be worn at



graduation, and are recognized in the graduation program. Participation helps strengthen your resume or vitae and makes you more attractive to an employer, college, and scholarship committee.

#### Sense of 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, who are some of the best faculty on campus.

#### Small Class Size

All NWACC classes are smaller than freshmen and sophomore classes at other local institutions of higher learning. Honors classes are limited to 15 students to promote interaction, individualized attention, and community.

## OFF-CAMPUS CIVIL SERVICES CLASSES

Off Campus Civil Service Classes are offered by NWACC at a Civil Service Center/Site in Washington or Benton County and may be attended by eligible students.

Who: Eligible students must be current Civil Service employees as approved by the Civil Service Center Supervisor or Administrator [which may include Law Enforcement, Fire Department, Emergency Medical Services (such as EMT)], etc.

Must have:

- Appropriate placement test scores
- Completed application for admission to NWACC

How to apply and register:

Students should complete the Admissions Application in person at the Washington County Center or the Bentonville Campus. On-line completion of the Admissions Application may also be processed and should be done at the time the student makes contact. Students should register in person at the Washington County Center or the Student Center at the Main Campus.

Contacts for Admissions, Testing and Registration questions: Washington County Center in Springdale: Assistant Registrar, 479-725-4661.

Main Campus in Bentonville: Admissions and Advising Office, 479-619-4324  
Contacts for Business Services questions: Washington County Center in Springdale: Business Services/Cashier, 479-725-4662

Main Campus in Bentonville: 3rd Party Contracts/Billing: Business Services, 479-619-4221.

## SERVICE LEARNING

Service Learning is an academically based program at NWACC that allows students to engage, network, and work with the community to complete student-driven and developed service projects. Through the development of individual, team, and/or group projects, students are able to apply what they learn in the classroom with “real life” experiences to meet the course’s learning objectives. Service Learning reaffirms the college’s connection to the Northwest Arkansas community, 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 while allowing them to reflect on what they learned and the significance of their service. Service Learning can be used in any subject area as long as the instructor offers this option and it is appropriate to the overall learning objectives of a specific course. All students who complete Service Learning projects will be recognized as “Service Learning Scholars” on their transcripts (with each semester’s completed Service Learning hours listed next to their course grades). Students who participate in Service Learning projects tend to have a competitive edge when applying for scholarships, for entrance into four-year colleges and universities, and in the job market.

For more information, see <http://www.nwacc.edu/web/servicelearning/index.php> and/or contact Dr. Chris Huggard at 479-619-4270 or [SL@nwacc.edu](mailto:SL@nwacc.edu).

# 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                  |  |
| Financial Accounting                             | ACCT 2013 & 2023        | 54                                  | 6                  |  |
| Principles of Macroeconomics                     | ECON 2013               | 54                                  | 3                  |  |
| Principles of Marketing                          | BADM 2633               | 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 information visit <http://clep.collegeboard.org/>

## 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               | NA                               | 47                                  | 4                  |
| Art of Western World         | ARHS 2913               | NA                               | 48                                  | 3                  |
| Human/Cultural Geography     | GEOG 1123               | NA                               | 48                                  | 3                  |
| Intro to Law Enforcement     | CMJS 2003               | NA                               | 45                                  | 3                  |
| Criminal Justice             | CMJS 2013               | NA                               | 49                                  | 3                  |
| Intro to World Religion      | PHIL 2033               | NA                               | 48                                  | 3                  |
| Technical Writing*           | ENGL 2013               | NA                               | 46                                  | 3                  |
| Foundations of Education**   | CHED 1003               | NA                               | 46                                  | 3                  |
| General Anthropology         | ANTH 1013               | NA                               | 47                                  | 3                  |
| History of the Vietnam War   | HIST 2063               | NA                               | 44                                  | 3                  |
| Public Speaking              | COMM 1303               | NA                               | 47                                  | 3                  |

\*Verified with department essay.

\*\*Credit Option for CHED 1003 will not meet the state approved course if student wishes to obtain the ECE credential.

DSST Exam Descriptions and Complete Listing: [http://www.getcollegecredit.com/test\\_takers/](http://www.getcollegecredit.com/test_takers/) 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. For more information see DANTES table, go to [http://www.getcollegetcredit.com/test\\_takers/](http://www.getcollegetcredit.com/test_takers/) 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 maximizes student access to courses through the use of various technology-based delivery systems. Distance learning provides a teaching and learning environment

comparable to that provided to on-campus students. Distance education at NWACC is consistent with and supports the college's mission and its strategic plan.

Distance learning courses use a variety of technologies and methods to facilitate communication and interaction among the instructor and students.

### 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, and are charged an additional distance learning fee.

### 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, and are charged an additional distance learning fee.

### Online Degrees

NWACC offers three degrees that students can complete online: The Associate of Arts, the Associate of Applied Science in Environmental and Regulatory Science, and the **Associate of Science--General Business Transfer**.

**Associate of Arts:** A two-year transfer degree designed to prepare students for Bachelor of Arts programs of study. This degree is offered online as a cohort-based program in an accelerated format, or the student may select from online course options using the standard AA transfer degree plan.

**Associate of Applied Science in Environmental Regulatory Science:** A two-year terminal degree with major emphasis in Safety & Hazardous Materials Management.

**Associate of Science in Business - General Transfer:** This degree is designed for students planning to transfer credits to a baccalaureate business degree program at a four-year institution. This degree plan is not designed for students who plan to transfer to the Walton College of Business at the University of Arkansas.

### **Academic and Student Support**

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 technical support.

### **Online Out-of-State Student Complaint Information**

NorthWest Arkansas Community College desires to resolve student grievances, complaints and concerns in a fair and amicable manner. Students residing outside of the State of Arkansas while attending NWACC who desire to resolve a grievance should follow the complaint process outlined in the official college catalog. However, if an issue cannot be resolved internally, you may file a complaint with your State. The document found at <http://www.nwacc.edu/web/online/outofstate> provides phone numbers, emails and/or links to state education agencies.

More information about NWACC Distance Learning can be found at: <https://www.nwacc.edu/web/online/>.

## **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 an adaptation 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

# ADULT & COMMUNITY EDUCATION

## 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 Shewmaker Center for Workforce Technologies on the NWACC main campus, (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 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.

## WAGE™

### Workforce Alliance for Growth in the Economy

WAGE™ is a job readiness entry-level training program conducted by the Adult Education Division of the Arkansas Department of Career Education. The program is offered at no cost to the student or employers. WAGE™ offers 6 Arkansas State certificates. They include Employability, Clerical, Industrial, Customer Service I/II and Bank Teller. The certificates include entry-level training in the areas of Reading, Language, Math, Career Skills, Computer Literacy and Resume Writing. The Adult Education Department of NorthWest Arkansas Community College is partnered with local businesses, industries and agencies which form a WAGE Advisory Board. This advisory board collaborates on the workplace competencies valued in employees or potential employees within the local community. Many employers consider continuing education development valuable when hiring or promoting employees. The NorthWest Arkansas Community College Adult Education WAGE™ certificate program is another option for students entering or advancing in the workplace.

# ASSOCIATE DEGREE PROGRAMS

NorthWest Arkansas Community College offers four degree programs: the Associate of Arts (A.A.) degree, the Associate of Science in Liberal Arts and Sciences (A.S.) degree, the Associate 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 in Liberal Arts and Sciences (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, writing outside of English class or using 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.

## **The Associate of Arts and Associate of Science in Liberal Arts and Sciences 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.

Remedial/developmental (zero level) courses must be used for placement purposes only and can't be used to fulfill any degree or certificate requirement.

### **Arts and Humanities**

Courses in this domain explore the aesthetic qualities that define us as humans 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.

## **State Minimum Core for a Baccalaureate Degree**

Students are required by Arkansas law to take the State Minimum Core Required for a Baccalaureate Degree. NWACC's AA & AS degrees provide for the this core to be met prior to transferring, while earning a degree at NWACC.

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 list of NWACC courses, approved by ADHE, meet this 35-hour core requirement:

### English Composition (6 hours)

|      |      |                |
|------|------|----------------|
| ENGL | 1013 | Composition I  |
| ENGL | 1023 | Composition II |

### Speech/Communications (3 hours)

|      |      |                 |
|------|------|-----------------|
| COMM | 1303 | Public Speaking |
|------|------|-----------------|

### College Level Math (3 hours) (NWACC has several Math courses that are 4 hours)

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

### Science with lab (8 hours)

|      |      |                                |
|------|------|--------------------------------|
| ASTR | 2004 | Survey of the Universe         |
| BIOL | 1544 | Principles of Biology I        |
| BIOL | 1014 | General Biology II             |
| BIOL | 2214 | Anatomy & Physiology I         |
| BIOL | 2224 | Anatomy & Physiology II        |
| BOTY | 1614 | Plant Biology                  |
| BOTY | 2404 | Survey of the Plant Kingdom    |
| BOTY | 2534 | Environmental Biology          |
| CHEM | 1024 | Basic Chemistry                |
| CHEM | 1054 | Chemistry and the Modern World |
| CHEM | 1074 | Fundamentals of Chemistry      |
| CHEM | 1104 | College Chemistry I            |
| CHEM | 1124 | College Chemistry II           |
| GEOL | 1114 | General Geology                |
| GEOL | 1134 | Environmental Geology          |
| MBIO | 2014 | Microbiology                   |
| PHSC | 2004 | Intro to 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    |

### Fine Arts / Humanities

|      |      |   |
|------|------|---|
| 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 Theatre                       |
| ENGL | 2113 | Survey of British Literature to Romanticism   |
| ENGL | 2123 | Survey of British Literature from Romanticism |
| ENGL | 2313 | Survey of American Literature to Civil War    |
| ENGL | 2323 | Survey of American Literature from Civil War  |
| ENGL | 2213 | Survey of World Literature to 1650            |
| ENGL | 2223 | Survey of World Literature from 1650          |
| FLAN | 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     |
| PHIL | 2203 | Introduction to Logic      |

### U.S. History or Government (3 hours)

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

### Social Science Courses

|       |      |  |
|-------|------|--|
| ANTH  | 1013 | Intro. to Biological Anthropology          |
| 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 | Developing Nations                         |
| GEOG  | 2313 | World Regional Geography                   |
| HIST  | 1033 | World Civilization to 1500                 |
| HIST  | 1043 | World Civilization from 1500               |
| *HIST | 2003 | History of American People to 1877         |
| *HIST | 2013 | History of American People 1877 to Present |
| *PLSC | 2003 | American National Government               |
| PLSC  | 2203 | State and 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                        |

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

## Transferring to a Earn a Bachelor's Degree

A bachelor's degree consists of approximately 120 semester credit hours that include general education courses (math, composition, lab science, etc.), survey courses that provide introductory knowledge of an academic discipline, and upper-level courses that provide in-depth knowledge related to a particular field of study, known as an academic "major." To help students aiming to complete a bachelor's degree, NWACC offers general education and survey courses, and, in some instances, lower-division classes that also meet requirements linked to the student's major.

NWACC's Associate of Arts and Associate of Science in Liberal Arts and Sciences degrees require completion of 60 credit hours. Courses taken to complete either degree may count as general education or major requirements, or as an elective in a particular bachelor's program. The transferability of each course depends on what four-year institution and major a student chooses. NWACC academic advisors assist students in choosing NWACC courses that will transfer to specific bachelor programs in the region. The Advising Center advisors and the transfer information found at <https://www.nwacc.edu/web/>



lss\_admissions/ will provide assistance in navigating the NWACC courses and the bachelor requirements of degrees offered at most universities.

## Arkansas Course Transfer System (ACTS) Mathematics Courses

| NWACC Course                                       | ACTS Course                  |
|--|------------------------------|
| Math 1103 Survey of College Math                   | Math 1003 College Math       |
| Math 1204 College Algebra                          | Math 1103 College Algebra    |
| Math 1213 Plane Trig                               | Math 1203 Plane Trig         |
| Math 1285 Pre-Calculus Math                        | Math 1305 Pre-Calculus       |
| Math 2043 Survey of Calculus                       | Math 2203 Survey of Calculus |
| Math 2053 Finite Math                              | None                         |
| Math 2103 Discrete Math                            | None                         |
| Math 2213 Survey of Math Structures I              | None                         |
| Math 2223 Survey of Math Structures II             | None                         |
| Math 2251 Math Reasoning & Statistics in Education | None                         |
| Math 2554 Calculus I                               | Math 2405 Calculus I         |
| Math 2564 Calculus II                              | Math 2505 Calculus II        |
| Math 2574 Calculus III                             | Math 2603 Calculus III       |
| Math 2584 Differential Equations                   | None                         |

## NWACC Associate Degree Program Outlines

Find 2013 Catalog Year Degree Plans online at <https://content.nwacc.edu/degreeplans/DegreePlans2013.php>.

## Associate of Arts Degree Plan

### 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)

(Choose 1 Class for 3 hours)

|            |                                      |
|------------|--------------------------------------|
| ENGL 2113  | Survey of British Literature I       |
| ENGL 2123  | Survey of British Literature II      |
| ENGL 2213  | Survey of World Literature I OR      |
| ENGL 2213H | Survey of World Literature I Honors  |
| ENGL 2223  | Survey of World Literature II OR     |
| ENGL 2223H | Survey of World Literature II 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.)

|           |                        |
|-----------|------------------------|
| ARAB 2003 | Intermediate Arabic I  |
| ARAB 2013 | Intermediate Arabic II |
| CHIN 2003 | Intermediate Chinese I |

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

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

|           |                 |
|-----------|-----------------|
| COMM 1303 | Public Speaking |
|-----------|-----------------|

### Mathematics (Choose 1 class for 3 hours)

|            |                               |
|------------|-------------------------------|
| *MATH 1103 | Survey of College Mathematics |
| MATH 1203  | College Algebra- Accelerated  |
| MATH 1204  | College Algebra               |
| MATH 1204R | College Algebra w/Review      |
| 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        |

\*Check transferability

### Lab Science (Choose 2 classes for 8 hours)

|            |   |
|------------|---|
| ANTH 1011L | Biological Anthropology Lab AND         |
| ANTH 1013  | Introduction to Biological Anthropology |
| ASTR 2004  | Survey of the Universe                  |
| BIOL 1544  | Principles of Biology I OR              |
| BIOL 1544H | Principles of Biology I, Honors         |
| BIOL 1014  | General Biology II                      |
| 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 1074  | Fundamentals of Chemistry               |
| CHEM 1104  | College Chemistry I                     |
| CHEM 1124  | College Chemistry II                    |
| CHEM 2614  | Organic Physiological Chemistry         |
| ENSC 1001L | Environmental Science Lab AND           |
| ENSC 1003  | Environmental Science                   |
| GEOL 1114  | General Geology                         |
| GEOL 1134  | Environmental Geology                   |
| HORT 2004  | Principles of Horticulture              |
| MBIO 2014  | General Microbiology                    |
| PHSC 2004  | Physical Science                        |
| PHYS 1024  | Physics and 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 to 1877 OR              |
| HIST | 2003H | History of American People to 1877 Honors*         |
| HIST | 2013  | History of American People 1877 to Present OR      |
| HIST | 2013H | History of American People 1877 to Present Honors* |
| PLSC | 2003  | American Government                                |

### World Civilization (Choose 1 Class for 3 hours)

|      |      |                               |
|------|------|-------------------------------|
| HIST | 1033 | World Civilizations to 1500   |
| HIST | 1043 | World Civilizations from 1500 |

### Other Social Science Courses (Choose 1 classes for 3 hours)

Can Select a HIST or PLSC class if not previously taken.

|      |      |                                       |
|------|------|---------------------------------------|
| ANTH | 1023 | Introduction to Cultural Anthropology |
| CMJS | 2013 | Introduction to Criminal Justice      |
| GEOG | 1003 | Physical Geography                    |
| GEOG | 1123 | Human Geography                       |
| PHIL | 2003 | Introduction to Philosophy            |
| PHIL | 2033 | World Religions                       |
| PHIL | 2203 | Logic                                 |
| 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 & Family                     |

### Electives (12-22 hours)

Select courses not previously taken, based on transfer program, in consultation with Advisor, from the following Disciplines:

ANTH, ARAB, ARHS, ART, ASTR, BIOL, BOTY, CHEM, CHIN, CMJS 2013, COMM, ECON, ENGL (Non-developmental), ENSC, FREN, GEOG, GEOL, GERM, HIST, HUMN, ITAL, MATH (Non-developmental), MBIO, MUSI, PHIL, PHSC, PHYS, PLSC, PSYC, SCWK 2133, SOCI, SPAN

### Approved Electives (0-10 hours)

Select courses not previously taken, based on transfer program, in consultation with Advisor.

**NOTES:** Specific course selection depends on the Baccalaureate Degree student plans to transfer into.

Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

15 hours are required in residence at NWACC.

**Total Hours 60**

## Associate of Arts in Global Studies Degree Plan

### 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)

(Choose 1 Class for 3 hours)

|      |       |                                      |
|------|-------|--------------------------------------|
| ENGL | 2113  | Survey of British Literature I       |
| ENGL | 2123  | Survey of British Literature II      |
| ENGL | 2213  | Survey of World Literature I OR      |
| ENGL | 2213H | Survey of World Literature I Honors  |
| ENGL | 2223  | Survey of World Literature II OR     |
| ENGL | 2223H | Survey of World Literature II 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.)

|      |      |                            |
|------|------|----------------------------|
| ARAB | 2003 | Intermediate Arabic I      |
| ARAB | 2013 | Intermediate Arabic II     |
| CHIN | 2003 | Intermediate Chinese I     |
| CHIN | 2013 | Intermediate Chinese II    |
| 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 | 1303 | Public Speaking |
|------|------|-----------------|

### College Algebra or Above (Choose 1 class for 3 or 4 Hours)

|      |       |                               |
|------|-------|-------------------------------|
| MATH | 1203  | College Algebra-Accelerated   |
| MATH | 1204  | College Algebra               |
| MATH | 1204R | College Algebra with Review   |
| 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 | 1544H | Principles of Biology I, Honors         |
| BIOL | 1014  | General Biology II                      |

|      |       |                                 |
|------|-------|---------------------------------|
| 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 | 1074  | 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       |
| GEOL | 1114  | General Geology                 |
| GEOL | 1134  | Environmental Geology           |
| HORT | 2004  | Principles of Horticulture      |
| MBIO | 2014  | General Microbiology            |
| PHSC | 2004  | Physical Science                |
| PHYS | 1024  | Physics and 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 to 1877                 |
| HIST | 2003H | History of American People to 1877 Honors*         |
| HIST | 2013  | History of American People 1877 to Present         |
| HIST | 2013H | History of American People 1877 to Present Honors* |
| PLSC | 2003  | American National Government                       |

### World Civilization (Choose 1 Class for 3 hours)

|      |      |                                 |
|------|------|---------------------------------|
| HIST | 1003 | Western Civilization to 1650    |
| HIST | 1013 | Western Civilization Since 1650 |
| HIST | 1033 | World Civilizations to 1500     |
| HIST | 1043 | World Civilizations from 1500   |

### Other Social Science Courses (Choose 1 classes for 3 hours)

Can Select a HIST or PLSC class if not previously taken.

|      |      |                                  |
|------|------|----------------------------------|
| CMJS | 2013 | Introduction to Criminal Justice |
| GEOG | 1003 | Physical Geography               |
| PHIL | 2003 | Introduction to Philosophy       |
| PHIL | 2203 | Logic                            |
| PLSC | 2203 | State & Local Government         |
| PSYC | 2003 | General Psychology               |
| PSYC | 2103 | Human Growth & Development       |
| SOCI | 2013 | General Sociology                |
| SOCI | 2043 | Marriage & Family                |

### Directed Electives Required for Global Studies(18 hours)

Select 2 Intermediate level foreign language, if not previously taken. (Note: Must be same language)

|      |      |                                       |
|------|------|---------------------------------------|
| ANTH | 1023 | Introduction to Cultural Anthropology |
| ECON | 2013 | Macroeconomics                        |
| ECON | 2023 | Microeconomics                        |
| GEOG | 1123 | Human Geography                       |
| GEOG | 2313 | World Regional Geography              |
| HUMN | 1013 | Exploring Cultural Diversity          |

|                |      |                         |
|----------------|------|-------------------------|
| PHIL           | 2033 | World Religions         |
| PLSC           | 2803 | International Relations |
| SOCI           | 2033 | Social Problems         |
| SOCI           | 2063 | Global Diversity        |
| SOCI           | 2093 | Caribbean Societies     |
| Special Topics |      | Global Course           |

### Capstone Courses(3 hours)

|      |      |                  |
|------|------|------------------|
| GLST | 2003 | Global Studies   |
| GLST | 2000 | Global Practicum |

### Approved Electives

Select 0-8 elective credits to complete degree requirements - minimum degree total is 60. Select from the following disciplines, if not previously taken: ANTH, ARAB, ARHS, ART, ASTR, BIOL, BOTY, CHEM, CHIN, CMJS 2013, COMM, ECON, ENGL (Non-developmental), ENSC, FREN, GEOG, GEOL, GERM, HIST, HUMN, ITAL, MATH (Non-developmental), MBIO, MUSI, PHIL, PHSC, PHYS, PLSC, PSYC, SCWK 2133, SOCI, SPAN

NOTES: Specific course selection depends on the Baccalaureate Degree student plans to transfer into.

Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable. 1

15 hours are required in residence at NWACC.

**Total Hours 60**

## Associate of Science in Liberal Arts and Sciences Degree Plan

### 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 OR |
| *ENGL | 2013  | Technical Writing         |

\* Check transferability

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

Choose 1 Course from Each Category

#### Arts

|       |      |                            |
|-------|------|----------------------------|
| ARHS  | 1003 | Art Appreciation           |
| ART   | 1033 | Introduction to Studio Art |
| ARHS  | 2913 | Art History I              |
| ARHS  | 2923 | Art History II             |
| COMM  | 1003 | Film Arts*                 |
| *COMM | 1303 | Public Speaking            |
| DRAM  | 1003 | Introduction to Theater    |
| MUSI  | 1003 | Music Appreciation         |

\*Check Fine Arts Core transferability

#### Humanities

|      |      |                                 |
|------|------|---------------------------------|
| ARAB | 2003 | Intermediate Arabic I           |
| ARAB | 2013 | Intermediate Arabic II          |
| CHIN | 2003 | Intermediate Chinese I          |
| CHIN | 2013 | Intermediate Chinese II         |
| ENGL | 2113 | Survey of British Literature I* |

|      |       |                                      |
|------|-------|--------------------------------------|
| ENGL | 2123  | Survey of British Literature II*     |
| ENGL | 2213  | Survey of World Literature I OR      |
| ENGL | 2213H | Survey of World Literature I Honors  |
| ENGL | 2223  | Survey of World Literature II OR     |
| ENGL | 2223H | Survey of World Literature II Honors |
| ENGL | 2313  | Survey of American Literature I*     |
| ENGL | 2323  | Survey of American Literature II*    |
| FREN | 2003  | Intermediate French I                |
| FREN | 2013  | Intermediate French II               |
| GERM | 2003  | Intermediate German I                |
| GERM | 2013  | Intermediate German II               |
| HUMN | 1003  | Exploring Humanities                 |
| PHIL | 2003  | Introduction to Philosophy           |
| PHIL | 2033  | World Religions                      |
| PHIL | 2103  | Introduction to Ethics               |
| PHIL | 2203  | Logic                                |
| SPAN | 2003  | Intermediate Spanish I               |
| SPAN | 2013  | Intermediate Spanish II              |

### Mathematics (Choose one class for 3 hours minimum)

|       |       |                               |
|-------|-------|-------------------------------|
| *MATH | 1103  | Survey of College Mathematics |
| MATH  | 1203  | College Algebra-Accelerated   |
| MATH  | 1204  | College Algebra               |
| MATH  | 1204R | College Algebra w/Review      |
| MATH  | 1213  | Plane Trigonometry            |
| MATH  | 1285  | Precalculus                   |
| MATH  | 2043  | Survey of Calculus            |
| MATH  | 2053  | Finite Mathematics            |
| MATH  | 2103  | Discrete Mathematics          |
| MATH  | 2554  | Calculus I                    |
| MATH  | 2564  | Calculus II                   |
| MATH  | 2574  | Calculus III                  |
| MATH  | 2914  | Differential Equations        |

\*Check transferability

### Lab Science (Choose 2 classes for 8 hours)

|      |       |   |
|------|-------|---|
| ANTH | 1011L | Biological Anthropology Lab and         |
| ANTH | 1013  | Introduction to Biological Anthropology |
| ASTR | 2004  | Survey of the Universe                  |
| BIOL | 1544  | Principles of Biology I OR              |
| BIOL | 1544H | Principles of Biology I, Honors         |
| BIOL | 1014  | General Biology II                      |
| 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 | 1074  | Fundamentals of Chemistry               |
| CHEM | 1104  | College Chemistry I                     |
| CHEM | 1124  | College Chemistry II                    |
| CHEM | 2614  | Organic Physiological Chemistry         |
| ENSC | 1001L | Environmental Science Lab and           |
| ENSC | 1003  | Environmental Science                   |
| GEOL | 1114  | General Geology                         |
| GEOL | 1134  | Environmental Geology                   |
| HORT | 2004  | Principles of Horticulture              |
| MBIO | 2014  | General Microbiology                    |
| PHSC | 2004  | Introduction to Physical Science        |
| PHYS | 1024  | Physics and 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 to 1877 OR               |
| HIST | 2003H | History of American People to 1877 Honors           |
| HIST | 2013  | History of American People 1877 to Present OR       |
| HIST | 2013H | History of American People 1877 to Present - Honors |
| PLSC | 2003  | American Government                                 |

### Social Science Courses (Choose 3 classes for 9 hours)

Can Select a HIST or PLSC class if not previously taken.

|      |       |   |
|------|-------|---|
| ANTH | 1023  | Introduction to Cultural Anthropology             |
| CMJS | 2013  | Introduction to Criminal Justice                  |
| ECON | 2013  | Principles of Macroeconomics                      |
| ECON | 2023  | Principles of Microeconomics                      |
| GEOG | 1003  | Physical Geography                                |
| GEOG | 1013  | Introduction to Geography                         |
| GEOG | 1123  | Human Geography                                   |
| HIST | 1033  | World Civilization to 1500 OR                     |
| HIST | 1033H | World Civilization to 1500 Honors                 |
| HIST | 1043  | World Civilization since 1500 OR                  |
| HIST | 1043H | World Civilizations since 1500 Honors             |
| HIST | 2003  | History of American People to 1877 OR             |
| HIST | 2003H | History of American People to 1877 Honors         |
| HIST | 2013  | History of American People 1877 to Present OR     |
| HIST | 2013H | History of American People 1877 to Present Honors |
| PHIL | 2003  | Introduction to Philosophy                        |
| PHIL | 2033  | World Religions                                   |
| PLSC | 2003  | American Government                               |
| 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 & Family                                 |

### Mathematics and Science Directed Electives (8 hours)

Select courses not previously taken, based on transfer program, in consultation with Advisor, from the following Mathematics and Science Disciplines:

ASTR, BIOL, BOTY, CHEM, ENSC, GENG, GEOL, GEOS, HORT, MATH (Non-developmental, Also excludes MATH 1003 and MATH 1001), MBIO, MEEG, PHSC, PHYS

### General Directed Electives (17 hours)

Select courses not previously taken, based on transfer program, in consultation with Advisor, from the following Disciplines:

ANTH, ARAB, AERO, ARHS, ART, ASTR, BIOL, BLAW, BOTY, CHEM, CHIN, CISQ 1103, CMJS 2013, COMM, DRAM, ECON, ENGL (Non-developmental), ENSC, FREN, GENG, GEOG, GEOL, GEOS, GERM, HLSC, HIST, HORT, HUMN, ITAL, JOUR, MATH (Non-developmental, Also, excludes MATH 1003 and MATH 1001), MBIO, MEEG, MPAX, MILS, MUSI, PEAC, PHIL, PHSC, PHYS, PLSC, SCWK, SOCI, SPAN

**NOTES: Specific course selection depends on the Baccalaureate Degree student plans to transfer into.**

**Check course descriptions for prerequisite requirements.**

Honors courses will meet degree requirements where applicable.

15 hours are required in residence at NWACC.

**Total Hours 60**

### Arkansas Professional Pathway to Teacher Licensure: “Gateway to Student Success”

The Arkansas Professional Pathway to Teacher Licensure 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 more information concerning this program, go to [www.teacharkansas.org](http://www.teacharkansas.org).

### 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 general education core courses in conjunction with advisor approved courses that demonstrate mastery of skills and knowledge in at least one 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 1303 Public Speaking  
COMM 2323 Interpersonal Communications  
COMM 2503 Small Group Communications  
OSIM 1103 Business Communications

##### Math (3-4 hours)

Any COLLEGE LEVEL math course

##### 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 AND  
XXXX XXX3 Social/Behavioral Science Elective

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

CISQ 1103 Introduction of Computer Info. Systems OR  
ETEC 2003 Educational Technology OR  
Demonstrate Computer Competency by passing an exam

### Health/Physical Education (2 hours)

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

General and Technical Studies Electives 32-33 hours of which 14-16 hours must be in a specific area or discipline and approved by the AGS advisor.

Note: 15 hours are required in residence at NWACC.

### 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.

**Total Hours Required 60 hours**

### NWACC/NTI AGS Partnership

NorthWest Arkansas Community College and Northwest Technical Institute (NTI) have a partnership to provide instruction leading to the Associate of General Studies Degree for students interested in career and technical fields. NTI will provide the career and technical component of the degree up to 50% of the credits needed to complete a General Studies Degree. NWACC will provide the general education courses and career and technical elective to make up 50% of the degree. Thirty (30) of the sixty (60) curriculum hours are career and technical classes provide by NTI.

Programs that will articulate:

- Ammonia Refrigeration Maintenance Technology
- Automotive Service Technology
- Automotive Collision Repair
- Diesel Technology
- Medical Office Assistant
- Electronics Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Surgical Technology

Students must have earned a grade of C or higher in all work transferred to NWACC from NTI, for a maximum number of 30 semester credit hours accepted. NWACC courses will include 27-28 hours of general education classes and 2-3 hours of career and technical elective to make up 50% of the hours required for the degree.

### 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 OR              |           |
| American Government          | 3 hours   |

**Total Hours 16-17 Hours**

Note: This certificate is not aid eligible.

### Associate of Science Degrees in Business Administration and Computer Information

Our A.S. transfer programs offer three options; AS in Business Administration to the Walton College of Business, A. S. in Computer Information Systems to the Walton College of Business and the AS in Business Administration, General Transfer. The first two options meet the highest transfer standards, utilizing the same course materials and programs as the Walton College. The third program is designed around the state business core, which is largely used by the public four year institutions in Arkansas, outside the University of Arkansas System.

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

NWACC 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 Administration. Students may begin this plan, achieve their A.S. Degree in Business from NWACC and then have a smoother transfer to the University of Arkansas, Walton College of Business.

This Associate of Science degree option in Business Administration transfers seamlessly to the Walton College of Business at the University of Arkansas with Junior Status.

Courses should be completed in the required sequence along with completing prerequisites for courses.

|  |                |
|--|----------------|
| <b>English Composition</b>               | <b>6 hours</b> |
| ENGL 1013 English Composition I OR       |                |
| ENGL 1013H English Composition I, Honors |                |
| ENGL 1023 English Composition II OR      |                |
| ENGL 1023H English Composition II Honors |                |

|   |                |
|---|----------------|
| <b>Fine Arts/Humanities</b>                           | <b>6 hours</b> |
| <i>Choose 1 of the following classes for 3 hours)</i> |                |
| ARHS 1003 Art Appreciation                            |                |
| ART 1003 Introduction to Studio Art                   |                |

|           |                         |
|-----------|-------------------------|
| COMM 1003 | Film Arts               |
| DRAM 1003 | Introduction to Theater |
| MUSI 1003 | Music Appreciation      |

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

|           |                                      |
|-----------|--------------------------------------|
| ENGL 2213 | Survey of World Literature to 1650   |
| ENGL 2223 | Survey of World Literature from 1650 |
| FREN 2003 | Intermediate French I                |
| GERM 2003 | Intermediate German I                |
| HUMN 1003 | Exploring the Humanities             |
| PHIL 2003 | Introduction to Philosophy           |
| SPAN 2003 | Intermediate Spanish I               |

|                             |                 |
|-----------------------------|-----------------|
| <b>Speech/Communication</b> | <b>3 hours</b>  |
| COMM 1303                   | Public Speaking |

|   |                    |
|---|--------------------|
| <b>Mathematics (Prerequisites: College Algebra)</b> | <b>6 hours</b>     |
| MATH 2043   | Survey of Calculus |
| MATH 2053   | Finite Math        |

|  |                |
|--|----------------|
| <b>Natural Science</b>                                 | <b>8 hours</b> |
| <i>(Choose 2 of the following classes for 8 hours)</i> |                |

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

|  |  |
|--|--|
| <b>U.S. History or Government</b>                      | <b>3 hours</b>                                     |
| <i>(Choose 1 of the following classes for 3 hours)</i> |  |
| HIST 2003  | History of American People-1877                    |
| HIST 2003H   | History of American People-1877, Honors            |
| HIST 2013  | History of American People-1877 to Present         |
| HIST 2013H   | History of American People-1877 to Present, Honors |
| PLSC 2003  | American National Government                       |

|                      |   |
|----------------------|---|
| <b>Business Core</b> | <b>27 hours</b>                             |
| BUTR 1023            | Business Foundations*                       |
| BUTR 1033            | Data Analysis and Interpretation            |
| BLAW 2013            | Legal Environment of Business I             |
| BUTR 2013            | Markets and Consumers                       |
| BUTR 2023            | Production and Delivery of Goods & Services |
| BUTR 2033            | Acquisition and Mgmt of Human Capital       |
| BUTR 2043            | Acquisition and Mgmt of Financial Resources |
| ECON 2013            | Macroeconomics                              |
| ECON 2023            | Microeconomics                              |

|  |                    |
|--|--------------------|
| <b>Business Social Science</b>                         | <b>3 hours</b>     |
| <i>(Choose 1 of the following classes for 3 hours)</i> |                    |
| PSYC 2003  | General Psychology |
| SOCI 2013  | General Sociology  |
| SOCI 2033  | Social Problems    |

**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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

15 hours are required in residence at NWACC.

**Total Hours 65**

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

NWACC 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 University of Arkansas, Walton College of Business.

**English Composition 6 hours**

(Choose 2 classes for 6 hours)

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

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

**Group 2 Classes**

(Choose 1 class for 3 hours)

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

**Speech/Communication 3 hours**

COMM 1303 Public Speaking

**Mathematics (Prerequisite College Algebra) 6 hours**

MATH 2043 Survey of Calculus  
 MATH 2053 Finite Math

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

(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

**Natural Science 8 hours**

(Choose 2 of the following classes for 8 hours)

ASTR 2004 Survey of Universe  
 BIOL 1544 Principles of Biology I  
 BIOL 1544H Principles of Biology I, Honors  
 BIOL 1014 General Biology II  
 MBIO 2014 General Microbiology  
 BOTY 1614 Plant Biology  
 BOTY 2404 Survey of Plant Kingdom  
 CHEM 1024 Basic Chemistry  
 CHEM 1054 Chemistry in the Modern World  
 CHEM 1074 Fundamentals of Chemistry  
 CHEM 1104 College Chemistry I  
 CHEM 1124 College Chemistry II  
 GEOL 1114 General Geology  
 GEOL 1134 Environmental Geology  
 PHYS 1024 Physics and Human Affairs  
 PHYS 2014 College Physics I  
 PHYS 2034 College Physics II  
 PHYS 2054 Advanced College Physics I  
 PHYS 2074 Advanced College Physics II  
 CHEM 1074 Fundamentals of Chemistry

**Social Sciences 6 hours**

ECON 2013 Macroeconomics  
 ECON 2023 Microeconomics

**Computer Information Systems 6 hours**

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

**Additional Business Core 12 hours**

BUTR 1023 Business Foundations  
 BUTR 1033 Data Analysis & Interpretation  
 BUTR 2013 Legal Environment of Business I

(Choose 1 class for 3 hours)

BUTR 2013 Markets & Consumers  
 BUTR 2023 Production & Delivery of Goods & Services  
 BUTR 2033 Acquisition & Management of Human Capital  
 BUTR 2043 Acquisition & Management of Financial Resources

**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  
 NTWK 2013 Networking and Information Systems  
 NTWK 2023 Network Administration I  
 NTWK 2053 Microcomputer Hardware  
 NTWK 2063 Advanced Topics for Networking  
 NTWK 2073 Networking with UNIX  
 NTWK 2083 Network Hardware Support  
 NTWK 2093 Networking Internship  
 NTWK 2103 Web Server Administration  
 NTWK 2113 Network Security

|      |      |   |
|------|------|---|
| NTWK | 2203 | Command Line Scripting (WWW)              |
| NTWK | 2213 | Switching Basics and Intermediate Routing |
| NTWK | 2223 | WAN Implementation and Support            |
| NTWK | 2233 | Information Assurance                     |
| NTWK | 2243 | Secure Electronic Commerce                |
| NTWK | 2253 | Computer Forensics                        |
| PROG | 1203 | C++ Programming                           |
| PROG | 1503 | COBOL Programming                         |
| PROG | 2203 | C++ Programming II                        |
| PROG | 1103 | VISUAL BASIC Programming**                |

\*\* Opportunity to test out of ISYS 3393 at Walton College\*\*

**NOTES: Check course descriptions for prerequisite requirements.**

**Honors courses will meet degree requirements where applicable.**

**15 hours are required in residence at NWACC.**

**Total Hours 68**

### Associate of Science Degree in Business (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. This degree also has the option to be earned entirely online. Students transferring should coordinate their plans with the institution they plan to transfer to and an NWACC academic advisor.

Courses should be completed in the listed sequence along with prerequisites.

#### English Composition 6 hours

(Choose 2 classes for 6 hours)

|      |       |                               |
|------|-------|-------------------------------|
| ENGL | 1013  | English Composition I OR      |
| ENGL | 1013H | English Composition I Honors  |
| ENGL | 1023  | English Composition II OR     |
| ENGL | 1023H | English Composition II Honors |

#### Fine Arts/Humanities 6 hours

(Choose 1 of the following classes for 3 hours)

|      |      |                            |
|------|------|----------------------------|
| ARHS | 1003 | Art Appreciation           |
| ART  | 1033 | Introduction to Studio Art |
| COMM | 1003 | Film Arts                  |
| DRAM | 1003 | Introduction to Theater    |
| FREN | 2003 | Intermediate French I      |
| GERM | 2003 | Intermediate German I      |
| HUMN | 1003 | Exploring the Humanities   |
| MUSI | 1003 | Music Appreciation         |
| PHIL | 2003 | Introduction to Philosophy |
| SPAN | 2003 | Intermediate Spanish I     |

(Choose 1 of the following classes for 3 hours)

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

#### Speech/Communication 3 hours

|      |      |                 |
|------|------|-----------------|
| COMM | 1303 | Public Speaking |
|------|------|-----------------|

#### Mathematics (Prereq: College Algebra) 6 hours

|      |      |                    |
|------|------|--------------------|
| MATH | 2043 | Survey of Calculus |
| MATH | 2053 | Finite Math        |

#### Natural Science 8 hours

(Choose 2 of the following classes for 8 hours)

|      |       |                                 |
|------|-------|---------------------------------|
| ASTR | 2004  | Survey of Universe              |
| BIOL | 1544  | Principles of Biology I         |
| BIOL | 1544H | Principles of Biology I, Honors |
| BIOL | 1014  | General Biology II              |
| 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 | 1074  | Fundamentals of Chemistry       |
| CHEM | 1104  | College Chemistry I             |
| CHEM | 1124  | College Chemistry II            |
| GEOL | 1114  | General Geology                 |
| GEOL | 1134  | Environmental Geology           |
| MBIO | 2014  | General Microbiology            |
| PHYS | 1024  | Physics and Human Affairs       |
| 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 3 hours

(Choose 1 of the following classes for 3 hours)

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

#### 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      |
| GEOG | 1123 | Human Geography                            |
| SOCI | 2013 | General Sociology                          |
| SOCI | 2033 | Social Problems                            |
| HIST | 1003 | History of Western Civilization to 1650    |
| HIST | 1013 | History of Western Civilization Since 1650 |

#### Business Core 21 hours

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

#### 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.

**NOTES: Specific course selection depends on the Baccalaureate**



Degree student plans to transfer into.

Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

15 hours are required in residence at NWACC.

**Total Hours** **62**

## 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 transfer to the Environmental Science and Hospitality programs.

Students who follow this curriculum should be able to transfer all credits into the agriculture or agriculture-related majors of their choices at state 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 OR          |
| ENGL  | 1013H | Composition I, Honors AND |
| ENGL  | 1023  | Composition II OR         |
| ENGL  | 1023H | Composition II, Honors OR |
| *ENGL | 2013  | Technical Writing         |

\*Check transferability

### Communications

|      |      |                 |
|------|------|-----------------|
| COMM | 1303 | Public Speaking |
|------|------|-----------------|

### Fine Arts/Humanities

(Choose 1 of the following classes for 3 hours)

|      |      |                            |
|------|------|----------------------------|
| ARHS | 1003 | Art Appreciation           |
| ART  | 1033 | Introduction to Studio Art |
| COMM | 1003 | Film Arts*                 |
| DRAM | 1003 | Introduction to Theater    |
| MUSI | 1003 | Music Appreciation         |

(Choose 1 of the following classes for 3 hours)

|      |      |                               |
|------|------|-------------------------------|
| ARAB | 2003 | Intermediate Arabic I         |
| CHIN | 2003 | Intermediate Chinese I        |
| ENGL | 2213 | Survey of World Literature I  |
| ENGL | 2223 | Survey of World Literature II |
| FREN | 2003 | Intermediate French I         |
| GERM | 2003 | Intermediate German I         |
| PHIL | 2003 | Introduction to Philosophy    |
| PHIL | 2103 | Introduction to Ethics        |
| PHIL | 2203 | Logic                         |
| SPAN | 2003 | Intermediate Spanish I        |

### Mathematics (Choose 1 class for 3 hours)

|      |       |                             |
|------|-------|-----------------------------|
| MATH | 1203  | College Algebra-Accelerated |
| MATH | 1204  | College Algebra             |
| MATH | 1204R | College Algebra w/Review    |
| MATH | 1213  | Plane Trigonometry          |
| MATH | 1285  | Precalculus                 |
| MATH | 2043  | Survey of Calculus          |
| MATH | 2053  | Finite Mathematics          |
| MATH | 2103  | Discrete Mathematics        |
| MATH | 2554  | Calculus I                  |
| MATH | 2564  | Calculus II                 |
| MATH | 2574  | Calculus III                |
| MATH | 2914  | Differential Equations      |

### Lab Science (Choose 2 classes for 8 hours)

|      |       |                                      |
|------|-------|--------------------------------------|
| ANTH | 1013  | Intro to Biological Anthropology AND |
| ANTH | 1011L | Biological Anthropology Lab          |
| ASTR | 2004  | Survey of the Universe               |
| BIOL | 1544  | Principles of Biology I OR           |
| BIOL | 1544H | Principles of Biology I, Honors      |
| BIOL | 1014  | General Biology II                   |
| 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 | 1074  | Fundamentals of Chemistry            |
| CHEM | 1104  | College Chemistry I                  |
| CHEM | 1124  | College Chemistry II                 |
| CHEM | 2614  | Organic Physiological Chemistry      |
| ENSC | 1003  | Environmental Science AND            |
| ENSC | 1001L | Environmental Science Lab            |
| GEOL | 1114  | General Geology                      |
| GEOL | 1134  | Environmental Geology                |
| HORT | 2004  | Principles of Horticulture           |
| MBIO | 2014  | General Microbiology                 |
| PHSC | 2004  | Introduction to Physical Science     |
| PHYS | 1024  | Physics & Human Affairs              |
| PHYS | 1064  | Introduction to Physics              |
| PHYS | 2014  | College Physics I                    |

**6 hours**

|      |      |                             |
|------|------|-----------------------------|
| 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                      |

**Social Sciences** (Choose 2 classes for 6 hours)

|      |      |                                       |
|------|------|---------------------------------------|
| ANTH | 1023 | Introduction to Cultural Anthropology |
| ECON | 2013 | Principles of Macroeconomics          |
| ECON | 2023 | Principles of Microeconomics          |
| GEOG | 1123 | Human Geography                       |
| GEOG | 2313 | World Regional Geography              |
| PLSC | 2203 | State and Local Government            |
| PSYC | 2003 | General Psychology                    |
| SOCI | 2013 | General Sociology                     |

**AFLS Directed Electives** (Choose 2 classes for 5 hours)

|      |      |   |
|------|------|---|
| AFLS | 1002 | Careers in Agricultural, Food, & Life Science |
|------|------|---|

**AND**

(Choose 1 class for 3 hours)

Select based on transfer program, in consultation with Advisor, from the following AFLS disciplines:

BAKG, CULY, ENSC, HLSC, HORT, HOSP

**Mathematics and Science Directed Electives** (Choose 2 classes for 8 hours)

Select based on transfer program, in consultation with Advisor, from any Mathematics and Science Courses (non-developmental)

Degree Specific Electives (Choose 3 or 4 classes for 12 hours)

**Select based on your major concentration, in consultation with Advisor, from the following Disciplines:**

ARAB, BLAW, BIOL, BOTY, BUTR, CHED, CHEM, CHIN, CISQ, COMM, CULY, ECON, ENSC, FREN, GERM, GEOL, HLSC, HORT, HOSP, ITAL, JOUR, MBIO, MATH (Non-developmental), PEAC, PHYS, PSYC, SOCI, SPAN

**NOTES: Specific course selection depends on the Baccalaureate Degree student plans to transfer into.**

Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

15 hours are required in residence at NWACC.

**Total Hours**

**60**

## COURSEWORK

NWACC offers prerequisite courses that help prepare students interested in applying to the following health professions programs, but does not guarantee acceptance into these programs.

### Radiologic Technology (Imaging Science)

Missouri Southern State University, Joplin, MO

University of Arkansas, Fort Smith, AR

UA Medical Sciences/AHEC-NW, Fayetteville, AR

### Medical Sonography

UA Medical Sciences/AHEC-NW, Fayetteville, AR

### Dental Hygiene

Missouri Southern State University, Joplin, MO

University of Arkansas, Fort Smith, AR

UA Medical Sciences/AHEC-NW, Fayetteville, AR

Tulsa Community College, Tulsa, OK

### Occupational Therapy Assistant

Crowder College, Neosho, MO

### Medical Technology

Earn a Bachelor of Science degree from UAMS in Little Rock without leaving Northwest Arkansas. Start at NWACC and complete an articulated Associate of Science in Liberal Arts and Sciences degree to transfer into the program.

Additional Information for these programs is available in the Advising Center. Students should consult with the school they plan to attend for up to date curriculum requirements.

# CERTIFICATES & ASSOCIATE OF APPLIED SCIENCE DEGREES

## Certificate of Proficiency

The Certificate of Proficiency will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The program of study may be a stand-alone program or part of a technical certificate or associate degree curriculum. At least 7 hours must be completed at NWACC to fulfill graduation requirements.

## Technical Certificate

The Technical Certificate is a program of collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or a part of an associate degree curriculum. At least 15 hours must be completed at NWACC to fulfill graduation requirements.

## Associate of Applied Science (AAS) Degree

The A.A.S. degree is a vocational-oriented degree with an outcome to prepare students to enter and advance in their specific career field. While the primary aim is to prepare students for work, each degree program has a limited number of general education courses.

The College offers Associate of Applied Science degrees in multiple career areas. Find more detailed information about each degree's course requirements by going to the appropriate department or division section of the catalog. At least 15 hours must be completed at NWACC to fulfill graduation requirements.

See the 2012 Degree Plans page at <https://content.nwacc.edu/degreeplans/DegreePlans2012.php> for program specific information.

## 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 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 from the institution to which they wish to transfer.

## Certificates & A.A.S. Degrees by Division

### Business and Computer Information Division

#### Certificate in Business Management Options

- Accounting Technology
- Business Management
- General Business
- Logistics Management
- Entrepreneurship
- Retail Management

#### AAS Business Management Options

- Accounting Technology
- Banking and Finance
- Entrepreneurship
- General Business
- Retail
- Logistics Management

#### Certificate in Culinary Arts & Hosp Mgmt Options

- Baking Arts
- Culinary Arts
- Hospitality Management

#### AAS Culinary Arts Options

- Baking Arts
- Culinary Arts
- Hospitality Management

#### Certificate in Computer Aided Design Options

- Architectural Design
- Civil/Landscape Design
- Mechanical Design

#### AAS Computer Aided Design Options

- Architectural Design
- Civil/Landscape Design
- Mechanical Design

### **Certificate in Computer Info Systems Options**

Cyber Technician

Computer Networking

### **AAS Computer Information Systems Options**

Info Mgmt & Applications

Computer Networking

Computer Programming

### **Communication & Art Division**

Certificates in Graphic Design

AAS Graphic Design

### **Health Professions Division**

Certificate in Dental Assisting

AAS Fire Science

Certificate in Health Information Management  
(HIM) Coding

AAS Health Information Management (HIM)

Certificate for Nursing Assistant

AAS Nursing

Certificates in Emergency Medical Technician

AAS Paramedic Science

AAS Physical Therapist Assistant

AAS Respiratory Therapy

### **Science and Mathematics**

Certificate in Pre-Health Sciences

Certificate in Electronics Technology

AAS Electronics Technology

### **Certificate in Environmental & Regulatory Science Options**

Safety and Health

Environmental Regulatory Science

Environmental Management/GIS Technician

Environmental Management & Regulatory  
Science

### **AAS Environmental and Regulatory Science Options**

Environmental Management

Safety, Health & Hazardous Materials (On  
Campus and Online Format)

Certificate in Funeral Science

### **Social and Behavioral Sciences Division**

#### **Certificate in Criminal Justice Options**

Criminal Justice

Crime Prevention & Corrections

Forensic Science

Law Enforcement

AAS Criminal Justice

Certificate in Child Development Associate

AAS Early Childhood

AAS Paralegal Studies

#### **Other Certificates and Degrees**

Certificate in General Studies

AAS in General Studies

# DEGREE PROGRAMS BY DIVISION

## DIVISION OF BUSINESS AND COMPUTER INFORMATION

### Business Management

NWACC offers a variety of progressive Associate of Applied Science Degree (A.A.S.) options in business management.

In our A.A. S. degree we offer concentrations in Retail, Accounting Technology, Banking, Logistics, Entrepreneurship and General Business. 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 with courses that emphasize the specific area of concentration. These programs are currently being considered for accreditation by the Accreditation Council for Business Schools and Programs.

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 business feedback from our capstone internship program or through evaluation of the student's portfolio prepared for a Students in Free Enterprise project. Our Academic Assurance plan includes Assessment of Student learning at three points during the curriculum to ensure that student cohorts are making significant academic progress toward our program outcomes. Remedial/developmental (zero level) courses must be used for placement purposes only and can't be used to fulfill any degree or certificate requirement.

### Accounting Technology Option

#### Technical Certificate - Business Management Major Emphasis: Accounting Technology

##### Required Courses

|      |      |                                     |
|------|------|-------------------------------------|
| ACCT | 2013 | Principles of Accounting I          |
| ACCT | 2023 | Principles of Accounting II         |
| ACCT | 2043 | Computerized Accounting             |
| ACCT | 2193 | Federal Income Tax (Individuals)    |
| ACCT | 2073 | Payroll and Business Tax Accounting |
| BLAW | 2013 | Legal Environment of Business I     |
| MGMT | 1013 | Free Enterprise OR                  |
| BADM | 2703 | Internship Experience               |
| XXXX | XXX3 | Business Elective                   |

**Total Hours** **24**

#### Business Management - 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

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra- Accelerated OR    |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review OR        |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

*\*\*See options for elective below.*

#### Core Business Required Courses 21 hours

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| BADM | 2633 | Pro Selling & Marketing         |

#### Additional Requirements 24 hours

|      |      |                                     |
|------|------|-------------------------------------|
| ACCT | 2043 | Computerized Accounting             |
| ACCT | 2193 | Federal Income Tax Individuals      |
| ACCT | 2073 | Payroll and Business Tax Accounting |
| BLAW | 2533 | Supervision                         |
| BADM | 2703 | Internship Experience OR            |
| MGMT | 1013 | SIFE                                |
| XXXX | XXX3 | Business Elective                   |
| XXXX | XXX3 | Business Elective                   |
| XXXX | XXX3 | Business Elective                   |

*\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours** **60**

#### General Business Option

#### Technical Certificate - Business Management Major Emphasis: General Business

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| MGMT | 1003 | Introduction to Business        |
| BADM | 2533 | Supervision                     |
| MGMT | 1013 | Entrepreneurship In Action OR   |
| BADM | 2703 | Internship Experience           |
| BLAW | 2013 | Legal Environment of Business I |
| INTB | XXX3 | International Elective          |
| ACCT | XXX3 | Accounting Elective             |
| XXXX | XXX3 | Business Elective               |

**Total Hours** 24

**AAS Business Management - 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**

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra- Accelerated OR    |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review OR        |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

\*\*See options for elective below.

**General Business Required Courses 21 hours**

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| BADM | 2633 | Pro Selling & Marketing         |

**Additional Requirements 24 hours**

|      |      |                          |
|------|------|--------------------------|
| ACCT | XXX3 | Accounting Elective      |
| BADM | 2533 | Supervision              |
| BADM | 2703 | Internship Experience OR |
| MGMT | 1013 | SIFE                     |
| MGMT | 1003 | Intro. to Business       |
| INTB | XXX3 | International Elective   |
| XXXX | XXX3 | Business Elective        |
| XXXX | XXX3 | Business Elective        |
| XXXX | XXX3 | Business Elective        |

\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043

NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.

**Total Hours** 60

**Retail Option**

**Certificate of Proficiency - Business Management Major Emphasis: Retail**

|      |      |                         |
|------|------|-------------------------|
| MGMT | 1033 | Retail Management       |
| BADM | 2533 | Supervision OR          |
| MGMT | 1013 | Free Enterprise         |
| BADM | 2733 | Web Bus Strat & Mktg OR |
| CISM | 1203 | Internet Resourcing     |

|      |      |                                  |
|------|------|----------------------------------|
| BLAW | 2013 | Legal Environment of Business I  |
| BLAW | 2003 | Business Ethics OR               |
| BLAW | 2023 | Legal Environment of Business II |
| INTB | 2063 | International Management OR      |
| INTB | 2033 | International Marketing          |
| TRLG | 1013 | Supply Chain Management          |
| BADM | 2703 | Internship Experience            |

**Total Hours** 24

**AAS Business Management - 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.

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

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra-Accelerated        |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review           |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

\*\*See options for elective below.

**Core Business Required Courses 21 hours**

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| BADM | 2633 | Pro Selling & Marketing         |

**Additional Requirements 24 hours**

|      |      |                             |
|------|------|-----------------------------|
| MGMT | 1033 | Retail Management           |
| BADM | 2533 | Supervision                 |
| XXXX | XXX3 | E-commerce                  |
| INTB | 2053 | International Management OR |
| INTB | 2033 | International Marketing     |
| TRLG | 1013 | Supply Chain Management     |
| BADM | 2703 | Internship Experience OR    |
| MGMT | 1013 | SIFE                        |
| XXXX | XXX3 | Business Elective           |
| XXXX | XXX3 | Business Elective           |

\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043

NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.

**Total Hours** 60

## Logistics Management Option

### Technical Certificate - Business Management Major Emphasis: Logistics Management

|      |      |                                 |
|------|------|---------------------------------|
| TRLG | 1013 | Supply Chain Management         |
| TRLG | 2013 | Transportation Management       |
| TRLG | 2033 | Inventory Management            |
| TRLG | 2053 | International Logistics         |
| BLAW | 2013 | Legal Environment of Business I |
| BADM | 2703 | Internship Experience OR        |
| MGMT | 1013 | Free Enterprise                 |
| ACCT | 2013 | Principles of Accounting I      |
| XXXX | XXX3 | Business Elective               |

**Total Hours** **24**

### AAS Business Management - Logistics Option

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

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra-Accelerated OR     |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review OR        |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

*\*\*See options for elective below.*

#### Core Business Required Courses 21 Hours

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| BADM | 2633 | Pro Selling & Marketing         |

#### Additional Requirements 24 Hours

|      |      |                            |
|------|------|----------------------------|
| TRLG | 1013 | Supply Chain Management    |
| TRLG | 2013 | Transportation Management  |
| TRLG | XXX3 | New Course in TRLG Program |
| TRLG | 2033 | Inventory Management       |
| BADM | 2533 | Supervision                |
| BADM | 2703 | Internship Experience OR   |
| MGMT | 1013 | SIFE                       |
| XXXX | XXX3 | Business Elective          |
| XXXX | XXX3 | Business Elective          |

*\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours** **60**

### AAS Business Management - Banking and Finance Option

## General Education Required Courses 15/16 Hours

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra- Accelerated OR    |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review OR        |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

*\*\*See options for elective below.*

#### Core Business Required Courses 21 Hours

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| BADM | 2633 | Pro Selling & Marketing         |

#### Additional Requirements 24 hours

|      |      |                          |
|------|------|--------------------------|
| BADM | 2703 | Internship Experience OR |
| MGMT | 1013 | SIFE                     |
| XXXX | XXX3 | Business Elective        |
| XXXX | XXX3 | Business Elective        |

#### 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    |

*Center for Financial Training (CFT) courses will be used and credits transferred to NWACC.*

*\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours** **60**

### Technical Certificate - Business Management Major Emphasis: Entrepreneurship

|      |      |                                 |
|------|------|---------------------------------|
| ENGL | 1013 | English Composition I           |
| ACCT | 2013 | Principles of Accounting I      |
| OSIM | 1103 | Business Communications         |
| BADM | 2513 | Business Org and Mgmt           |
| BLAW | 2013 | Legal Environment of Business I |
| ENTR | 1003 | Intro to Entrepreneurship       |
| ENTR | 2033 | Feasibility and Funding         |
| BADM | 2633 | Professional Selling/Marketing  |
| BADM | 2523 | Small Business Management       |
| ENTR | 2043 | E-Commerce                      |

**Total Hours** **30**

## AAS Business Mgmt - Entrepreneurship Option

### General Education Required Courses 15/16 Hours

|        |       |                                    |
|--------|-------|------------------------------------|
| XXXX   | XXX0  | Computer Competency Requirement    |
| ENGL   | 1013  | English Composition I              |
| ENGL   | 1023  | English Composition II             |
| *MATH  | 1203  | College Algebra- Accelerated OR    |
| *MATH  | 1204  | College Algebra OR                 |
| *MATH  | 1204R | College Algebra w/Review OR        |
| MATH   | 1103  | Survey of College Math OR          |
| MATH   | 1003  | Math for A.A.S. General Education  |
| ECON   | 2013  | Macroeconomics                     |
| **XXXX | XXX3  | Social/Behavioral Science Elective |

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

*\*\*See options for elective below.*

### Core Business Required Courses 21 Hours

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| ACCT | 2023 | Principles of Accounting II     |
| BLAW | 2013 | Legal Environment of Business I |
| BADM | 2633 | Professional Selling/Marketing  |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |
| CISM | 1503 | Spreadsheet Analysis (Excel)    |

### Additional Requirements 24 Hours

|      |      |                                  |
|------|------|----------------------------------|
| ENTR | 1003 | Introduction to Entrepreneurship |
| ENTR | 2033 | Feasibility and Funding          |
| ENTR | 2043 | E-commerce                       |
| BADM | 2523 | Small Business Management        |
| BADM | 2513 | Business Organization and Mgmt.  |
| XXXX | XXX3 | Directed Elective                |
| XXXX | XXX3 | Directed Elective                |
| XXXX | XXX3 | Directed Elective                |

*\*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours 60**

## 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 business, 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.



## Certificate of Proficiency in Computer Aided Design - Architectural Design Option

|      |      |                              |
|------|------|------------------------------|
| MATH | 1203 | College Algebra              |
| DRFT | 1122 | CAD Careers and Applications |
| DRFT | 1234 | Engineering Graphics I       |
| DRFT | 2114 | AutoCAD I                    |
| DRFT | 2253 | Architectural Design         |

**Total Hours** 16

## Technical Certificate in Computer Aided Design - Architectural Design Option

|      |      |                                       |
|------|------|---------------------------------------|
| DRFT | 1234 | Engineering Graphics I                |
| DRFT | 2114 | AutoCAD I                             |
| DRFT | 2154 | AutoCAD II                            |
| DRFT | 2233 | 3D Building & Modeling Doc.           |
| DRFT | 2253 | Architectural Design                  |
| DRFT | 2353 | Residential Design & Construction     |
| DRFT | 2363 | Commercial Bldg Design & Construction |

**Total Hours** 24

## AAS CAD - 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      |
| ENGL | 1013  | English Composition I              |
| ENGL | 1023  | English Composition II OR          |
| ENGL | 2013  | Technical Writing                  |
| COMM | 1303  | Public Speaking OR                 |
| COMM | 2503  | Small Group Communication          |
| MATH | 1203  | College Algebra- Accelerated OR    |
| MATH | 1204  | College Algebra OR                 |
| MATH | 1204R | College Algebra w/Review           |
| MATH | 1213  | Plane Trigonometry                 |
| XXXX | XXX3  | Social/Behavioral Science Elective |

*\*See options for elective below.*

### CAD Required Courses 24 hours

|      |      |                              |
|------|------|------------------------------|
| DRFT | 1122 | CAD Careers and Applications |
| DRFT | 1234 | Engineering Graphics I       |
| DRFT | 2114 | AutoCAD I                    |
| DRFT | 1244 | Engineering Graphics II      |
| DRFT | 2154 | AutoCAD II                   |
| DRFT | 2333 | Advanced 3D Modeling         |
| BADM | 2703 | Internship Experience        |

### Architectural Design Required Courses 12 hours

|      |      |                                       |
|------|------|---------------------------------------|
| DRFT | 2253 | Architectural Design                  |
| DRFT | 2233 | 3D Building & Modeling Doc.           |
| DRFT | 2353 | Residential Design & Construction     |
| DRFT | 2363 | Commercial Bldg Design & Construction |

## Architectural Design Elective Courses Choose 6-9 hours

|      |      |                                |
|------|------|--------------------------------|
| DRFT | 2283 | Advanced Revit                 |
| DRFT | 2533 | Parametric Modeling (Inventor) |
| DRFT | 2593 | Modeling & Presentation        |
| DRFT | 2493 | Building Systems               |
| DRFT | 2263 | Civil Engineering Fundamentals |
| CISM | 1223 | Photoshop                      |
| ART  | 1313 | Design I                       |
| CISM | 2123 | Web Page Design                |

*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES:** Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.

**Total Hours** 64-67

## Technical Certificate in Computer Aided Design - Civil/Landscape Design Option

|      |      |                                  |
|------|------|----------------------------------|
| DRFT | 1234 | Engineering Graphics I           |
| DRFT | 2114 | AutoCAD I                        |
| DRFT | 2154 | AutoCAD II                       |
| DRFT | 2163 | Landscape Design                 |
| DRFT | 2263 | Civil Engineering Fundamentals   |
| DRFT | 2403 | Site Planning & Land Development |
| DRFT | 2423 | Garden & Plant Design            |

**Total Hours** 24

## AAS CAD - 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      |
| ENGL | 1013  | English Composition I              |
| ENGL | 1023  | English Composition II OR          |
| ENGL | 2013  | Technical Writing                  |
| COMM | 1303  | Public Speaking OR                 |
| COMM | 2503  | Small Group Communication          |
| MATH | 1203  | College Algebra-Accelerated OR     |
| MATH | 1204  | College Algebra OR                 |
| MATH | 1204R | College Algebra/Review             |
| MATH | 1213  | Plane Trigonometry                 |
| XXXX | XXX3  | Social/Behavioral Science Elective |

*\*See options for elective below.*

### CAD Required Courses 24 hours

|      |      |                              |
|------|------|------------------------------|
| DRFT | 1122 | CAD Careers and Applications |
| DRFT | 1234 | Engineering Graphics I       |
| DRFT | 2114 | AutoCAD I                    |
| DRFT | 1244 | Engineering Graphics II      |
| DRFT | 2154 | AutoCAD II                   |
| DRFT | 2333 | Advanced 3D Modeling         |

BADM 2703 Internship Experience

**Civil/Landscape Required Courses 12 hours**

DRFT 2263 Civil Engineering Fundamentals  
DRFT 2403 Site Planning & Land Development  
DRFT 2163 Landscape Design  
DRFT 2423 Garden & Plant Design

**Civil/Landscape Design Elective Courses  
Choose 6-9 hours**

GEOS 2943 Intro to Geographic Info Science (GIS)  
DRFT 2293 Modeling & Presentation  
DRFT 2233 3D Building & Modeling Doc.  
HORT 2004 Principles of Horticulture  
BOTY 1614 Plant Biology  
BOTY 2404 Survey of the Plant Kingdom  
HORT 2303 Intro to Turfgrass Management

*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours 64-67**

**Technical Certificate in Computer Aided Design - Mechanical Design Option**

DRFT 1234 Engineering Graphics I  
DRFT 2114 AutoCAD I  
DRFT 2154 AutoCAD II  
DRFT 1244 Engineering Graphics II  
DRFT 2533 Parametric Modeling (Inventor)  
DRFT 2343 Design & Production Technology  
DRFT 2123 Advanced Engineering Graphics

**Total Hours 24**

**AAS CAD - 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  
ENGL 1013 English Composition I  
ENGL 1023 English Composition II OR  
ENGL 2013 Technical Writing  
COMM 1303 Public Speaking OR  
COMM 2503 Small Group Communication  
MATH 1203 College Algebra- Accelerated OR  
MATH 1204 College Algebra OR  
MATH 1204R College Algebra w/Review  
MATH 1213 Plane Trigonometry  
XXXX XXX3 Social/Behavioral Science Elective

*\*See options for elective below.*

**CAD Required Courses 24 hours**

DRFT 1122 CAD Careers and Applications  
DRFT 1234 Engineering Graphics I  
DRFT 2114 AutoCAD I  
DRFT 1244 Engineering Graphics II  
DRFT 2154 AutoCAD II  
DRFT 2333 Advanced 3D Modeling  
BADM 2703 Internship Experience

**Mechanical Design Required Courses 12 hours**

DRFT 2533 Parametric Modeling (Inventor)  
DRFT 2523 Intro to Geometric Dim. & Tolerancing  
DRFT 2123 Advanced Engineering Graphics  
DRFT 2343 Design & Production Technology

**Mechanical Design Elective Courses Choose 6-9 hours**

DRFT 2543 Advanced Parametric Modeling  
DRFT 2553 Parametric Modeling w/Solid Works  
DRFT 2593 Modeling & Presentation  
CISM 2123 Intro to Web Page Design  
GNEG 1103 Introduction to Engineering  
CISM 1223 Photoshop  
BLAW 2013 Legal Environment of Business I  
OSHA 2533 Safety & Health Risk Management

*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours 64-67**

**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.

## AAS Computer Information Systems- Information Management 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 hours

|      |       |                                    |
|------|-------|------------------------------------|
| CISQ | 1103  | Intro to Computer Information      |
| ENGL | 1013  | English Composition I              |
| ENGL | 1023  | English Composition II             |
| MATH | 1203  | College Algebra-Accelerated OR     |
| MATH | 1204  | College Algebra OR                 |
| MATH | 1204R | College Algebra w/Review OR        |
| MATH | 1003  | Math for A.A.S. General Educ.      |
| XXXX | XXX3  | Social/Behavioral Science Elective |

\*See options for elective below.

### General Business Required Courses Choose 18 hours

|      |      |                                 |      |
|------|------|---------------------------------|------|
| ACCT | 2013 | Principles of Accounting I      |      |
| ACCT | 2023 | Principles of Accounting II OR  |      |
| ACCT | 2043 | Computerized Accounting         |      |
| BLAW | 2013 | Legal Environment of Business I |      |
| ECON | 2013 | Macroeconomics OR               |      |
| ECON | 2023 | Microeconomics                  |      |
| OSIM | 1013 | Administrative Office Mgmt.     | OSIM |
| 1103 |      | Business Communications         |      |

### Info Mgmt. & Appl Required Courses (27 hours)

|      |      |   |
|------|------|---|
| BADM | 2703 | Internship Experience (REQUIRED COURSE) |
|------|------|---|

### Info Management & Applications Choose 12 hours

|      |      |                                     |
|------|------|-------------------------------------|
| CISM | 1203 | Internet Resourcing                 |
| CISM | 1303 | Operating Systems (Windows)         |
| CISM | 1403 | Database Management (ACCESS)        |
| CISM | 1503 | Spreadsheet Analysis—EXCEL          |
| CISM | 1603 | Word/Information Processing I       |
| OSIM | 2103 | Business Presentations (PowerPoint) |
| OSIM | 2303 | Records Systems Management          |
| OSIM | 2703 | Business Application Integration    |

### Computer Support Courses Choose 9 hours

|      |      |                                       |
|------|------|---------------------------------------|
| CISM | 2123 | Web Page Design                       |
| CISM | 2133 | Intermediate Web Page Design          |
| CISM | 2213 | Advanced Web Page Design              |
| CISM | 2503 | Advanced Spreadsheet (Excel)          |
| CISM | 2603 | Word/Information Processing II        |
| OSIM | 2403 | Desktop Publishing                    |
| OSIM | 2503 | Computer Support & Project Management |
| PROG | 1003 | Introduction to Programming Logic     |
| PROG | 1103 | VISUAL Basic Programming              |
| NTWK | 2013 | Networking & Information Systems      |
| NTWK | 2053 | Microcomputer Hardware Support        |

### Management of Business Choose 3 hours

|      |      |                           |
|------|------|---------------------------|
| BADM | 2523 | Small Business Management |
|------|------|---------------------------|

|      |      |                                     |
|------|------|-------------------------------------|
| BUTR | 2033 | Acquisition & Mgmt of Human Capital |
| INTB | 1003 | Intro. to International Business    |

\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043

NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.

**Total Hours 60**

## AAS Computer Information Systems- 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 Comp Info OR Comp Proficiency |
| ENGL | 1013  | English Composition I                  |
| ENGL | 1023  | English Composition II OR              |
| ENGL | 2013  | Technical Writing                      |
| MATH | 1203  | College Algebra- Accelerated OR        |
| MATH | 1204  | College Algebra OR                     |
| MATH | 1204R | College Algebra w/Review               |
| XXXX | XXX3  | Social/Behavioral Science Elective     |

\*See options for elective below.

### General Business Required Courses 12 hours

|      |      |                                 |
|------|------|---------------------------------|
| ACCT | 2013 | Principles of Accounting I      |
| BLAW | 2013 | Legal Environment of Business I |
| ECON | 2013 | Macroeconomics OR               |
| ECON | 2023 | Microeconomics                  |
| OSIM | 1103 | Business Communications         |

### General Business Elective Courses 9 hours

|      |      |   |
|------|------|---|
| ACCT | 2023 | Principles of Accounting II                           |
| CISM | 1203 | Internet Resourcing—(Recommended for Web Development) |
| CISM | 1303 | Operating Systems (Windows)                           |
| CISM | 1313 | Operating Systems (Unix)                              |
| CISM | 1503 | Spreadsheet Analysis—EXCEL                            |
| CISM | 2503 | Advanced Spreadsheet (Excel)                          |
| NTWK | 2013 | Networking & Information Systems                      |

### Computer Information System Required Courses 24 Hours

#### Programming Core

*Programming Core (12 Hours)*

|      |      |                                   |
|------|------|-----------------------------------|
| CISM | 1403 | Database Management (ACCESS)      |
| PROG | 1003 | Introduction to Programming Logic |
| PROG | 1103 | VISUAL Basic Programming          |
| BADM | 2703 | Internship Experience             |

Select one of the following tracks to complete required courses. (12 Hours)

### (Track A) Application Dev. Required Courses

Choose 12 hours

|      |      |                             |
|------|------|-----------------------------|
| PROG | 1203 | C++ Programming             |
| PROG | 1403 | JAVA Programming            |
| PROG | 1503 | COBOL Programming           |
| PROG | 2303 | Web Server-Side Programming |
| PROG | 2803 | Advanced Programming Topic  |

OR

### (Track B) Web Dev. Required Courses

Choose 12 hours

|      |      |                               |
|------|------|-------------------------------|
| ART  | 1313 | Design I                      |
| CISM | 1243 | Introduction to Web Animation |
| CISM | 2123 | Web Page Design               |
| CISM | 1223 | Photoshop                     |
| CISM | 2133 | Intermediate Web Page Design  |
| CISM | 2213 | Advanced Web Page Design      |
| PROG | 1303 | Web Client-Side Programming   |
| PROG | 2303 | Web Server-Side Programming   |
| NTWK | 2243 | Securing E-Commerce           |
| CISM | 2223 | Advanced Photoshop            |

OR

### (Track C) Database Dev.-Courses

Choose 12 hours

|      |      |                               |
|------|------|-------------------------------|
| CISM | 1423 | Database Concepts             |
| CISM | 1433 | SQL Concepts                  |
| CISM | 2403 | Advanced Database Management  |
| CISM | 2413 | Database Integration with VBA |
| PROG | 1303 | Web Client-Side Programming   |

OR

### (Track D) Mobile Apps Dev. -Courses

Choose 12 hours

|      |      |  |
|------|------|--|
| PROG | 2503 | iOS Application Development              |
| PROG | 2513 | Advanced iOS Application Development     |
| PROG | 2603 | Android Application Development          |
| PROG | 2613 | Advanced Android Application Development |

*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours:**

**61**

## AAS Computer Information Systems- Computer Networking 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 (15 hours)

|      |      |  |
|------|------|--|
| CISQ | 1103 | Introduction To Computer Information** |
| ENGL | 1013 | English Composition I***               |
| ENGL | 1023 | English Composition II OR              |
| ENGL | 2013 | Technical Writing                      |
| MATH | 1203 | College Algebra- Accelerated           |

|      |       |                                      |
|------|-------|--------------------------------------|
| MATH | 1204  | College Algebra                      |
| MATH | 1204R | College Algebra w/Review             |
| XXXX | XXX3  | Social/Behavioral Science Elective** |

*\*See options for elective below.*

### General Business Required Courses (12 hours)

|      |      |   |
|------|------|---|
| ACCT | 2013 | Principles of Accounting I**            |
| BLAW | 2013 | Legal Environment of Business I**       |
| PROG | 1003 | Intro to Programming Logic              |
| OSIM | 2503 | Computer Support and Project Management |

### Networking Required Courses (39 hours)

#### Networking Core (27 hours)

|      |      |  |
|------|------|--|
| CISM | 1313 | Operating Systems (Unix)***                |
| NTWK | 2013 | Networking and Information Sys. (CCNA 1)** |
| NTWK | 2023 | Network Administration I***                |
| NTWK | 2053 | Microcomputer Hardware Support***          |
| NTWK | 2083 | Network Hardware Support (CCNA 2)***       |
| NTWK | 2203 | Command Line Scripting                     |
| NTWK | 2213 | Switching Basics & Inter. Routing (CCNA 3) |
| NTWK | 2263 | Network Security Support (CCNA Security)   |
| BADM | 2703 | Internship Experience                      |

### Networking Electives (12 hours)

|      |      |                                       |
|------|------|---------------------------------------|
| NTWK | 2113 | Network Security                      |
| NTWK | 2223 | WAN Implementation & Support (CCNA 4) |
| NTWK | 2233 | Information Assurance                 |
| NTWK | 2243 | Secure E-Commerce                     |
| NTWK | 2253 | Computer Forensics                    |
| CISM | 1203 | Internet Resourcing                   |
| OSIM | 1103 | Business Communications               |
| NTWK | 2103 | Web Server Administration             |
| NTWK | 2073 | Networking with Unix                  |
| NTWK | 2153 | Microcomputer Software Support        |

*\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043*

*\*\*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.)*

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

**Total Hours:**

**66**

## Technical Certificate in Networking Cyber Technician

### Networking Core (21 hours)

|      |      |  |
|------|------|--|
| NTWK | 2013 | Networking and Information Systems(CCNA1)    |
| NTWK | 2053 | Microcomputer Hardware Support (A+)          |
| NTWK | 2083 | Network Hardware Support (CCNA2)             |
| NTWK | 2153 | Microcomputer Software Support (A+)          |
| NTWK | 2213 | Switching Basics and Inter. Routing (CCNA3)  |
| NTWK | 2223 | WAN Implementation & Support (CCNA4)         |
| NTWK | 2263 | Network Security Support (Network Security+) |

## Professional Skills

### (9 hours)

|      |      |   |
|------|------|---|
| MTCM | 1003 | Communication & Math for Workforce Readiness OR |
| MATH | 1003 | Math for A.A.S.                                 |
| OSIM | 1103 | Business Communications                         |
| BADM | 2703 | Internship Experience                           |

### Total Hours

30

## Certificate of Proficiency in Networking

### Recommended Sequence

|      |      |                                    |
|------|------|------------------------------------|
| CISQ | 1103 | Intro to Computer Information      |
| CISM | 1303 | Operating Systems (Windows)        |
| ACCT | 2013 | Principles of Accounting I         |
| BLAW | 2013 | Legal Environment of Business      |
| NTWK | 2013 | Networking and Information Systems |
| XXXX | XXX3 | Social/Behavioral Science          |

### Total Hours

18

### Additional Certifications

#### 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 COMMUNICATION AND ARTS

## 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.

NWACC's Art scholarship may be available to assist Graphic Design students. For application information, see the Division of Communication and Arts.

## Associate of Applied Science in Graphic Design

### Recommended Sequence

#### First Semester

15 hours

|      |      |                                |
|------|------|--------------------------------|
| ART  | 1313 | Design I                       |
| ART  | 1303 | Introduction to Drawing        |
| ENGL | 1013 | English Composition I          |
| ARHS | 2913 | Art History I* OR              |
| ARHS | 2923 | Art History II*                |
| ART  | 2803 | Introduction to Photography OR |
| ART  | 2863 | Digital Photography            |

#### Second Semester

15 hours

|       |       |                                |
|-------|-------|--------------------------------|
| ART   | 2103  | Introduction to Painting OR    |
| ART   | 2123  | Introduction to Watercolor     |
| ART   | 2363  | Graphic Design I               |
| *MATH | 1203  | College Algebra Accelerated OR |
| *MATH | 1204  | College Algebra OR             |
| *MATH | 1204R | College Algebra w/Review OR    |

|      |      |                                |
|------|------|--------------------------------|
| MATH | 1103 | Survey of College Math OR      |
| MATH | 1003 | Math for AAS General Education |
| ENGL | 1023 | English Composition II         |
| ART  | 2333 | Color Studies                  |

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

#### Third Semester

15 hours

|      |      |   |
|------|------|---|
| ART  | 2373 | Graphic Design II                             |
| ART  | 2003 | Advanced Drawing OR                           |
| ART  | 2364 | Advanced Graphic Illustration OR              |
| ART  | 2113 | Advanced Painting OR                          |
| ART  | 2133 | Advanced Watercolor                           |
| ENGL | 2013 | Technical Writing OR                          |
| COMM | 1303 | Public Speaking                               |
| ART  | 2383 | Graphic Design III                            |
| ARHS | 2823 | The History of Photography and Graphic Design |

#### Fourth Semester

15 hours

|        |      |                                       |
|--------|------|---------------------------------------|
| ART    | 2013 | Figure Drawing OR                     |
| ART    | 1323 | Design II (Sculpture) OR              |
| DRFT   | 2233 | 3-D Building Modeling & Documentation |
| ART    | 2393 | Advanced Graphic Design               |
| ART    | 2813 | Advanced Photography OR               |
| CISM   | 2143 | Introduction to Web Page Design OR    |
| ART    | 2833 | Video Production & Editing OR         |
| ART    | 2903 | Web Application Design                |
| **XXXX | XXX3 | Social/Behavioral Science Elective    |
| ART    | 2953 | Graphic Design Internship             |

\*\*See options for elective below.

\*Social/Behavioral Science Elective options: ANTH 1023, CMJS 2013, ECON 2013, ECON 2023, GEOG 1003, GEOG 1123, HIST 1003, HIST 1013, HIST 1033, HIST 1043, HIST 2003, HIST 2013, PHIL 2003, PHIL 2033, PLSC 2003, PLSC 2203, PLSC 2803, PSYC 2003, PSYC 2103, SOCI 2013, SOCI 2033, SOCI 2043

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable. Not all courses are available each semester.**

**Total Hours:**

**60**

## Certificate of Proficiency in Graphic Design

ARHS 2913 Art History I OR  
 ARHS 2923 Art History II  
 ART 1303 Introduction to Drawing  
 ART 1313 Design I  
 ART 2103 Introduction to Painting OR  
 ART 2123 Introduction to Water Color  
 ART 2363 Graphic Design I  
 ART 2333 Color Studies

**Total Hours**

**18**

## Technical Certificate in Graphic Design

The Certificate of Proficiency courses:  
 ARHS 2913 Art History I OR  
 ARHS 2923 Art History II  
 ART 1303 Introduction to Drawing  
 ART 1313 Design I

ART 2103 Introduction to Painting OR  
 ART 2123 Introduction to Water Color  
 ART 2363 Graphic Design I  
 ART 2333 Color Studies  
**Additional courses to complete Technical Certificate:**  
 ENGL 1013 English Composition I  
 ART 2823 The History of Photography & Graphic Design  
 ART 2373 Graphic Design II  
 ART 2863 Digital Photography  
 \*MATH 1204 College Algebra OR  
 MATH 1103 Survey of College Math OR  
 MATH 1003 Math for AAS General Education  
 ENGL 2013 Technical Writing OR  
 COMM 1303 Public Speaking  
 ART 2003 Advanced Drawing  
 ART 2013 Figure Drawing OR  
 ART 1323 Design II (Sculpture) OR  
 DRFT 2233 3D Building Modeling & Documentation

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

**Total Hours** **42**

**NOTE: The Certificate of Proficiency and the Technical Certificate in Graphic Design are built into the Associate of Applied Science Degree in Graphic Design. Students may choose to progress through this degree by completing the certificates instead of following the recommended sequence by semesters.**

### **Certificate of Proficiency in Cinematic Studies (CINE)**

COMM 1003 Film Arts  
 ART 1313 Design I  
 ART 2363 Graphic Design I  
 ART 2863 Digital Photography  
 ART 2833 Video Production & Editing  
 MUSI 1903 Studio Recording I

**Total Hours** **18**

## **International Language**

International language courses are considered electives and can contribute elective credit to most degree plans of the college. Otherwise, credit from international language courses is generally deemed transferable and will be accepted at Arkansas colleges and universities. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement.

To learn more about Arabic, Chinese, French, German, Italian and Spanish classes please locate specific courses in the Course Description Section of this Catalog.

# DIVISION OF HEALTH PROFESSIONS

## Division of Health Professions Introduction

### English Requirement for Health Professions Programs

All non native English speaking 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.

### 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 Division of Health Professions.

**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.

### Requirements

AHSC 1213 Certified Nursing Assistant

### Total Hours

3

Successful completion of the Certified Nursing Assistant course results in a certification from the State of Arkansas. This program does not result in an Arkansas Department of Higher Education approved certificate from NWACC.

### Technical Certificate in Health Information Management Coding

The technical coding certificate is a 32 hour certificate. Before enrolling into coding courses students are required to have Anatomy and Physiology I completed. Anatomy and Physiology II, Disease Pathology and Medical Terminology are co-requisites.

Medical coders organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, standardization, and retrieval of statistical analysis. Medical coding involves assigning alphanumeric and numeric digits to corresponding descriptions of patient diagnoses and treatments.

The certificate requires acquisition of 32 credits in which all can be used toward the associate degree we offer in Health Information Management. The associate degree requires 60 semester credits.

A student must meet NWACC admission criteria and the criteria for admission to the HIM Program or HIM Coding Certificate program before applying. Students will be required to demonstrate proficiency in Excel and Word along with general education courses. Students must complete all required course work with a grade of "C" or better.

Students must submit a completed Health Information Management packet into the HIM Program Director. For more information, contact the Program Director at (479) 936-5118, or email [tcikanek@nwacc.edu](mailto:tcikanek@nwacc.edu).

For more information on Health Information Management as a career, go to [www.ahima.org](http://www.ahima.org).

### General Education Requirements

BIOL 2214 Anatomy & Physiology I  
BIOL 2224 Anatomy & Physiology II

8 hours



**HIM Coding Courses** **24 hours**

|      |      |                                      |
|------|------|--------------------------------------|
| AHSC | 1403 | Medical Terminology                  |
| HIM  | 1133 | Health Data Content                  |
| HIM  | 1143 | Introduction to Coding               |
| HIM  | 1213 | Disease Pathology                    |
| AHSC | 1123 | Electronic Health Records            |
| HIM  | 2423 | Procedure Coding CPT                 |
| HIM  | 2243 | ICD 10 CM/PCS                        |
| HIM  | 2543 | Healthcare Billing and Reimbursement |

**Total Hours** **32****Health Information Management A.A.S. Degree Program**

The NorthWest Arkansas Community College (NWACC) Health Information Management (HIM) program is aimed to prepare students to perform as entry-level technicians in the HIM workforce. Health information technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. Health Information Management is a two-year associate's degree program that integrates medical science, ICD-9, ICD-10-CM/PCS, CPT and HCPCS Level II coding systems, computer technology, and health care management.

Graduates from accredited associate degree HIM programs may be employed throughout the health care industry including hospitals, physicians offices, insurance companies, law firms, ambulatory care settings, consulting firms and healthcare IS/IT vendors to name a few possibilities. The associate degree program consists of 20 Credit hours in general education and 40 credit hours in health information management course work. Clinical Requirements: Students are required to complete two non-paid professional practice experiences (Clinical Internship I, and Clinical Internship II) prior to graduation. Clinical placement is subject to criminal background checks, drug screening and other clinical facility policies. Before enrolling in coding courses students are required to have completed Anatomy and Physiology I, Anatomy and Physiology II, Disease Pathology, and Medical Terminology are co-requisites.

A student must meet NWACC admission criteria and the criteria for admission to the HIM Program or HIM Coding Certificate program before applying. Students will be required to demonstrate proficiency in Excel and Word along with general education courses. Students must complete all required course work with a grade of "C" or better.

The Health Information Management Program is designed to prepare entry-level health information

professionals for the HIM workforce.

**Accreditation:**

NorthWest Arkansas Community College Health Information Management AAS degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students must submit a completed Health Information Management packet into the HIM Program Director. For more information, contact the Program Director at (479) 936-5118, or email [tcikanek@nwacc.edu](mailto:tcikanek@nwacc.edu).

For more information on Health Information Management as a career, go to [www.ahima.org](http://www.ahima.org).

**General Education Requirements** **20 hours**

|        |       |                                |
|--------|-------|--------------------------------|
| BIOL   | 2214  | Anatomy & Physiology I         |
| BIOL   | 2224  | Anatomy & Physiology II        |
| MATH   | 1003  | Math for AAS OR                |
| *MATH  | 1203  | College Algebra-Accelerated OR |
| *MATH  | 1204  | College Algebra OR             |
| *MATH  | 1204R | College Algebra w/Review       |
| ENGL   | 1013  | English Composition I          |
| ENGL   | 1023  | English Composition II OR      |
| **ENGL | 2013  | Technical Writing              |
| XXXX   | XXX3  | Social Science Elective        |

**NOTES: Check course descriptions for prerequisite requirements. Honors courses will meet degree requirements where applicable.**

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

**\*\*Students intending to transfer to a 4 year institution should take English Comp II.**

**CAHIIM Concentrated Courses** **40 hours****Fall Semester- 1st Year** **10 hours**

|      |      |                            |
|------|------|----------------------------|
| AHSC | 1403 | Medical Terminology        |
| HIM  | 1121 | Introduction to Healthcare |
| HIM  | 1133 | Health Data Content        |
| HIM  | 1143 | Introduction to Coding     |

**Spring Semester- 1st Year** **9 hours**

|      |      |                           |
|------|------|---------------------------|
| HIM  | 1213 | Disease Pathology         |
| AHSC | 1123 | Electronic Health Records |
| HIM  | 2243 | ICD 10 CM/PCS             |

**Summer Semester- 1st Year** **2 hours**

|     |      |                       |
|-----|------|-----------------------|
| HIM | 2312 | Clinical Internship I |
|-----|------|-----------------------|

**Fall Semester- 2nd Year** **8 hours**

|     |      |                                   |
|-----|------|-----------------------------------|
| HIM | 2413 | Management in HIM                 |
| HIM | 2423 | Procedure Coding CPT              |
| HIM | 2432 | Healthcare Legal & Ethical Issues |

**Spring Semester- 2nd Year** **11 hours**

|     |      |                                    |
|-----|------|------------------------------------|
| HIM | 2543 | Healthcare Billing & Reimbursement |
| HIM | 2513 | Quality & Performance Improvement  |
| HIM | 2523 | Healthcare Statistics              |

**Total Hours** 60

### 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. PCAs 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 provide proof of Certification as a Nursing Assistant 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 Division of Health Professions.

**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.**

### Requirements

AHSC 1223 Patient Care Assistant +

**Total Hours** 3

Successful completion of the Patient Care Assistant course results in a certification from the State of Arkansas. This program does not result in an Arkansas Department of Higher Education approved certificate from NWACC.

### 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 (ASBN) 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 Division of Health Professions.

### 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) 301-2130 or glee1@nwacc.edu.

## Technical Certificate in Dental Assisting Degree Requirements

### General Education 3 hours

ENGL 1013 English Composition I

### First Semester 18 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 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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

Also recommended CISQ 1103, Introduction to Computer Information Systems. Other beneficial courses would be Anatomy and Physiology, Medical Terminology and/or Oral Communications. Students may review the Associate Degree in General Studies for other courses they may want to take.

**Total 39**

## Emergency Medical Responder

EMR follows the national standard curriculum guidelines as set forth by the National EMS Education Standards. 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 Emergency Medical Responder course will receive a Healthcare Provider CPR card and Emergency Medical Responder Certificate of Proficiency. EMR is a prerequisite to the EMT Course.

### Requirements

EMTA 1013 Emergency Medical Responder

**Total Hours 3**

## 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. EMT applicants must have a reading score of at least 19 on their ACT or at least 82 on the Compass placement test or to have attained a grade of "C" or above in an English or Reading course along with having a cumulative grade point average of at least 2.0. EMTA 1013 Emergency Medical 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. Students can pick up an application packet in the Health Professions Division or it can be accessed on Health Professions website. The following items, as

outlined in the application packet, must be included in order for file to be complete:

- Completion of prerequisite course EMTA 1013 Emergency Medical Responder
- TB Skin Test results - valid through completion of EMT course
- Proof of Health Insurance
- Current AHA Health Care Provider CPR Card

**Upon Admission to the EMT course, the following items must be completed:**

- National Criminal Background Check
- Urine Drug Screen

For more information, contact the Division of Health Professions.

### Certificate of Proficiency Emergency Medical Technician - Basic

#### Prerequisite

Current Health Care Provider CPR Certification  
EMTA 1013, Emergency Medical Responder, or Emergency Medical Responder Certification is required before beginning the EMT Basic course.

#### Requirements

EMTA 1008 EMT Basic

**Total Hours** **8**

### 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 60 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 Division of Health Professions or visit the Fire Science page at [www.nwacc.edu](http://www.nwacc.edu).

#### Fall Semester- 1st Year 12-13 hours

|       |       |                                   |
|-------|-------|-----------------------------------|
| ENGL  | 1013  | English Composition I             |
| MATH  | 1103  | Survey of College Math OR         |
| MATH  | 1003  | Math for AAS General Education OR |
| *MATH | 1203  | College Algebra- Accelerated OR   |
| *MATH | 1204  | College Algebra OR                |
| *MATH | 1204R | College Algebra w/Review          |
| EMTA  | 1013  | Emergency Medical Responder       |
| FIRE  | 1003  | Intro. to Fire Science            |

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

#### Spring Semester-1st Year 14 hours

|      |      |  |
|------|------|--|
| FIRE | 1033 | Fire Officer Leadership                |
| FIRE | 2053 | Fire Service Hydraulics & Water Supply |
| EMTA | 1008 | Emergency Medical Tech.-Basic          |

#### Fall Semester – 2nd Year 14 hours

|        |      |  |
|--------|------|--|
| **ENGL | 1023 | English Composition II OR              |
| ENGL   | 2013 | Technical Writing                      |
| FIRE   | 1043 | Fire Prevention & Inspection           |
| FIRE   | 2023 | Fire Department Administration         |
| FIRE   | 1013 | Fire Suppression: Tactics & Strategies |
| PEAC   | 1401 | Lifetime Fitness                       |
| PEAC   | 1621 | Fitness Concepts                       |

*\*\*Students intending to transfer to a 4 year institution should take English Composition II.*

#### Spring Semester – 2nd Year 16 hours

|      |      |                                      |
|------|------|--------------------------------------|
| FIRE | 1073 | Firefighter Health & Safety          |
| FIRE | 1063 | Fire Service Special Operations      |
| FIRE | 1104 | Firefighter I                        |
| CISQ | 1103 | Introduction to Computer Information |
| PSYC | 2003 | General Psychology OR                |
| SOCI | 2013 | General Sociology                    |

#### Summer Semester-2nd year 4 hours

|      |      |                |
|------|------|----------------|
| FIRE | 1114 | Firefighter II |
|------|------|----------------|

**NOTES: Check course descriptions for prerequisite requirements.**

**Honors courses will meet degree requirements where applicable.**

**Total Hours** **60**

### Occupational and Life Skills Associate Degree Program

The Occupational and Life Skills (OLS) associate degree gives adults with cognitive disabilities the opportunity to earn a 60 credit hour, four-year

associate degree, achieve gainful employment and become self-sufficient, contributing citizens. The program requires the completion of eight (8) consecutive semesters.

Students are taught to understand their unique strengths and build on them to create a personalized career pathway, culminating in a 270-hour internship during their fourth year. OLS student success comes from a 'scaffold learning' approach to education, in which the curriculum builds and overlaps, class by class and year by year, to reinforce critical information, ideas and outcomes. The program demands full student commitment; acceptance is challenging and dependent on meeting baseline skills and participating in a program assessment. The program from which NWACC's is modeled (Bellevue College) has a graduate employment rate of 85%, compared to a national average of 25% for those with similar disabilities. Their OLS attrition rates are low, graduation rates are 82%, and program outcomes are reached.

The OLS program prepares the graduate to take an active role in the professional or technical field of their choice. Graduates will serve in an internship of 270 hours with a goal of permanent employment upon graduation. Students self-identify a career path that correlates with their interests, skills, and dependable strengths, and then research potential positions available in the area in which they intend to live. NWACC's Internship Coordinator then actively seeks the necessary relationships with area employers to place each student in the profession of their choice.

Students of the Occupational and Life Skills program will interact with supervisors, co-workers, human resource professionals and administrative staffs to ensure the attainment and application of the requisite soft skills employers' desire. The curriculum includes course work in the supporting occupational, sciences, math and general education areas. Classroom instruction will be supplemented with learning experiences in the Life Sim Virtual Lab and in office computer applications. Students will learn to self-advocate for disability resources and obtain a working knowledge of which resources they will require for success in the workplace.

A student must meet NWACC admission criteria and the criteria for admission into the Occupational and Life Skills Program. Admission criteria, forms, deadlines and other applicable application information is available on the OLS website or upon request

Recommended Sequence

**First Semester (8 Hours)**

OLS 1103 Learning Strategies

OLS 1112 Computer Fundamentals  
 OLS 1013 Communication in the Workplace

**Second Semester (7 Hours)**

OLS 1072 Healthy Relationships  
 OLS 1302 Critical Thinking through Science  
 OLS 1433 Self Determination-Career Portfolio

**Third Semester (8 Hours)**

OLS 1313 Nutrition Health & Fitness  
 OLS 1323 Critical Thinking through Writing & Media  
 OLS 1342 Disability Awareness

**Fourth Semester (7 Hours)**

OLS 1402 Human Sexuality & Body Awareness  
 OLS 1462 Citizenship  
 OLS 1442 Career Exploration  
 OLS xxx1 Physical Education Elective

**Fifth Semester (9 Hours)**

OLS 2113 Environment & Our Community  
 OLS 2143 Office, Computer & Customer Service  
 OLS 2443 Self Determination in the Workplace

**Sixth Semester(7 Hours)**

OLS 2213 Personal Finance  
 OLS 2182 Individual Study  
 OLS 2212 Social Change & Cultural Awareness

**Seventh Semester (7 Hours)**

OLS 2314 Field Experience I  
 OLS 2311 Workplace Readiness  
 OLS 2322 Controversial Issues in the Workplace

**Eighth Semester (7 Hours)**

OLS 2414 Field Experience II  
 OLS xxx1 Physical Education Elective  
 OLS xxx2 Fine Arts/Humanities Elective

**Elective Physical Education Courses: 3 Hours  
 Required for OLS Degree**

OLS 1501 Strength & Fitness  
 OLS 1511 Self Defense for Mind & Body  
 OLS 1521 Tai Chi for Mind & Body  
 OLS 1531 Qigong for Mind & Body  
 OLS 1541 Martial Arts for Mind & Body  
 OLS 1551 Yoga for Life Balance

**Elective Fine Art/Humanities Courses: 4 Hours  
 Required for OLS Degree**

OLS 1582 Introduction to Theater  
 OLS 1592 Introduction to Acting  
 OLS 1602 Visual Thinking I  
 OLS 1612 Visual Thinking II  
 OLS 1622 Radio Theatre  
 OLS 1632 Critical Thinking through Film  
 OLS 1642 Historical Analysis through Film  
 OLS 1652 World Cultural Analysis Film  
 OLS 1662 Music Appreciation

## Total Degree Hours 60

### Paramedic Technical 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. You may obtain a copy from the Health Professions Secretary.

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 and be eligible to sit for the State Board and National Registry Paramedic Examination. Students may opt to continue their education and obtain an Associate of 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.

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 11 credit hours of prerequisites and 37 credit hours of Paramedic courses for a total of 48 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.

To be eligible to apply, the following must be completed:

EMTA 1008 EMT Basic or State License

EMTA 1003 EMT Internship or has been employed as an EMT for two years

EMTA 1102 Cardiac Dysrhythmias (only offered in Spring)

BIOL 2214 Anatomy and Physiology I

BIOL 2224 Anatomy and Physiology II

AHSC 1001 Medical Terminology

Students without certification or license they will need at least three semesters to get through these courses. EMTA 1013 is pre-req for EMTA 1008, which is the pre-req for EMTA 1003. These students will still need the other general education courses to complete the degree. General Education courses can be done after the Paramedic courses are done.

For more information, contact the Division of Health Professions or visit the Paramedic Program page at [www.nwacc.edu](http://www.nwacc.edu).

This program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP may be contacted at 727-210-2350 or <http://www.caahep.org/>.

Recommended Sequence

#### Prerequisites

|      |      |                           |
|------|------|---------------------------|
| EMTA | 1102 | Cardiac Dysrhythmias      |
| AHSC | 1001 | Medical Terminology       |
| BIOL | 2214 | Anatomy and Physiology I  |
| BIOL | 2224 | Anatomy and Physiology II |

#### First Semester – Summer

7 hours

|      |      |                           |
|------|------|---------------------------|
| EMTP | 1001 | 12 Lead EKG               |
| EMTP | 1003 | Paramedic Pharmacology    |
| EMTP | 1012 | Patient Assessment & EPCR |
| EMTP | 1111 | EMS Environment I         |

#### Second Semester – Fall

17 hours

|      |      |                            |
|------|------|----------------------------|
| EMTP | 1011 | Emergency Respiratory Care |
| EMTP | 1026 | Paramedic Clinical I       |
| EMTP | 1123 | Medical Emergencies I      |
| EMTP | 1206 | Emergency Cardiac Care     |
| EMTP | 1031 | EMS Environment II         |

#### Third Semester – Spring

13 hours

|      |      |                            |
|------|------|----------------------------|
| EMTP | 1022 | Shock & Fluid Therapy      |
| EMTP | 1032 | Traumatology               |
| EMTP | 1204 | Paramedic Clinical II      |
| EMTP | 1233 | Medical Emergencies II     |
| EMTP | 1402 | Paramedic Field Internship |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** 48

### 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 15 credit hours of general education/science core classes and 48 credit hours of Paramedic classes for a total of 63 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:

|        |      |                                   |
|--------|------|-----------------------------------|
| CISQ   | 1103 | Introduction to Computer Info. OR |
| AHSC   | 1123 | Electronic Health Records         |
| ENGL   | 1013 | English Composition I             |
| ENGL   | 1023 | English Composition II OR         |
| *ENGL  | 2013 | Technical Writing                 |
| **MATH | 1003 | Math for AAS or Higher            |
| PSYC   | xxx3 | Any Social Science Class          |

\*Students intending to transfer to a 4 year institution should take English Comp II.

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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** 67

### 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 March 1st. 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.

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 of 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 90% employment rate in the field of physical therapy within 6 months of graduation.

For more information, contact the Division of Health Professions or visit the Physical Therapist Assistant Program page at [https://www.nwacc.edu/web/programs\\_physical\\_therapy/](https://www.nwacc.edu/web/programs_physical_therapy/)

**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.*

### Prerequisite Requirements

|        |       |                                       |
|--------|-------|---------------------------------------|
| MATH   | 1003  | Math for AAS OR                       |
| *MATH  | 1203  | College Algebra-Accelerated OR Higher |
| *MATH  | 1204  | College Algebra OR Higher             |
| *MATH  | 1204R | College Algebra w/Review OR Higher    |
| 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 OR             |
| AHSC   | 1123  | Electronic Health Records             |
| PHTA   | 2105  | Clinical Kinesiology                  |

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

*\*\*Students intending to transfer to a 4 year institution should take English Comp II.*

**Total Hours** **29**

**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 must complete the pre-requisite courses by the end of May. Clinical Kinesiology must be taken at NWACC, there will be no course substitutions for this course. It is recommended that you take this course the Spring you are applying to the program. Students must have also completed and turned in a PTA Program Application by March 1st. The PTA program accepts 14-18 students each June. Admission is made using a rank system. Only the top ranked 14-18 students will be offered a position in the program.

There are options available for students wanting to complete all pre-requisite courses in one year. Please see the Health Professions Advisor for information about the Biological Concepts Test and BIOL 0112 Introduction to Life Sciences.

### Technical Courses of PTA Program (By application & acceptance only)

These classes are taken in sequential order.

#### Summer Semester 10 hours

|      |      |  |
|------|------|--|
| 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          |

#### Fall Semester 17 hours

|      |      |                       |
|------|------|-----------------------|
| PHTA | 2252 | Life Span Development |
|------|------|-----------------------|

|      |      |                                   |
|------|------|-----------------------------------|
| PHTA | 2231 | Theory & Treatment Techniques     |
| PHTA | 2232 | Theory & Treatment Techniques Lab |
| PHTA | 2283 | PT Procedures I                   |
| PHTA | 2202 | PT Procedures I Lab               |
| PHTA | 2271 | Clinical Experience I             |
| PHTA | 2213 | Pathophysiological Conditions     |
| PHTA | 2241 | Gait Analysis & Training          |
| PHTA | 2242 | Gait Analysis & Training Lab      |

#### Spring Semester 17 hours

|      |      |                          |
|------|------|--------------------------|
| 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           |

#### Summer Semester 6 hours

|      |      |                        |
|------|------|------------------------|
| PHTA | 2403 | Clinical Internship I  |
| PHTA | 2413 | Clinical Internship II |

**NOTES:** Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

Clinical Placement may be subject to a criminal background check, drug screening and other clinical facility policies.

**Total Hours** **79**

### 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. The deadline for the completed RT Program application packet to be received in Health Professions 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 consists 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) 619-4252, visit the Health Professions page at [www.nwacc.edu/web/academics\\_alliedhealth/Respiratory\\_Therapy\\_page.php](http://www.nwacc.edu/web/academics_alliedhealth/Respiratory_Therapy_page.php).

The Respiratory Therapy Program is accredited by the Commission On Accreditation For Respiratory Care. <http://www.coarc.com/>  
(817)283-2835  
1248 Harwood Road  
Bedford, TX 76021-4244

NOTE: The following 22 hours of General Education prerequisite courses must be completed before the student may begin taking program courses.

|       |      |                         |
|-------|------|-------------------------|
| BIOL  | 2214 | Anatomy & Physiology I  |
| BIOL  | 2224 | Anatomy & Physiology II |
| CISQ  | 1103 | Intro to Computer Info  |
| *MATH | 1003 | Math for AAS or Higher  |
| ENGL  | 1013 | English Composition I   |
| AHSC  | 1001 | Medical Terminology     |
| MBIO  | 2014 | Microbiology            |

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

**Fall Semester – 1st Year 13 hours**

|      |      |                              |
|------|------|------------------------------|
| RESP | 2102 | Concepts in Respiratory Care |
| RESP | 2103 | Cardiopulmonary A & P        |
| RESP | 2112 | Cardiopulmonary Diagnostics  |
| RESP | 2104 | Respiratory Care Science     |
| RESP | 2232 | Assessment and Diagnosis     |

**Spring Semester – 1 Year 12 hours**

|       |      |                                   |
|-------|------|-----------------------------------|
| *ENGL | 1023 | English Comp. II OR               |
| ENGL  | 2013 | Technical Writing                 |
| RESP  | 2123 | Pulmonary Diseases                |
| RESP  | 2214 | Equipment & Procedures            |
| RESP  | 2222 | Pharmacology for Respiratory Care |

\*Students intending to transfer to a 4 year institution should take English Composition

**Summer Semester-1st Year 7 hours**

|      |      |   |
|------|------|---|
| RESP | 2306 | Clinical Practicum                      |
| RESP | 2501 | Dysrhythmias for Respiratory Therapists |

**Fall Semester-2nd Year 13 hours**

|      |      |                             |
|------|------|-----------------------------|
| RESP | 2414 | Mechanical Ventilation I    |
| RESP | 2433 | Pediatrics and Perinatology |
| RESP | 2423 | Clinical Practicum II       |
| PSYC | 2003 | General Psychology          |

**Spring Semester-2nd Year 13 hours**

|      |      |                           |
|------|------|---------------------------|
| RESP | 2514 | Mechanical Ventilation II |
| RESP | 2503 | Professional Development  |
| RESP | 2523 | Clinical Practicum III    |
| RESP | 2533 | Critical Care             |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 80**

**Nursing A.A.S. Degree Program**  
**The Nursing Program is approved by the Arkansas State Board of Nursing**

The mission of the Northwest Arkansas Community College Associate Degree Nursing Program is framed from the mission of the College. The Nursing Program’s mission is to serve and strengthen Northwest Arkansas by offering a nursing education program that prepares graduates for eligibility to take the NCLEX-RN\*, educates students to provide safe, quality, patient-centered nursing care in current health care settings, and provides a nursing knowledge base for life long learning, either through continuing nursing education or a formal degree program. 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. Clinical Placement is subject to a criminal background check, drug screening and other clinical facility policies.

**Admission Procedure**

Applicants must be high school graduates or have completed the high school level General Education Development (GED) Test.

Applications for Track I, II, and Bridge via Track III are available each year on February 1st for admission consideration into the nursing course sequence for summer or fall of that year. The application for Track III is available each year on October 1st for admission consideration into the nursing course sequence for spring of the next year.

Contact:

Health Professions Division Advisor

One College Drive

Bentonville, AR 72712

(479) 986-6684 E-mail: [djwillia@nwacc.edu](mailto:djwillia@nwacc.edu)

Pre-Nursing Advising Sessions are scheduled frequently throughout the year. The Advising 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 - Traditional (22 months to complete)  
(Begins each Fall for 4 semesters with the summer semester off)
2. Track II - Accelerated (15 months to complete)  
(Begins each summer for 4 consecutive semesters)
3. Track III - Evening/Weekend (24 months to complete beginning each January)

## Track Eligibility/Curriculum Requirements

### Track I - Traditional

- A. General Education 15 hours with a cumulative GPA of 2.5 including:
  1. Math for AAS or higher Math  
i.e. MATH 1204, MATH 1213, 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, Electronic Health Records and a 3 credit hour 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 Health Professions Division Advisor 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 - Traditional

#### Prerequisite Semester 7 hours

- \*BIOL 2214 Anatomy & Physiology I  
\*\*MATH 1003 Math for AAS OR  
Higher level Math (Math 1204, Math 1213, etc.)

*\*Anatomy and Physiology must be current within five years.*

*\*Students intending to transfer to a 4 year institution should take Math 1204, College Algebra.*

#### Fall Semester of First Professional Year 15 hours

- \*BIOL 2224 Anatomy & Physiology II  
PSYC 2003 General Psychology

NURS 9108 Fundamentals of Nursing

*\*Anatomy and Physiology must be current within five years.*

#### Spring Semester of First Professional Year 16 hours

- MBIO 2014 Microbiology  
ENGL 1013 English Composition I  
NURS 9213 Nursing Care - Persons w/Psychosocial Stressors  
NURS 9206 Nursing Care of Adults I

#### Summer Term 6 hours

- XXXX 0003 College Level Elective (AHSC 1213, CNA or AHSC 1223 are accepted as elective courses)  
PSYC 2103 Human Growth & Development

#### Fall Semester of Second Professional Year 12 hours

- ENGL 1023 English Composition II  
NURS 9316 Nursing Care of Adults II  
NURS 9323 Nursing Care of Childbearing Families

#### Spring Semester of Second Professional Year 12 hours

- AHSC 1123 Electronic Health Records  
NURS 9423 Nursing Care of Child Rearing Families  
NURS 9406 Nursing Care of Adults III

**NOTES: Check course descriptions for prerequisite requirements.**

**Honors courses will meet degree requirements where applicable.**

*It is recommended that students complete all or almost all of the general education courses prior to entry into the nursing sequence.*

#### Total Hours 68 hours

### Track II - Accelerated

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 THE TRACK II - ACCELERATED PROGRAM MAY ONLY HAVE A 5-6 DAYS NOTICE BEFORE THE START OF CLASS.**

## Nursing Curriculum Requirements

### Track II - Accelerated

#### Summer Semester of First Professional Year 8 hours

NURS 9108 Fundamentals of Nursing

#### Fall Semester of First Professional Year 9 hours

|      |      |   |
|------|------|---|
| NURS | 9213 | Nursing Care - Persons w/Psychosocial Stressors |
| NURS | 9206 | Nursing Care of Adults I                        |

**Spring Semester of Second Professional Year** **9 hours**

|      |      |                                       |
|------|------|---------------------------------------|
| NURS | 9316 | Nursing Care of Adults II             |
| NURS | 9323 | Nursing Care of Childbearing Families |

**Summer Semester of Second Professional Year** **9 hours**

|      |      |  |
|------|------|--|
| NURS | 9423 | Nursing Care of Child Rearing Families |
| NURS | 9406 | Nursing Care of Adults III             |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

General education course requirements are defined in the AAS Nursing Degree Plan. Anatomy & Physiology credit must be no older than 5 years.

**Total Hours** **68**

**Track III - Evening/Weekend**

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. Math for AAS or higher Math  
i.e. MATH 1204, MATH 1213, 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, Electronic Health Records and a 3 credit hour college transferable elective.

**STUDENTS SELECTED FOR ADMISSION INTO THE TRACK III - EVENING WEEKEND PROGRAM MAY ONLY HAVE A 5-6 DAYS NOTICE BEFORE THE START OF CLASS.**

**Track III - Evening/Weekend**

**Prerequisite Semester** **7 hours**

|        |      |   |
|--------|------|---|
| *BIOL  | 2214 | Anatomy & Physiology I  |
| **MATH | 1003 | Math for AAS OR<br>Higher level Math (Math 1204, Math 1213, etc.) |

*\*Anatomy and Physiology must be current within five years.*

*\*\*Students intending to transfer to a 4 year institution should take Math 1204, College Algebra.*

**Spring Sem of First Professional Year** **15 hours**

|       |      |                         |
|-------|------|-------------------------|
| *BIOL | 2224 | Anatomy & Physiology II |
| PSYC  | 2003 | General Psychology      |
| NURS  | 9108 | Fundamentals of Nursing |

*\*Anatomy and Physiology must be current within five years.*

**Summer Sem of First Professional Year** **9 hours**

|      |      |  |
|------|------|--|
| NURS | 9213 | Nursing Care of Person with Psycho/Social Stressors                                  |
| XXXX | XXX3 | College Level Elective<br>(AHSC 1213, CNA, AHSC 1223, PCA are accepted as electives) |
| PSYC | 2103 | Human Growth and Development   |

**Fall Semester of First Professional Year** **13 hours**

|      |      |                          |
|------|------|--------------------------|
| MBIO | 2014 | Microbiology             |
| ENGL | 1013 | English Composition I    |
| NURS | 9206 | Nursing Care of Adults I |

**Spring Sem of Second Professional Year** **12 hours**

|      |      |                           |
|------|------|---------------------------|
| ENGL | 1023 | English Composition II    |
| NURS | 9316 | Nursing Care of Adults II |
| AHSC | 1123 | Electronic Health Records |

**Summer Semester of Second Professional Year** **6 hours**

|      |      |                                       |
|------|------|---------------------------------------|
| NURS | 9323 | Nursing Care of Childbearing Families |
| NURS | 9423 | Family Centered Pediatric Nursing     |

**Fall Semester of Second Professional Year** **6 hours**

|      |      |                            |
|------|------|----------------------------|
| NURS | 9406 | Nursing Care of Adults III |
|------|------|----------------------------|

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

*It is recommended that students complete all or almost all of the general education courses prior to entry into the nursing sequence.*

**Total Hours** **68**

**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.

- 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 12 hours in the Nursing Program at NWACC. A minimum of 15 overall hours at NWACC is required for Graduation.

**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 \$52.00
- Urine Drug Screen \$35.00
- Current physical exam \$35.00-60.00
- Cost of medical health insurance coverage (varies for each individual)
- Computerized testing fees \$200.00 per semester
- Certified Background Immunization Tracker \$35.00
- Trip to Children's Hospital approximately \$200.00

**Certificate of Proficiency - Nursing Assistant**

**Health Profession Courses 10 hours**

AHSC 1213 Certified Nursing Assistant

AHSC 1223 Patient Care Assistant Plus  
 AHSC 1123 Electronic Health Records  
 AHSC 1001 Medical Terminology

**Electives 6 hours**

CISQ 1103 Introduction to Computer Information  
 ENGL 1013 English Composition I  
 EMTA 1013 First Responder  
 PSYC 2003 General Psychology  
 PSYC 2103 Human Growth and Development

**NOTES: Check course descriptions for prerequisite requirements.**

**Honors courses will meet degree requirements where applicable.**

**This certificate is not eligible for financial aid.**

**Total Hours 16 hours**

# 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 the technical knowledge they have learned in classes and labs to specific positions in area industries. Graduates of the program will receive an AAS degree in Electronics Technology.

|      |      |                                     |
|------|------|-------------------------------------|
| ENSC | 2453 | Internship in Environmental Science |
| MATH | 1213 | Plane Trigonometry OR Higher Math   |
| PHYS | 2014 | College Physics I OR                |
| PHYS | 1064 | Introduction to Physics             |

### Degree Emphasis Courses 24 hours

|     |      |                                    |
|-----|------|------------------------------------|
| ELT | 1103 | DC/AC Current Fundamentals**       |
| ELT | 1203 | Digital Electronics**              |
| ELT | 1313 | Industrial Automation & Robotics** |
| ELT | 2103 | Solid State Devices**              |
| ELT | 2203 | Process Control**                  |
| ELT | 2313 | Programmable Logic Controllers**   |
| ELT | 2403 | Motors for Technicians**           |
| ELT | 3133 | Electronic Troubleshooting**       |

### Directed Electives Choose 8 hours

|      |       |  |
|------|-------|--|
| ELT  | 3513  | Intro to Machine Tool** OR                   |
| ELT  | 4103  | Advanced Programmable Logic Controllers **   |
| CHEM | 1024  | Basic Chemistry OR                           |
| CHEM | 1074  | Fundamentals of Chemistry                    |
| COMM | 1303  | Public Speaking                              |
| ENSC | 2303  | Haz-Mat Control and Emergency Response       |
| ENSC | 2301L | Haz-Mat Control and Emergency Response lab   |
| ENSC | 2413  | Environmental Compliance Documentation       |
| ENSC | 2703  | Fundamentals of Industrial Hygiene           |
| ENSC | 2911  | Environmental Special Problems               |
| GNEG | 1103  | Introduction to Engineering                  |
| MATH | 1003  | Math for AAS Gen. Education                  |
| MPAX | 2901  | East Project - Independent Study             |
| OSHA | 2203  | OSHA General Industry Standards              |
| OSHA | 2003  | Introduction to Occupational Health & Safety |
| PHYS | 2034  | College Physics II                           |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

\*\* NTI courses - NTI courses are limited to 30 hours.

**Total Hours 60**

## Electronics Technology Certificate of Proficiency

### Electronics Core 6 hours provided by NTI

|     |      |                     |
|-----|------|---------------------|
| ELT | 1103 | DC/AC Fundamentals  |
| ELT | 1203 | Digital Electronics |

### Technical Electives Choose 10 hours

|      |       |  |
|------|-------|--|
| BUTR | 1023  | Business Foundations                         |
| CISQ | 1103  | Introduction to Computer Information         |
| ENGL | 1013  | English Composition I                        |
| ENSC | 2303  | Haz-Mat Control and Emergency Response       |
| ENSC | 2301L | Haz-Mat Control and Emergency Response lab   |
| ENSC | 2413  | Environmental Compliance Documentation       |
| ENSC | 2453  | Internship in Environmental Sciences         |
| ENSC | 2911  | Environmental Special Problems               |
| MATH | 1003  | Math for AAS Gen. Education OR               |
| MTCM | 1003  | Communication & Math for Workforce Read.     |
| MGMT | 1003  | Introduction to Business                     |
| OSHA | 2003  | Introduction to Occupational Safety & Health |

### General Education 15 hours

|      |       |  |
|------|-------|--|
| ENGL | 1013  | English Composition I                  |
| ENGL | 1023  | English Composition II OR              |
| ENGL | 2013  | Technical Writing                      |
| MATH | 1203  | College Algebra- Accelerated OR        |
| MATH | 1204  | College Algebra OR                     |
| MATH | 1204R | College Algebra w/Review               |
| CISQ | 1103  | Introduction to Computer Info. Systems |
| XXXX | XXX3  | Social/Behavioral Science Elective     |

### Technical Support Courses 13 Hours

|      |      |                             |
|------|------|-----------------------------|
| MGMT | 1003 | Introduction to Business OR |
| BUTR | 1023 | Business Foundation         |

|      |      |  |
|------|------|--|
| OSHA | 2203 | OSHA General Industry Standards              |
| OSHA | 2003 | Introduction to Occupational Health & Safety |
| PHYS | 1064 | Introduction to Physics                      |

## Environmental & Regulatory Sciences

The Division of Science & Mathematics offers an Associate of Applied Science (AAS) in Environmental and Regulatory Science. This degree is designed for the student desiring entry level positions in environmental management, safety, health, or green technology jobs. There are two options available for this technical, competency-based degree. 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. Certificates of proficiency and technical certificates for pursuing education advancement in applied areas of environmental and regulatory science are also available. Completed course work may lead to educational requirements for professional certification such as CSP, CET, or CHMM for those already employed in the environmental and safety fields. Participation in field work and internship may be required for completion of degree or certificates. This program is a good foundation for students wishing to transfer to a four-year institution with the desire to complete a Bachelor of Science Degree in Environmental Science or health-related field. To acquaint students with professional opportunities 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 EPA certificate for environmental management.

For more information, contact Cindy Hammons, at (479) 936-5178 or 1-800-995-6922 or email [chammons@nwacc.edu](mailto:chammons@nwacc.edu).

## Environmental and Regulatory Science AAS - 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.

### General Education Core 15 hours

|      |      |  |
|------|------|--|
| ENGL | 1013 | English Composition I                    |
| ENGL | 1023 | English Composition II OR                |
| ENGL | 2013 | Technical Writing                        |
| MATH | 1003 | Math for AAS General Education OR Higher |
| CISQ | 1103 | Intro to Computer Information            |
| PSYC | 2003 | General Psychology                       |

### Technical Support Courses 15 Hours

|      |       |                                      |
|------|-------|--------------------------------------|
| BIOL | 1544  | Principles of Biology I              |
| BOTY | 2534  | Environmental Biology OR             |
| ENSC | 1003  | Environmental Science AND            |
| ENSC | 1001L | Environmental Science Lab            |
| CHEM | 1024  | Basic Chemistry OR                   |
| CHEM | 1054  | Chemistry in the Modern World OR     |
| CHEM | 1074  | Fundamentals of Chemistry OR         |
| CHEM | 1104  | College Chemistry I                  |
| ENSC | 2303  | Haz-Mat Control & Emergency Response |
| CHEM | 2614  | Organic Physiological Chemistry      |

### Degree Emphasis Courses 24 Hours

|      |       |  |
|------|-------|--|
| ENSC | 2413  | Environmental Compliance Documentation     |
| ENSC | 2703  | Fundamentals of Industrial Hygiene         |
| ENSC | 2913  | Environmental Special Problems OR          |
| ENSC | 2912  | Environmental Special Problems AND         |
| ENSC | 2301L | Haz Control & Emergency Response Lab       |
| ENSC | 2233  | Environmental Sampling & Analysis OR       |
| ENSC | 2453  | Internship in Environmental Science OR     |
| ENSC | 2243  | Inst., Sampling & Analysis (Water Quality) |
| ENSC | 2843  | Special Topics in Environmental Science OR |
| HLSC | 1103  | Personal Health & Safety OR                |
| OSHA | 2843  | Special Topics in Safety & Health          |
| OSHA | 2003  | Intro to Occupational Safety & Health      |
| OSHA | 2203  | OSHA General Industry Standards            |
| OSHA | 2533  | Safety and Health Risk Management          |

### Directed Electives Choose 6 Hours

|      |      |   |
|------|------|---|
| BLAW | 2013 | Legal Environment of Business I         |
| COMM | 1303 | Public Speaking                         |
| ENSC | 2204 | Introduction to Soil Science            |
| ENSC | 2843 | Special Topics in Environmental Science |
| ENSC | 2913 | Environmental Special Problems          |
| HLSC | 1103 | Personal Health & Safety                |
| MBIO | 2014 | Microbiology                            |
| OSHA | 2843 | Special Topics in Safety & Health       |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 60**

## Option I Online: 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.

#### General Education Core 15 hours

|      |      |  |
|------|------|--|
| ENGL | 1013 | English Composition I                    |
| ENGL | 1023 | English Composition II                   |
| MATH | 1003 | Math for AAS General Education OR Higher |
| CISQ | 1103 | Intro to Computer Information            |
| PSYC | 2003 | General Psychology                       |

#### Technical Support Courses 15 Hours

|      |       |                                      |
|------|-------|--------------------------------------|
| BIOL | 1544  | Principles of Biology I              |
| CHEM | 1054  | Chemistry in the Modern World        |
| ENSC | 1003  | Environmental Science                |
| ENSC | 1001L | Environmental Science Lab            |
| ENSC | 2303  | Haz-Mat Control & Emergency Response |

#### Degree Emphasis Courses 24 Hours

|      |      |  |
|------|------|--|
| ENSC | 2413 | Environmental Compliance Documentation     |
| ENSC | 2453 | Internship in Environmental Science        |
| ENSC | 2703 | Fundamentals of Industrial Hygiene         |
| ENSC | 2913 | Environmental Special Problems             |
| HLSC | 1103 | Personal Health & Safety OR                |
| ENSC | 2843 | Special Topics in Environmental Science OR |
| OSHA | 2843 | Special Topics in Safety & Health          |
| OSHA | 2003 | Intro to Occupational Safety & Health      |
| OSHA | 2203 | OSHA General Industry Standards            |
| OSHA | 2533 | Safety and Health Risk Management          |

#### Directed Electives Choose 6 Hours

|      |      |   |
|------|------|---|
| BLAW | 2013 | Legal Environment of Business I         |
| COMM | 1303 | Public Speaking                         |
| HLSC | 1103 | Personal Health & Safety                |
| ENSC | 2843 | Special Topics in Environmental Science |
| OSHA | 2843 | Special Topics in Safety & Health       |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 60**

## Environmental and Regulatory Science AAS - Option II: Environmental Management

The Environmental Management option emphasizes water and land management and stresses soils, water treatment, and waste management.

#### General Education Core 15 Hours

|      |      |  |
|------|------|--|
| ENGL | 1013 | English Composition I                    |
| ENGL | 1023 | English Composition II OR                |
| ENGL | 2013 | Technical Writing                        |
| MATH | 1003 | Math for AAS General Education OR Higher |
| CISQ | 1103 | Intro to Computer Information            |
| PSYC | 2003 | General Psychology                       |

#### Technical Support Courses 15 Hours

|      |       |                                      |
|------|-------|--------------------------------------|
| BOTY | 2534  | Environmental Biology OR             |
| ENSC | 1003  | Environmental Science AND            |
| ENSC | 1001L | Environmental Science Lab            |
| CHEM | 1104  | College Chemistry I OR               |
| CHEM | 1024  | Basic Chemistry OR                   |
| CHEM | 1054  | Chemistry in the Modern World OR     |
| CHEM | 1074  | Fundamentals of Chemistry            |
| ENSC | 2303  | Haz-Mat Control & Emergency Response |
| CHEM | 2614  | Organic Physiological Chemistry      |

#### Degree Emphasis Courses 24 Hours

|      |       |  |
|------|-------|--|
| ENSC | 2003  | Environmental Management AND               |
| ENSC | 2001L | Environmental Management Lab               |
| ENSC | 2233  | Environmental Sampling & Analysis OR       |
| ENSC | 2243  | Inst., Sampling & Analysis (Water Quality) |
| ENSC | 2413  | Environmental Compliance Documentation     |
| BOTY | 1614  | Plant Biology OR                           |
| ENSC | 2204  | Introduction to Soil Science               |
| ENSC | 2453  | Internship in Environmental Science        |
| GEOL | 1114  | General Geology I OR                       |
| GEOL | 1134  | Environmental Geology                      |
| GEOS | 2943  | Intro to Geog. Info. Science I             |

#### Directed Electives Choose 6 Hours

|      |       |   |
|------|-------|---|
| BLAW | 2013  | Legal Environment of Business I         |
| BOTY | 2404  | Survey of the Plant Kingdom             |
| COMM | 1303  | Public Speaking                         |
| ENSC | 1853  | Fundamentals of Sustainability          |
| ENSC | 2204  | Introduction to Soil Science            |
| ENSC | 2301L | Haz-Mat Control & Emergency Resp. Lab   |
| ENSC | 2843  | Special Topics in Environmental Science |
| ENSC | 2911  | Environmental Special Problems          |
| ENSC | 2912  | Environmental Special Problem           |
| MBIO | 2014  | Microbiology                            |
| OSHA | 2843  | Special Topics in Safety & Health       |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 60**

## Certificate of Proficiency in Safety and Health

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.

#### Certificate Courses 16 Hours

|      |      |  |
|------|------|--|
| ENSC | 2303 | Haz Materials Control & Emergency Response   |
| ENSC | 2413 | Environmental Compliance Documentation       |
| ENSC | 2911 | Environmental Special Problems               |
| OSHA | 2003 | Introduction to Occupational Safety & Health |
| OSHA | 2203 | OSHA General Industry Standards              |
| OSHA | 2533 | Safety and Health Risk Management            |

NOTES: Check course descriptions for prerequisite requirements.

**Total Hours** **16**

### 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.

#### Certificate Courses 16 Hours

|      |       |                                       |
|------|-------|---------------------------------------|
| GEOS | 2943  | Introduction to Geog. Info. Science I |
| CHEM | 1054  | Chemistry and the Modern World OR     |
| CHEM | 1024  | Basic Chemistry OR                    |
| CHEM | 1104  | College Chemistry I OR                |
| CHEM | 1074  | Fundamentals of Chemistry             |
| BOTY | 2534  | Environmental Biology OR              |
| ENSC | 1003  | Environmental Science AND             |
| ENSC | 1001L | Environmental Science Lab             |
| ENSC | 2204  | Soil Science OR                       |
| BOTY | 1614  | Plant Biology                         |
| ENSC | 2911  | Environmental Special Problems        |

NOTES: Check course descriptions for prerequisite requirements.

**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.

#### General Education Requirements (3 Hours)

|      |      |                                    |
|------|------|------------------------------------|
| MTCM | 1003 | Communication & Math for Workforce |
|------|------|------------------------------------|

#### General Program Requirements (14 Hours)

|      |       |  |
|------|-------|--|
| OSHA | 2003  | Introduction to Occupational Safety & Health <b>OR</b> |
| OSHA | 2533  | Safety & Health Risk Management                        |
| OSHA | 2203  | OSHA General Industry Standards                        |
| ENSC | 2303  | Hazardous Materials Control & Emergency Response       |
| ENSC | 2301L | Hazardous Materials Control & Emergency Response Lab   |
| BOTY | 2534  | Environmental Biology <b>OR</b>                        |
| ENSC | 1003  | Environmental Science <b>AND</b>                       |
| ENSC | 1001L | Environmental Science Lab                              |

Choose one of the following options to complete your certificate

#### OPTION I

##### Environmental & Regulatory Science (13 Hours)

|      |      |   |
|------|------|---|
| ENSC | 2233 | Environmental Sampling & Analysis       |
| ENSC | 2413 | Environmental Compliance Documentation  |
| ENSC | 2703 | Fundamentals of Industrial Hygiene      |
| CHEM | 1054 | Chemistry in the Modern World <b>OR</b> |
| CHEM | 1074 | Fundamentals of Chemistry <b>OR</b>     |
| CHEM | 1104 | College Chemistry I                     |

#### OPTION II

##### Green Technology Concentration (14 Hours)

|      |      |   |
|------|------|---|
| HVAC | 2004 | Fundamentals of Indoor Air Systems        |
| HVAC | 2024 | Applied Indoor Air Systems                |
| HVAC | 2014 | Controls as Applied to Indoor Air Systems |
| BLDG | 1002 | Green Building <b>OR</b>                  |
| BLDG | 1004 | Energy Auditor                            |

**Total Hours** **30-31**

### Technical Certificate in Environmental Management & Regulatory Sciences

|      |       |                                       |
|------|-------|---------------------------------------|
| GEOS | 2943  | Introduction to Geog. Info. Science I |
| CHEM | 1024  | Basic Chemistry OR                    |
| CHEM | 1054  | Chemistry and the Modern World OR     |
| CHEM | 1074  | Fundamentals of Chemistry OR          |
| CHEM | 1104  | College Chemistry I                   |
| ENSC | 1003  | Environmental Science AND             |
| ENSC | 1001L | Environmental Science Lab OR          |
| BOTY | 2534  | Environmental Biology                 |
| ENSC | 2204  | Soil Science OR                       |
| BOTY | 1614  | Plant Biology                         |
| ENSC | 2911  | Environmental Special Problems        |
| GEOL | 1114  | General Geology OR                    |
| GEOL | 1134  | Environmental Geology                 |
| ENSC | 2003  | Environmental Management AND          |
| ENSC | 2001L | Environmental Management Lab          |
| ENSC | 2233  | Environmental Sampling & Analysis     |



|      |      |   |
|------|------|---|
| ENSC | 2243 | (Air Quality) OR<br>Instrumentation, Sampling & Analysis<br>(Water Quality) |
| ENSC | 2413 | Environmental Compliance Documentation                                      |

NOTES: Check course descriptions for prerequisite requirements.

**Total Hours** **30**

### Technical Certificate in Funeral Science

|      |       |  |     |
|------|-------|--|-----|
| ACCT | 2013  | Principles of Accounting I                 |     |
| BIOL | 1013  | Intro. to Human Anatomy & Physiology       |     |
| MBIO | 2014  | General Microbiology                       |     |
| BADM | 2523  | Small Business Management                  |     |
| CISQ | 1103  | Introduction to Computer Information       | OR  |
| ENSC | 2303  | Hazardous Control & Emer. Response         | AND |
| ENSC | 2301L | Hazardous Control & Emer. Resp. Lab        |     |
| ENGL | 1013  | English Composition I                      |     |
| ENGL | 1023  | English Composition II                     |     |
| LEGL | 1143  | Business & Funeral Service Law             |     |
| SOCI | 1022  | Funeral Service History, Ethics, Sociology |     |
| COMM | 1303* | Public Speaking                            |     |
| MATH | 1003* | Math for AAS General Education             | OR  |
|      |       | Higher Level Mathematics Course            |     |

**New option for Communication & Math requirement: Students may take MTCM 1003 instead of COMM 1303 & MATH 1003. This applies to this certificate only.**

|      |       |   |
|------|-------|---|
| MTCM | 1003* | Communication & Math for Workforce<br>Readiness |
|------|-------|---|

**To continue pursuing pathway to AAS degree in Funeral Science take below:**

|      |      |                             |     |
|------|------|-----------------------------|-----|
| MATH | 1001 | Special Topics MATH for AAS | AND |
| COMM | 1303 | Public Speaking             |     |

NOTES: Check course descriptions for prerequisite requirements.

**Total Hours** **33-34**  
(30-31 if MTCM 1003 is opted for)

### Certificate of Proficiency in Pre-Health Sciences

The purpose of the Certificate of Proficiency in Pre-Health Sciences is to prepare students for employment and further success in licensure. This certificate fosters development of a skill set fundamental to health care as identified by area health professionals. The core required courses form the foundation for all the health professions AAS degrees offered by the college. The human anatomy and physiology courses provide a crucial knowledge base for all members of health professions. The computer and English composition courses develop important skills necessary for the workplace. The electives offer options for students based on career interest and are required for health professions AAS degrees. Successful completion of the certificate will result in an individual with basic proficiency suitable for a variety of non-licensed positions in the health care field.

### Core Required Courses 14 hours

|      |      |                                   |
|------|------|-----------------------------------|
| BIOL | 2214 | Anatomy & Physiology I            |
| BIOL | 2224 | Anatomy & Physiology II           |
| CISQ | 1103 | Intro to Comp Info OR Proficiency |
| ENGL | 1013 | English Composition I             |

### Electives 4 Hours Minimum

|      |      |                           |
|------|------|---------------------------|
| MBIO | 2014 | Microbiology OR           |
| PHTA | 2105 | Clinical Kinesiology OR   |
| AHSC | 1001 | Medical Terminology AND   |
| AHSC | 1123 | Electronic Health Records |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** **18**

### Certificate of Proficiency for Workforce Readiness

#### Courses required for Certificate 3 Hours

|      |      |   |
|------|------|---|
| MTCM | 1003 | Communication and Math for Workforce<br>Readiness |
|------|------|---|

#### Program Specific Courses 6-7 Hours

##### Environmental & Regulatory Science (Green Technology Option)

|      |      |   |
|------|------|---|
| BLDG | 1002 | Green Building                            |
| HVAC | 2004 | Fundamentals of Indoor Air Systems        |
| HVAC | 2014 | Controls as Applied to Indoor Air Systems |
| HVAC | 2024 | Applied Indoor Air Systems                |

##### Culinary Arts

|      |      |                                    |
|------|------|------------------------------------|
| CULY | 1003 | Safety and Sanitation              |
| CULY | 1103 | Intro to Food Preparation & Theory |

##### Pre-Health Sciences

|      |      |   |
|------|------|---|
| BIOL | 1013 | Introduction to Anatomy & Physiology    |
| AHSC | 1123 | Electronic Health Records OR            |
| AHSC | 1403 | Medical Terminology for Health Sciences |

##### Environmental Management/GIS Technician

|      |      |                                      |
|------|------|--------------------------------------|
| ENSC | 1003 | Environmental Science OR             |
| BOTY | 2534 | Environmental Biology                |
| GEOS | 2943 | Introduction to Geographic Science I |

##### Construction Industry Safety

|      |       |   |
|------|-------|---|
| OSHA | 1012  | Construction Industry Standards                         |
| ENSC | 2303  | Hazardous Materials Control & Emergency<br>Response AND |
| ENSC | 2301L | Hazardous Materials Control & Emergency<br>Response Lab |

##### Electronics Technology

|      |      |                                 |
|------|------|---------------------------------|
| ELT  | 1003 | DC/AC Fundamentals OR           |
| ELT  | 1203 | Digital Electronics             |
| OSHA | 2203 | Osha General Industry Standards |

##### Funeral Science

|   |       |   |
|---|-------|---|
| SOCI                                      | 1022  | Funeral Service History, Ethics, Sociology        |
| four additional hours from the following: |       |   |
| BIOL                                      | 1013  | Intro to Human Anatomy & Physiology               |
| ENSC                                      | 2413  | Environmental Compliance                          |
| ENSC                                      | 2303  | Haz Materials Control & Emergency Response        |
| ENSC                                      | 2301L | Haz Materials Control & Emergency Response<br>Lab |
| AHSC                                      | 1001  | Intro to Medical Terminology                      |
| LEGL                                      | 1143  | Business & Funeral Service Law                    |

## Justice Studies

six hours from the following

|      |      |                           |
|------|------|---------------------------|
| CMJS | 2013 | Intro to Criminal Justice |
| CMJS | 2023 | Intro to Criminology      |
| LEGL | 1043 | Intro to Law              |
| LEGL | 2133 | Intro to Torts            |

**Total Hours**

**9-10**

## Modular Mathematics

### Modules included in MATH 0023, 0063 & 0073

#### Module Descriptions:

##### MOD 1: INTEGERS

- Integers, absolute value, adding, subtracting, rounding, multiplying and dividing integers
- Exponents, order of operations
- Variables and expressions
- One-step equations
- Multi-step equations (2 – 3 steps)
- Applications

##### MOD 2: FRACTIONS, PART 1

- Fraction basics (equivalent fractions, reducing to lowest terms, improper fractions, mixed numbers)
- Multiplying and dividing fractions
- Solving one-step and two-step equations with fractions
- Applications

##### MOD 3: FRACTIONS, PART 2

- Adding and subtracting fractions
- Solving one-step and two-step equations with fractions
- Order of operations
- Applications

##### MOD 4: DECIMALS

- Place value and decimal basics
- Rounding decimals
- Adding and subtracting decimals
- Multiplying and dividing decimals
- Bar and line graphs
- Applications

##### MOD 5: MEASUREMENT

- English measurement (weight, length, volume)
- Metric measurement (weight, length, volume)
- Applications

##### MOD 6: RATIOS, PROPORTIONS, PERCENTS

- Ratios and rates
- Proportions
- Percent basics
- Percent problems
- Applications
- Pie graphs

##### MOD 7: GEOMETRY

- Perimeter, area and volume
- Right triangles (with an introduction to square roots)
- Circles, cylinders and surface area
- Applications

##### MOD 8: LINEAR EQUATIONS

- Solving multi-step linear equations
- Applications (including geometric formulas)

##### MOD 9: LINEAR INEQUALITIES

- Graphing linear inequalities in one dimension, using interval notation, solving one-step inequalities
- Solving linear inequalities, applications

##### MOD 10: GRAPHING

- Introduction to equations in two variables
- Graphs of lines (including x and y intercepts)
- Slope of lines
- Writing the slope-intercept equation of a line given the slope and the y-intercept
- Applications

##### MOD 11: EXPONENTS & POLYNOMIALS

- The rules of exponents (product rule, quotient rule, power-to-power rule, negative exponents)
- Evaluating polynomials
- Adding, subtracting, multiplying and dividing polynomials

##### MOD 12: FACTORING

- Factoring out a greatest common factor and factoring by grouping
- Factoring trinomials with a leading coefficient of 1
- Factoring trinomials with a leading coefficient other than 1
- Special factoring (differences of squares, differences or sums of cubes)
- Solving quadratic equations by factoring
- Applications

##### MOD 13: RATIONAL EXPRESSIONS

- Evaluating rational expressions & determining values for

which the expression is undefined

- Multiplying and dividing rational expressions
- Complex fractions

**MOD 6-11 Alternate:** BRIEF REVIEW OF all Modules 6 - 11

**MOD 12-13 Alternate:** BRIEF REVIEW OF Modules 12 - 13

#### **MOD 14: FUNCTIONS**

- Determining if a relation is a function
- Identifying the domain and range of relations/functions
- Function notation and evaluating functions
- Function graphing basics

#### **MOD 15: EQUATIONS OF LINES & SYSTEMS OF EQUATIONS**

- Computing the slope-intercept equation of a line
- Solving systems of equations by graphing, substitution and elimination
- Applications
- Systems of inequalities

#### **MOD 16: RATIONAL EQUATIONS**

- Rational equations
- Applications

#### **MOD 17: RADICALS**

- Radical basics
- Rational exponents
- Simplifying radicals
- Adding, subtracting and multiplying radicals
- Rationalizing denominators
- Radical equations

#### **MOD 18: QUADRATIC FUNCTIONS**

- Complex numbers
- Solving quadratic equations using the square root method, completing the square and the quadratic formula
- Solving equations in quadratic form
- Applications
- Graphs of quadratic functions
- Computing the maximum or minimum

### **Modular Mathematic Courses**

#### **Entry/Exit:**

##### **MATH 0023**

Prerequisite: appropriate placement scores equivalent

to those for PreAlgebra (see math placement chart in the NWACC catalog). On the first day of class, if a student has had Developmental Math, the instructor will determine the appropriate starting module for each student. Otherwise all students will start in Module 1.

##### **MATH 0023**

Exit Criteria: A student needs a final grade of at least A7 up through A12, at least B7 up through B12, or at least C7 up through C12 to proceed to the next set of modules for Beginning Algebra. A student needs a final grade of at least A13 up through A17, at least B13 up through B17, or at least C13 up through C17 to proceed to the next set of modules for Intermediate Algebra, or A13, B13, C13 to enroll in MATH 1003 Math for AAS General Education (if appropriate for their degree), or A18, B18, C18 to enroll in MATH 1204 (or 1205) College Algebra or MATH 1103 Survey of College Math (if appropriate for their degree). If a student does not successfully complete all the required modules (7 pre-algebra modules), he or she must enroll in MATH 0023 again and continue on where he or she left off or enroll in the appropriate traditional course (MATH 0013).

##### **MATH 0063**

Prerequisite: Prior coursework completion (Pre-Algebra with a grade of C or better or Developmental Math with a grade of C7 or better) or appropriate placement scores equivalent to those for Beginning Algebra (see math placement chart in the NWACC catalog). On the first day of class, if a student has had Developmental Math, the instructor will determine the appropriate starting module for each student. Otherwise all students will start in Module 1-5 Alternate.

##### **MATH 0063**

Exit Criteria: A student needs a final grade of at least A12 up through A16, at least B12 up through B16, or at least C12 up through C16 to proceed to the next set of modules for Intermediate Algebra, or A12, B12, C12 to enroll in MATH 1003 Math for AAS General Education (if appropriate for their degree), or A17, B17, C17 to enroll in MATH 1204 (or 1205) College Algebra or MATH 1103 Survey of College Math (if appropriate for their degree). If a student does not successfully complete all the required modules (1 review and 7 beginning algebra), he or she must enroll in MATH 0063 again and continue on where he or she left off or enroll in the appropriate traditional course (MATH 0053).

### **MATH 0073 (fall 2013 only)**

Prerequisite: Prior coursework completion (Beginning Algebra with a grade of C or better or Developmental Algebra I with a grade of C12\*\* or higher/better) or appropriate placement scores equivalent to those for Intermediate Algebra (see math placement chart in the NWACC catalog). On the first day of class, if a student has had Developmental Algebra I, the instructor will determine the appropriate starting module for each student. Otherwise all students will start in Module 1-5 Alternate, then skip over several to Module 6-13 Alternate, and then proceed on to Module 14. (\*\*As of fall, 2013, this will change to C13 or better, due to expansion of one module into two to facilitate a better chance of student success.)

### **MATH 0073 (spring 2014)**

Prerequisite: Prior coursework completion (Beginning Algebra with a grade of C or better or Developmental Algebra I with a grade of C13 or higher/better) or appropriate placement scores equivalent to those for Intermediate Algebra (see math placement chart in the NWACC catalog). On the first day of class, if a student has had Developmental Algebra I, the instructor will determine the appropriate starting module for each student. Otherwise all students will start in Module 1-5 Alternate, then skip over several to Module 6-13 Alternate, and then proceed on to Module 14.

### **MATH 0073**

Exit Criteria: A student needs a final grade of A18, B18, C18 to enroll in MATH 1204 (or 1205) College Algebra or MATH 1103 Survey of College Math (if appropriate for their degree). If a student does not successfully complete all the required modules (2 review and 5 intermediate algebra), he or she must enroll in MATH 0073 again and continue on where he or she left off or enroll in the appropriate traditional course (MATH 0103).

## **Modular Mathematics Student Learning Outcomes:**

\*Student Learning Outcomes - CORE:

A student successfully completing Modules 1 – 7 (equivalent to Pre-Algebra, MATH 0013) will demonstrate these primary competencies:

- 1) Perform operations on integers using the order of operations.
- 2) Simplify and evaluate variable expressions.
- 3) Solve a one variable first degree modeling problem

situation.

- 4) Perform operations on fractions and decimals.
- 5) Solve percent and proportion problems.
- 6) ADDITIONAL EMPHASIS
  - a) Find the perimeter and area of rectangles.
  - b) Construct various graphs.
  - c) Solve and check equations in one variable using integers.
  - d) Recognize number sets: compare magnitudes, graph on the real number line.
  - e) Simplify square roots of perfect squares and approximate square roots of non-squares using a calculator.
  - f) State ratios and rates and find unit rates.
  - g) Convert units of measure (includes American and Metric systems).

A student successfully completing Modules 1-5 Review Alternate + Modules 6 – 13 (equivalent to Beginning Algebra, MATH 0053) will demonstrate these primary competencies:

- 1) Find the solution of a linear equation.
- 2) Model a linear problem using algebraic process.
- 3) Graph a linear equation in two variables.
- 4) Simplify an exponential expression.
- 5) Factor a second-degree polynomial.
- 6) ADDITIONAL EMPHASIS:
  - a) Solve formulas for a secondary variable.
  - b) Evaluate perfect nth roots and simplify square root expressions.
  - c) Perform addition, subtraction, and multiplication on polynomials.
  - d) Factor all types of polynomials.
  - e) Find the solutions of (factorable) quadratic equations.
  - f) Perform operations on rational expressions.
  - g) Solve percent and proportion problems.

A student successfully completing Modules 1-5 Review Alternate, 6-13 Review Alternate, + Modules 14 – 18 (equivalent to Intermediate Algebra, MATH 0103) will demonstrate these primary competencies:

- 1) Write the equation of a line in slope-intercept form given two points on the line.
- 2) Graph any linear equation, including horizontal and vertical.
- 3) Solve a consistent system of two equations in two variables.
- 4) Solve a quadratic equation with irrational solutions and reducible radical.
- 5) Model linear, rational, Pythagorean, and quadratic

problems using algebraic process.

6) ADDITIONAL EMPHASIS:

- a) Solve a linear inequality in one variable (including compound) and graph the solution on a real number line. State the solution set in interval notation.
- b) Recognize functionality, and find a function's domain (via its graph or formula) and range (via its graph).
- c) Evaluate and graph functions.
- d) Graph a system of linear inequalities in two variables.
- e) Solve rational equations.
- f) Perform operations on radical expressions.
- g) Solve any quadratic equation, including those with complex number solutions, via a variety of methods.
- h) Be able to use a TI-82/83/84 to do the following:
  - i) evaluate expressions involving grouping symbols (parentheses, fraction bars, absolute value, and radicals);
  - ii) graph these basic functions: linear, quadratic, square root, absolute value; with calculator operations to include:
    - (1) enter functions into  $Y=$  (using parentheses appropriately for correct order of operations)
    - (2) view its t-table (via 2nd -TABLE),
    - (3) find intersection points of two lines/curves (via 2nd - CALC, 5:intersect,...)

# DIVISION OF SOCIAL & BEHAVIORAL SCIENCES

## LEGAL STUDIES DEPARTMENT

### Criminal Justice 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 four tracks: a law enforcement track, prevention and corrections track, forensic sciences track and a child advocacy track. Students may choose one of the four tracks as an area of emphasis by selecting the appropriate certificate.

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 employed 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).

## CRIMINAL JUSTICE CERTIFICATES

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 **18 Hours**

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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 18**

### Certificate of Proficiency in Criminal Justice for Prevention and Corrections **18 Hours**

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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 18**

### Certificate of Proficiency in Criminal Justice for Law Enforcement **18 Hours**

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

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 18**

### 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 OR  
CMJS 2043 Criminal Procedures  
CMJS 2023 Criminology  
ENGL 1013 English Composition I  
CISQ 1103 Intro Computer Information

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** 18  
**Technical Certificate in Criminal Justice**  
18 Hours

To obtain the Technical Certificate add the courses below to the Certificate of Proficiency

|      |      |                                     |
|------|------|-------------------------------------|
| ENGL | 1023 | English Composition II              |
| XXXX | XXXX | 9 Hours Criminal Justice Electives* |
| XXXX | XXXX | 6-7 Hours Related Electives*        |

\*See Criminal Justice Electives and Related Electives below on A.A.S. Criminal Justice Degree.

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** 36

**A.A.S. in Criminal Justice** 60 Hours

**General Education Required Courses** 27 Hours

|       |       |                                   |
|-------|-------|-----------------------------------|
| CISQ  | 1103  | Intro. To Computer Information    |
| COMM  | 1303  | Public Speaking                   |
| EMTA  | 1013  | First Responder                   |
| ENGL  | 1013  | English Composition I             |
| ENGL  | 1023  | English Composition II            |
| *MATH | 1003  | Math for AAS General Education OR |
| MATH  | 1203  | College Algebra - Accelerated     |
| MATH  | 1204  | College Algebra                   |
| MATH  | 1204R | College Algebra w/Review          |
| PLSC  | 2003  | American National Government      |
| PSYC  | 2003  | General Psychology                |
| SOCI  | 2013  | General Sociology                 |

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

**Criminal Justice Required Courses** 15 Hours

|      |      |                            |
|------|------|----------------------------|
| CMJS | 2003 | Law Enforcement in Society |
| CMJS | 2013 | Intro. To Criminal Justice |
| CMJS | 2023 | Intro to Criminology       |
| CMJS | 2033 | Criminal Law and Society   |
| CMJS | 2043 | Criminal Procedures        |

**Criminal Justice Electives** 12 Hours

|      |      |   |
|------|------|---|
| CMJS | 1013 | Intro/Terrorism: Perspectives             |
| CMJS | 2053 | Criminal Justice Investigation            |
| CMJS | 2063 | Probation and Parole                      |
| CMJS | 2073 | Police Administration                     |
| CMJS | 2083 | Corrections                               |
| CMJS | 2093 | Introduction to Forensic Anthropology     |
| CMJS | 2233 | Gangs; Perspective                        |
| CMJS | 2243 | Fraud Examination                         |
| CMJS | 2343 | Crime Scene Investigations                |
| CMJS | 2353 | Victimology                               |
| CMJS | 2443 | Criminalistics: Intro to Forensic Science |
| CMJS | 2453 | Crime Scene Photography                   |
| CMJS | 2463 | Child Abuse & Neglect: Perspectives       |
| CMJS | 2474 | Response to Child Maltreatment            |
| CMJS | 2543 | Criminal Justice Internship               |
| CMJS | 9993 | General Criminal Justice Credit           |

**Related Electives** 6 Hours

|      |       |                                   |
|------|-------|-----------------------------------|
| ANTH | 1013  | Intro. Biological Anthropology    |
| ANTH | 1011L | Intro. Biological Anthropology    |
| LEGL | 1043  | Introduction to Law               |
| PLSC | 2203  | State & Local Government          |
| PSYC | 2043  | Abnormal Psychology               |
| SCWK | 2233  | Juvenile Delinquency              |
| SCWK | 2633  | Problems of Child Welfare         |
| SCWK | 2074  | Child Abuse Response & Prevention |
| SPAN | 1003  | Elementary Spanish I              |
| SOCI | 2033  | Social Problems                   |
| CMJS | 9983  | General Related Elective          |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours** 60

## CRIMINAL JUSTICE INSTITUTE

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.

### 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 30% 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.

### A.A.S. Paralegal Studies

#### First Semester

16 Hours

|       |      |                                |
|-------|------|--------------------------------|
| ENGL  | 1013 | English Composition I          |
| *CISQ | 1103 | Intro. to Computer Information |
| COMM  | 1303 | Public Speaking                |
| LEGL  | 1043 | Introduction to Law            |
| LEGL  | 1104 | Legal Research                 |

\*Students must demonstrate competency in computer skills by passing the computer challenge test or taking Introduction to Computer Information, CISQ 1103.

#### Second Semester

15-16 Hours

|       |       |   |
|-------|-------|---|
| ENGL  | 1023  | English Composition II                          |
| HIST  | 2003  | History of the American People to 1877 OR       |
| HIST  | 2013  | History of the Amer. People 1877 to Present OR  |
| PLSC  | 2003  | American National Government                    |
| LEGL  | 2133  | Torts   |
| MATH  | 1203  | College Algebra- Accelerated OR                 |
| MATH  | 1204  | College Algebra OR                              |
| MATH  | 1204R | College Algebra w/Review OR                     |
| *MATH | 1003  | Math for A.A.S. General Education               |
| CMJS  | XXXX  | Criminal Justice Elective (Select from group B) |

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

#### Third Semester

16 Hours

|      |      |                    |
|------|------|--------------------|
| PSYC | 2003 | General Psychology |
| LEGL | 2323 | Civil Litigation   |
| LEGL | 2382 | Legal Ethics       |
| LEGL | 2252 | Family Law         |
| LEGL | 2753 | Wills & Trusts     |

Elective Group C

#### Fourth Semester

16 Hours

|      |      |                                 |
|------|------|---------------------------------|
| LEGL | 1133 | Legal Writing                   |
| LEGL | 2553 | Real Estate Law                 |
| LEGL | 2643 | Contracts                       |
| LEGL | 2772 | Business Organizations          |
| LEGL | 2822 | Trial Practice OR               |
| LEGL | 2952 | Paralegal Internship (2 hrs) OR |
| LEGL | 2953 | Paralegal Internship (3 hrs) OR |
| LEGL | 2954 | Paralegal Internship (4 hrs)    |

Elective Group A or B

#### GROUP A - Paralegal or Work Related Electives

|      |      |                             |
|------|------|-----------------------------|
| LEGL | 2153 | American Constitutional Law |
| LEGL | 2162 | Employment Law              |
| LEGL | 2173 | Evidence                    |
| LEGL | 2713 | Bankruptcy Law              |
| LEGL | 777V | General Paralegal Elective  |

#### GROUP B - Criminal Justice Electives

|      |      |                           |
|------|------|---------------------------|
| CMJS | 2013 | Intro to Criminal Justice |
| CMJS | 2023 | Criminology               |
| CMJS | 2033 | Criminal Law              |
| CMJS | 2043 | Criminal Procedures       |

#### GROUP C - General Education Electives

Foreign language, natural or physical science, history, sociology, political science, economics, humanities or English

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

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 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.

Students can be awarded 6 credit hours for completion of the Paralegal Certificate from the University of Arkansas Global Campus. Three hours will substitute for Torts and 3 hours will apply toward the Paralegal or Work Related Elective (Group A).

Total Hours

62-64

### Child Advocacy Studies

#### Certificate of Proficiency in Child Advocacy Studies

##### Certificate of Proficiency Courses

16 Hours

|      |      |                                  |
|------|------|----------------------------------|
| CMJS | 2013 | Introduction to Criminal Justice |
| CMJS | 2463 | Child Abuse and Neglect          |
| CMJS | 2474 | Response to Child Maltreatment   |
| PSYC | 2053 | Child Psychopathology            |
| SCWK | 2633 | Problems of Child Welfare        |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

Total Hours

16

#### Technical Certificate in Child Advocacy Studies

To obtain the Technical Certificate in Child Advocacy Studies add the courses below to the 16 hour Certificate of Proficiency in Child Advocacy Studies.

##### Technical Certificate Courses

32 Hours

|      |      |                                   |
|------|------|-----------------------------------|
| COMM | 1303 | Public Speaking                   |
| ENGL | 1023 | English Composition II            |
| PSYC | 2043 | Abnormal Psychology               |
| SCWK | 2074 | Child Abuse Response & Prevention |
| SOCI | 2033 | Social Problems                   |

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.



**Total Hours** 32

## 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 sociocultural 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 Hours

|       |       |                                   |
|-------|-------|-----------------------------------|
| MATH  | 1203  | College Algebra- Accelerated OR   |
| MATH  | 1204  | College Algebra OR                |
| MATH  | 1204R | College Algebra w/Review OR       |
| *MATH | 1003  | Math for A.A.S. General Education |

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

### Behavioral and Social Sciences 9 Hours

|      |      |                       |
|------|------|-----------------------|
| CMJS | 2463 | Child Abuse & Neglect |
| PSYC | 2003 | General Psychology    |
| SOCI | 2013 | General Sociology     |

### Communications 3 Hours

|      |      |                 |
|------|------|-----------------|
| COMM | 1303 | Public Speaking |
|------|------|-----------------|

### Business and Computer Information 3 Hours

|      |      |                               |
|------|------|-------------------------------|
| CISQ | 1103 | Intro to Computer Information |
|------|------|-------------------------------|

### General Education Credits 24 Hours

**NOTES: Check course descriptions for prerequisite requirements.**

**Honors courses will meet degree requirements where applicable.**

**Total Hours** 61

## 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               |

NOTES: Check course descriptions for prerequisite requirements.

Recommended course to assist in completion of the resource file -  
CHED 1083 CDA Preparation for Assessment.

Honors courses will meet degree requirements where applicable.

This Certificate is not Financial Aid Eligible

**Total Hours** **10**

### **Child Care Orientation Training**

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.

### **Physical Education Activity Classes (PEAC)**

Participation in physical education activity classes (PEAC) involves moderate to strenuous physical activity and some health risks. Students that have current or prior health issues should consult with a personal physician and bring a release from a medical doctor to the PEAC instructor. The NWACC Waiver of Liability Form will also be signed by all students participating in PEAC courses.

### **Education Majors**

Due to recent on-going changes in the education course requirements for Education Majors, students need to contact an advisor to set up their schedule, as program requirements vary by institution. Contact Xue Lee at [xlee@nwacc.edu](mailto:xlee@nwacc.edu) or Dr. A.J. Shirey at [ashirey@nwacc.edu](mailto:ashirey@nwacc.edu).

# CULINARY ARTS & HOSPITALITY MANAGEMENT

NWACC Culinary Arts and Hospitality Program offers a great variety of certificate and degree options in a small and student friendly environment. Through small class sizes, NWACC provides individualized attention to students, for great learning outcomes in a dynamic and fun environment. NWACC is dedicated to providing a high quality, student centered, and career focused education. Students can choose between the fine arts of culinary arts, baking and pastry arts, and hospitality and restaurant management.

Pursuing a career as a professional chef means developing methods, skills and a combination of techniques applied on a daily basis in the ever challenging and changing world of the kitchen. Upon completion of the Culinary Arts program a graduate should have the basic skills needed to pursue an entry level career in the culinary industry.

Few career fields match the diversity and range in positions that Hospitality Management can offer. Career paths include restaurant owner, caterer, educator, health care, food sales and marketing, hotel management, and other highly enjoyable fields of work. NWACC offers instruction from highly trained and experienced 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.

The Culinary and Hospitality program at NWACC offers 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 program, welcome 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 | Intro to Food Prep & Theory      |
| CULY | 1203 | Stocks, Sauces and Soups         |
| CULY | 1303 | Center of the Plate Applications |
| CULY | 2403 | Culinary Arts Internship         |
| XXXX | XXX3 | Culinary or Hospitality Elective |

**NOTES:** Check course descriptions for prerequisite requirements.  
Honors courses will meet degree requirements where applicable.

**Total Hours** 18

## Certificate of Proficiency - Baking & Pastry Arts

**Required Courses** 9 Hours

|      |      |                        |
|------|------|------------------------|
| CULY | 1003 | Safety and Sanitation  |
| BAKG | 1003 | Introduction to Baking |
| BAKG | 2403 | Baking Internship      |

**Program Requirements** 9 Hours

**Choose 3 classes**

|      |      |                                  |
|------|------|----------------------------------|
| BAKG | 1103 | Classical Pastries               |
| BAKG | 1203 | Artisan Breads                   |
| BAKG | 1303 | Cakes & Cake Decorating          |
| BAKG | XXX3 | Chocolates - or - Advanced Cakes |

**NOTES:** Check course descriptions for prerequisite requirements.  
Honors courses will meet degree requirements where applicable.

**Total Hours** 18

## Certificate of Proficiency - Hospitality Management

**Required Courses** 6 Hours

|      |      |                             |
|------|------|-----------------------------|
| HOSP | 1003 | Introduction of Hospitality |
| HOSP | 2403 | Hospitality Internship      |

**Program Requirements** 12 Hours

**Choose 4 classes**

|      |      |                                   |
|------|------|-----------------------------------|
| HOSP | 1103 | Supervisory Management            |
| HOSP | 1203 | Nutrition for Food Service        |
| HOSP | 1303 | Hospitality Purchasing            |
| HOSP | 1403 | Hospitality Marketing             |
| HOSP | 1503 | Catering and Banquet Service      |
| HOSP | 1603 | Intro to Event & Meeting Planning |
| HOSP | 1803 | Travel and Tourism                |
| HOSP | 2003 | Beverage Management               |
| HOSP | 2103 | Hospitality Layout & Menu Design  |
| HOSP | 2303 | Hospitality Operations            |
| CULY | 1003 | Safety & Sanitation               |

**NOTES:** Check course descriptions for prerequisite requirements.  
Honors courses will meet degree requirements where applicable.

**Total Hours** 18

## Technical Certificate in Culinary Arts

**General Education Required Courses** 3 Hours

|      |      |                |
|------|------|----------------|
| ENGL | 1013 | English Comp I |
|------|------|----------------|

**Culinary Arts Required Courses** 33 Hours

|      |      |                              |
|------|------|------------------------------|
| CULY | 1003 | Safety and Sanitation        |
| HOSP | 1003 | Introduction to Hospitality  |
| HOSP | 1203 | Nutrition for Food Service   |
| HOSP | 2203 | Revenue Mgmt & Cost Control* |

|      |      |                                       |
|------|------|---------------------------------------|
| CULY | 1103 | Introduction to Food Prep and Theory* |
| CULY | 1203 | Stocks, Sauces and Soups              |
| CULY | 1303 | Center of the Plate Applications      |
| CULY | 1403 | Garde Manger <b>OR</b>                |
| CULY | 2003 | World Cuisine                         |
| CULY | 2103 | Contemporary Cuisine                  |
| CULY | 2203 | Culinary Arts Internship              |

**NOTES:** Check course descriptions for prerequisite requirements.  
**Honors courses will meet degree requirements where applicable.**

**Total Hours** 36

### Technical Certificate in Baking & Pastry Arts

**General Education Required Courses** 3 Hours  
 ENGL 1013 English Comp I

**Culinary Arts Required Courses** 33 Hours

|      |      |                              |
|------|------|------------------------------|
| CULY | 1003 | Safety and Sanitation        |
| HOSP | 1003 | Introduction to Hospitality  |
| HOSP | 1103 | Supervisory Management*      |
| HOSP | 1203 | Nutrition for Food Service   |
| HOSP | 2203 | Revenue Mgmt & Cost Control* |
| BAKG | 1003 | Introduction to Baking*      |
| BAKG | 1103 | Classical Pastries*          |
| BAKG | 1203 | Artisan Breads               |
| BAKG | 1303 | Cakes and Cake Decorating    |
| BAKG | 2103 | Bakeshop Operations          |
| BAKG | 2403 | Baking Internship*           |

**NOTES:** Check course descriptions for prerequisite requirements.  
**Honors courses will meet degree requirements where applicable.**

**Total Hours** 36

### Technical Certificate in Hospitality Management

**General Education Required Courses** 3 Hours  
 ENGL 1013 English Comp I

**Hospitality Mgmt Required Courses** 33 Hours

|      |      |                                   |
|------|------|-----------------------------------|
| HOSP | 1003 | Introduction to Hospitality       |
| HOSP | 1103 | Supervisory Management            |
| HOSP | 1403 | Hospitality Marketing             |
| HOSP | 1613 | Intro to Event & Meeting Planning |
| HOSP | 1703 | Lodging Operations*               |
| HOSP | 1803 | Travel and Tourism <b>OR</b>      |
| HOSP | 2003 | Beverage Management               |
| HOSP | 2103 | Hospitality Layout & Menu Design* |
| HOSP | 2203 | Revenue Mgmt & Cost Control*      |
| HOSP | 2303 | Hospitality Operations*           |
| HOSP | 2403 | Hospitality Internship            |

**NOTES:** Check course descriptions for prerequisite requirements.  
**Honors courses will meet degree requirements where applicable.**

**Total Hours** 36

### Associate of Applied Science Degree in Culinary Arts

NWACC Associate of Applied Science Degree in Culinary arts allows student the opportunity to focus on three different areas: Culinary Arts, Baking & Pastry Arts or Hospitality Management.

### Associate of Applied Science Degree in Culinary Arts Emphasis in Culinary Arts

**First Year Fall Semester** 15 Hours

|      |       |   |
|------|-------|---|
| CULY | 1003  | Safety and Sanitation                     |
| CULY | 1103  | Introduction to Food Preparation & Theory |
| HOSP | 1003  | Introduction to Hospitality               |
| MATH | 1003  | Math for AAS General Ed <b>OR</b>         |
| MATH | 1203  | College Algebra- Accelerated <b>OR</b>    |
| MATH | 1204  | College Algebra <b>OR</b>                 |
| MATH | 1204R | College Algebra w/Review                  |
| ENGL | 1013  | English Comp I                            |

**First Year Spring Semester** 15 Hours

|      |      |                                  |
|------|------|----------------------------------|
| CULY | 1303 | Center of the Plate Applications |
| CULY | 1203 | Stocks, Sauces and Soups         |
| HOSP | 1203 | Nutrition for Food Service       |
| BAKG | 1003 | Introduction to Baking           |
| ENGL | 1023 | English Comp II                  |

**Second Year Fall Semester** 15 Hours

|      |      |                                  |
|------|------|----------------------------------|
| CULY | 1403 | Garde Manger                     |
| CULY | 2003 | World Cuisine                    |
| HOSP | 2103 | Hospitality Layout & Menu Design |
| XXXX | XXX3 | Computer Skills Elective         |
| XXXX | XXX3 | Elective**                       |

**Second Year Spring Semester** 15 Hours

|      |      |  |
|------|------|--|
| CULY | 2103 | Contemporary Cuisine                     |
| CULY | 2403 | Culinary Arts Internship                 |
| HOSP | 1103 | Supervisory Management                   |
| HOSP | 2003 | Beverage Management                      |
| HOSP | 2203 | Hospitality Revenue Mgmt & Cost Control* |

\*Elective may be chosen from HOSP, CULY, BAKG, CHEM, SPAN, or Business/Social Science.

**NOTES:** Check course descriptions for prerequisite requirements.

**Honors courses will meet degree requirements where applicable.**

**Total Hours** 60

## Associate of Applied Science Degree in Culinary Arts Emphasis in Baking & Pastry Arts

### First Year Fall Semester 15 Hours

|      |      |                             |
|------|------|-----------------------------|
| CULY | 1003 | Safety and Sanitation       |
| HOSP | 1003 | Introduction to Hospitality |
| HOSP | 1203 | Nutrition for Food Service  |
| BAKG | 1003 | Introduction to Baking      |
| ENGL | 1013 | English Comp I              |

### First Year Spring Semester 15 Hours

|      |      |   |
|------|------|---|
| BAKG | 1303 | Cakes & Cake Decorating                   |
| BAKG | 2203 | Chocolates & Confections                  |
| CULY | 1103 | Introduction to Food Preparation & Theory |
| HOSP | 1103 | Supervisory Management                    |
| ENGL | 1023 | English Comp II                           |

### Second Year Fall Semester 15 Hours

|      |       |                                |
|------|-------|--------------------------------|
| BAKG | 1103  | Classical Pastries             |
| BAKG | 1203  | Artisan Breads                 |
| BAKG | 2303  | Advanced Cake Decorating       |
| XXXX | XXX3  | Computer Skills Elective       |
| MATH | 1003  | Math for AAS General Ed OR     |
| MATH | 1203  | College Algebra-Accelerated OR |
| MATH | 1204  | College Algebra OR             |
| MATH | 1204R | College Algebra w/Review       |

### Second Year Spring Semester 15 Hours

|      |      |  |
|------|------|--|
| BAKG | 2103 | Bakeshop Operations                      |
| BAKG | 2403 | Baking Internship                        |
| HOSP | 1403 | Hospitality Marketing                    |
| HOSP | 2203 | Hospitality Revenue Mgmt & Cost Control* |
| XXXX | XXX3 | Elective **                              |

\*Elective may be chosen from HOSP, CULY, BAKG, CHEM, SPAN, or Business/Social Science.

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 60**

## Associate of Applied Science Degree in Culinary Arts Emphasis in Hospitality Management

### First Year Fall Semester 15 Hours

|      |      |   |
|------|------|---|
| CULY | 1003 | Safety and Sanitation                     |
| HOSP | 1003 | Introduction to Hospitality               |
| HOSP | 1203 | Nutrition for Food Service                |
| CULY | 1103 | Introduction to Food Preparation & Theory |
| ENGL | 1013 | English Comp I                            |

### First Year Spring Semester 15 Hours

|      |      |   |
|------|------|---|
| HOSP | 1103 | Supervisory Management                  |
| HOSP | 1403 | Hospitality Marketing                   |
| HOSP | 2203 | Hospitality Revenue Mgmt & Cost Control |
| BAKG | 1003 | Introduction to Baking                  |
| ENGL | 1023 | English Comp II                         |

### Second Year Fall Semester 15 Hours

|      |       |   |
|------|-------|---|
| XXXX | XXX3  | Travel and Tourism or Layout & Menu Design* |
| ANTH | 1023  | Cultural Anthropology                       |
| COMM | 1303  | Public Speaking                             |
| XXXX | XXX3  | Computer Skills Elective                    |
| MATH | 1003  | Math for AAS General Ed OR                  |
| MATH | 1203  | College Algebra- Accelerated OR             |
| MATH | 1204  | College Algebra OR                          |
| MATH | 1204R | College Algebra w/Review                    |

### Second Year Spring Semester 15 Hours

|      |      |                                    |
|------|------|------------------------------------|
| HOSP | 1613 | Intro to Events & Meeting Planning |
| HOSP | 1703 | Lodging Operations*                |
| HOSP | 2003 | Beverage Management                |
| HOSP | 2403 | Hospitality Internship             |
| XXXX | XXX3 | Elective*                          |

\*Elective may be chosen from HOSP, CULY, BAKG, CHEM, SPAN, or Business/Social Science.

NOTES: Check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable.

**Total Hours 60**

# NWACC COURSES BY DIVISION

## Health Professions Division (479-619-4153)

Allied Health Science  
Emergency Medical Sciences  
Dental  
Fire Science Administration & Technology  
Firefighter - Wildland  
Health Information Management  
Nursing  
Paramedic Science  
Physical Therapist Assistant  
Respiratory Therapy

## Business and Computer Information Division

### Business Department (479-986-4066)

Accounting  
Business Administration  
Business Transfer to WCOB  
Business Law  
Banking and Finance  
Economics  
Entrepreneurship  
International Business  
Management  
Transportation & Logistics

### Computer Info Department (479-986-6914)

Computer Aided Design  
Computer Information Systems Management  
Computer Information  
Computer Programming  
Networking  
Office Systems Integration & Management  
Walton College of Business ISYS Transfer

### Culinary Arts & Hosp Mgmt (479-899-6925)

Baking  
Culinary Arts  
Hospitality Management

## Communication and Arts Division

### Language & Humanities (479-619-2672)

Arabic  
Chinese  
English & Literature  
French  
German  
Humanities  
Italian  
Journalism  
Reading  
Spanish

## Performing Arts (479-619-4157)

Communication & Film  
Drama  
Music

## Visual Arts (479-619-4309)

Art  
Art History  
Graphic Design

## Science and Mathematics (479-619-4142)

Agricultural, Food & Life Science  
Anthropology  
Astronomy  
Biology  
Botany  
Chemistry  
EMPACTS  
Environmental & Regulatory Sciences  
Geology  
GeoSciences  
General Engineering  
Horticulture  
Mathematics  
Math and Communication  
Microbiology  
Mechanical Engineering  
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  
Early Childhood Teaching Credential  
Educational Technology  
English for Bilingual Students  
Geography  
Global Studies  
Health Science  
History  
Physical Education Activities  
Legal Studies  
Philosophy and Religion  
Political Science  
Psychology  
Social Work  
Sociology

# COURSE PREFIXES & 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                               | GEOS                 | GeoSciences                            |
| AERO                 | Air Force ROTC                           | GERM                 | German                                 |
| AFLS                 | Agriculture, Food, & Life Science        | GLST                 | Global Studies                         |
| AHSC                 | Allied Health Science                    | GNEG                 | General Engineering                    |
| ANTH                 | Anthropology                             | HIM                  | Health Information Management          |
| ARAB                 | Arabic                                   | HIST                 | History                                |
| ARHS                 | Art History                              | HLSC                 | Health Science                         |
| ART                  | Art                                      | HOSP                 | Hospitality Management                 |
| ASTR                 | Astronomy                                | HORT                 | Horticulture                           |
| BAKG                 | Baking                                   | HSEM                 | Homeland Security/Emergency Mgmt       |
| BIOL                 | Biology                                  | HUMN                 | Humanities                             |
| BLDG                 | Building Sciences                        | HVAC                 | Heating Ventilation & Air Conditioning |
| BADM                 | Business Administration                  | INTB                 | International Business                 |
| BLAW                 | Business Law                             | ITAL                 | Italian                                |
| BOTY                 | Botany                                   | JOUR                 | Journalism                             |
| BUTR                 | Business Transfer to WCOB                | LEAD                 | Leadership Fundamentals                |
| CHED                 | Early Childhood Education                | LEGL                 | Legal Studies                          |
| CHEM                 | Chemistry                                | MATH                 | Mathematics                            |
| CHIN                 | Chinese                                  | MTCM                 | Math and Communication                 |
| CIED                 | Curriculum & Instruction                 | MBIO                 | Microbiology                           |
| CINE                 | Cinematic Studies                        | MEEG                 | Mechanical Engineering                 |
| CISM                 | Computer Info Systems Management         | MGMT                 | Management                             |
| CISQ                 | Computer Information                     | MILS                 | Army ROTC                              |
| CMJS                 | Criminal Justice                         | MPAX                 | EAST/EMPACTS                           |
| COMM                 | Communication                            | MTCM                 | Comm & Math for the Workforce          |
| CST                  | Construction Technology                  | MUSI                 | Music                                  |
| CULY                 | Culinary Arts                            | NTWK                 | Networking                             |
| DNTA                 | Dental                                   | NURS                 | Nursing                                |
| DRAM                 | Drama                                    | OLS                  | Occupational Life Skills               |
| DRFT                 | Computer Aided Design (CAD)              | OSHA                 | Safety & Health Regulations            |
| ECON                 | Economics                                | OSIM                 | Office Systems Integration & Mgmt      |
| ECTC                 | Early Childhood Teaching Credential      | PEAC                 | Physical Education Activities          |
| EMTA                 | Emergency Medical Sciences               | PHIL                 | Philosophy & Religion                  |
| EMTP                 | Paramedic Science                        | PHSC                 | Physical Science                       |
| ENGB                 | English for Bilingual Students           | PHTA                 | Physical Therapist Assistant           |
| ENGL                 | English                                  | PHYS                 | Physics                                |
| ENSC                 | Environmental and Regulatory Science     | PLSC                 | Political Science                      |
| ENTR                 | Entrepreneurship                         | PROG                 | Computer Programming                   |
| ETEC                 | Educational Technology                   | PSYC                 | Psychology                             |
| FIRE                 | Fire Science Administration & Technology | READ                 | Reading                                |
| FIRW                 | Firefighter - Wildland                   | RESP                 | Respiratory Therapy                    |
| FREN                 | French                                   | SCWK                 | Social Work                            |
| GEOG                 | Geography                                | SOCI                 | Sociology                              |
| GEOL                 | Geology                                  | SPAN                 | Spanish                                |
|                      |  | TRLG                 | Transportation & Logistics Mgmt        |

# 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. Emphasis will be placed on financial accounting beginning with sole proprietorships and ending with corporations. Students should be prepared to use basic mathematics and basic algebra with accuracy and reasonable speed. Prerequisite: ENGL 1013 and MATH 0103 or higher (excluding MATH 1313) or appropriate math placement score.

**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 2073 Payroll and Business Tax Accounting - (F).** This course provides a study of payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures and record keeping requirements. Students learn to process payroll and maintain personnel and payroll information required by current laws. This course will also include accounting for franchise taxes, sales tax, and an overview of taxes relating to partnerships and corporations. Prerequisite: ACCT 2013.

**ACCT 2193 Federal Income Tax Individuals**  
This course is an introduction to the basic operation of the federal income tax laws and concepts for individuals, corporations, estates, and trusts. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits.

## 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. Co-requisite AERO 1011 must be taken at the same time as AERO 2010L, AERO 1021 must be taken at the same time as AERO 2020L.

**2010L, 2020L Evolution of Air Power labs (F, S).** Lab components that must be taken with AERO 1011 and 1021. See above.

**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 1001 Introduction to 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.



**AHSC 1116 Medication Assistant – (F).** The Medication Assistant course provides the certified nursing assistant (CNA) an opportunity to expand his or her vital role in caring for patients in long-term care facilities. The Medication Assistant course 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 Medication Assistant student performs these duties under the supervision of a licensed nurse. Successful Completion of the course qualifies the student to take the state certification exam.

**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 1213 Certified Nursing Assistant (CNA)- (F, S, SUM).** 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. Note: A criminal background check, urine drug screen and completion of the required immunizations will be required prior to the clinical rotation for students enrolled in the CNA Program. Successful completion of the Certified Nursing Assistant course results in the student being eligible to take the certification test in the state of Arkansas. Prereqs: Score of 19 or higher on the ACT or 83 or higher on the Compass Reading test, or approval of the course coordinator.

**AHSC 1223 Patient Care Assistant + (PCA+) – (F, S, SUM).** 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. Note: A criminal background check,

urine drug screen and completion of the required immunizations will be required prior to the clinical rotation for students enrolled in the PCA+ Program. Prerequisites: A score of 19 or higher on the ACT Reading or 83 or higher on the COMPASS Reading Test and AHSC 1213 or proof of certification as a Nursing Assistant or having successfully completed, within the past year, a Certified Nursing Assistant Training Program approved by the Arkansas Office of Long Term Care or approval of the course coordinator.

**AHSC 1403 Medical Terminology – (F, S, SUM).** In depth presentation of medical language which then will serve as a solid foundation for students interested in health care, medicine, nursing, pharmacy, physical therapy, or related careers. Medical terminology for both health and disease is presented in relation to human structure and function. This course of study builds a framework by introducing the key elements in the formation as well as the modification of medical terms which then is applied to the specific body systems.

## **Anthropology**

**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 1011L Introduction to Biological Anthropology Laboratory - (F, S).** Laboratory exercises illustrating concepts of physical anthropology. Co-requisite: ANTH 1013.

**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**

**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 - (S)** A continuation of ARAB 1003. Further development of basic skills in aural comprehension, speaking, reading, and writing of standard Arabic. **Prerequisite: ARAB 1003 with a C or better, or department consent.**

**ARAB 2003 Intermediate Arabic I (On Demand)** This course is a continuation of Arabic 1013. Further development of listening and speaking skills, reading comprehension, writing ability, and knowledge of Arab culture. Emphasizes Arabic morphology. **Prerequisite:** Completion of ARAB 1013 with a C or better, or department consent.

**ARAB 2013 Intermediate Arabic II (ON Demand)**. This course is a continuation of Arabic 2003. Further development of listening and speaking skills, reading comprehension, writing ability, and knowledge of Arab culture. Emphasizes Arabic morphology. **Prerequisite:** Completion of ARAB 2003 with a C or better, or department consent.

## 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 from 1685 to the present. It is recommended that ENGL 1013 be taken prior to enrolling in this course.

**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. It is recommended that ENGL 1013 be taken prior to enrolling in this course.

## 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 1333 Two-Dimensional Design - (On Demand)** This studio course introduces the basic concepts of design such as line, shape, value, texture, and color and their relationships. Using a variety of two-dimensional materials, composition will be explored.

**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 introduces the student to color mixing, techniques, and a variety of subject matter. Recommended ART 1303 and ART 1333.

**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. Recommended ART 1303 and ART 1333.

**ART 2123 Introduction to Watercolor - (F, S)**. An exploration of the basic concepts and techniques of watercolor painting. It is recommended that ART 1303 and ART 1333 be taken prior to enrolling in this course.

**ART 2133 Advanced Watercolor - (F, 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. Recommended ART 1303 and ART 1333.

**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 - (On Demand)**. 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 (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 (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 2503 Ceramics I (On Demand).** A studio course designed to cover the making of pottery, from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures, to produce finished ceramic ware. An appreciation of the ceramics of the past and present will be included. Six hours laboratory.

**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 2843 Printmaking (On Demand).** The purpose of this course is to expose students to the world of printmaking. Through an exploration of a variety of processes, the students will acquire understanding in hands-on skills within the multiple facets of the medium of printmaking. This studio experience will involve creative projects in the fundamental techniques, of relief, intaglia, and monotype. Prerequisites: Recommended ART 1303.

**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 2883 Special Topics - (On Demand)** This art course may be offered in a subject not specifically covered by the art courses listed in the catalog.

**ART 2903 Web Application Design (F,S, On Demand).** An introduction to the design and implementation of rich, interactive applications for use online or mobile devices. Prerequisite: ART 2363 Graphic 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 2004/2004H 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).

## Building Sciences

**BLDG 1002 Green Building - (F, S).** This hybrid on-line and instructor led course will teach individuals how to evaluate a building's total environmental impact. This course covers building sciences principles, health and safety issues, energy and water efficiency, indoor environmental quality, reduced community impact, homeowner education and maintenance, and sustainable site development. Students will learn hands-on in the lab. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

**BLDG 1004 Energy Auditor - (F, S).** This hybrid on-line and instructor led course will teach individuals how to evaluate the energy performance, comfort, and safety of a house through a comprehensive, whole house diagnostic procedure. This course covers building science principles, health and safety issues, envelope and duct leakage testing, insulation evaluation, and combustion safety testing. By using the whole house performance based approach, students will address a comprehensive range of interrelated building issues and be able to provide clients with a more comfortable, safe, and energy efficient home. Students will learn hands-on in the lab. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

## 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 - (S, On Demand).** 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. Prerequisites: ENGL 1013, ENTR 1003 and ACCT 2013.

**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 Professional Selling and Marketing (F, S).** A study of the function and role of marketing in our free enterprise system. Study involves pricing theories, channels of distribution, promotional policies, marketing management, market research, product planning and consumer behavior. Designed to teach tools for professional selling and successful sales techniques for retail and non-retail customers. Students will develop an advertising program for products and services using the appropriate medium. Prerequisite: ENGL 1023.

**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.

**BADM 2833 Managing the Non-Profit Organization - (S).** This class provides an introduction to the non-profit sector and the leadership management skills required to achieve

social impact. Students examine and discuss the trends, issues, and challenges facing a non-profit leader, such as fund-raising elements, as well as management approaches and innovations. Topics include: non-profit management and governance, strategic management in operations, financial and accounting management, marketing management, legal issues in operations, fund-raising fundamentals, organizational leadership and decision making, budgeting essentials, persuasive communication and negotiating strategies.

## 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 soufflé and ice cream making. Prerequisites: CULY 1003, BAKG 1003.

**BAKG 1203 Artisan Breads - (F).** This course provides study and practice of the baking art of yeast bread techniques, including basic yeast bread, artisan bread, enriched 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 baking 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 - (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. Students 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 2203, BAKG 1003, BAKG 1103

### **BAKG 2203 Chocolates and Confections - (S).**

In this class students will develop the skills necessary to produce a wide range of high quality confections,

from truffles to more complicated nougats and fondant centered candies. Students will be introduced to new concepts such as emulsion and recrystallization and draw on previously learned skills. Prerequisite: CULY 1003.

### **BAKG 2303 Advanced Cake Decorating - In**

this course, students will build on the skills learned in BAKG 1303 to learn a wide variety of decorating techniques including elaborate gumpaste work, detailed piping skills, making and using fondant, airbrushing skills, figuring molding, and 3-D sculpted cakes. Prerequisite: BAKG 1003, BAKG 1303, CULY 1003

### **BAKG 2403 Baking Internship - (F, S,**

**SUM).** This course encompasses a supervised work experience 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. The internship requires 250 verified work hours. Prerequisite: Permission from Program Director.

## 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). This class is not financial aid eligible.

### **BIOL 1013 Introduction to Anatomy and**

**Physiology - (F, S).** This course introduces the student to the structure and function of the human body in a systemic approach. The emphasis of this course is on the interrelationships between the body systems, and how the body functions as a living unit. Topics will include basics of cellular structure and function, medical terminology, tissues, and will conclude with the body systems. Credit for this course can not be used for the AAS degrees in the Health Sciences, but may be used as science non-lab credit hours for AA, AS and AAS Funeral Science degree plans. Successful completion of this course will be counted as a prerequisite for BIOL 2214 and MBIO 2014.

### **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 2324 Genetics - (On Demand).** This

course will study the basic concepts in classical and molecular genetics. Topics include Mendelian inheritance and its variations, linkage, chromosomes, gene mapping, bacterial and viral genetics, extranuclear inheritance, DNA structure and replication, mutation, DNA repair, recombinant DNA technology, genetic code, and gene expression/regulation. Laboratory exercises illustrate principles of inheritance in various biological systems and provide hands-on experience with several recombinant DNA techniques. Three hours lecture/discussion and three hours laboratory per week. Prerequisites are one semester of college level biology and college level chemistry.

**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 Law

**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. Three hours lecture and 3 hours laboratory weekly.

## Transfer Courses to Walton College of Business

**BUTR 1023 Business Foundations - (F, S, SUM).** 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 1303 -Public Speaking, with grade of “C” or better and computer competency requirement satisfied.

**BUTR 1033 Data Analysis and Interpretation - (F, S, SUM).** 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, SUM).** 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 must 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, SUM).** 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, SUM).** 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 must 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, SUM).** 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.

**NOTE:** Students seeking to transfer this course into the Walton College of Business program must take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.

**BUTR 2103 Intro to Supply Chain Mgmt - (F, S, SUM).** An introduction to supply chain management. All functional areas of supply chain management are explored to provide students an end-to-end view of supply chain management processes. Prerequisites: BUTR 1033 and ECON 2023. Prerequisite/Corequisite: ACCT 2023 and CISM 2103.

**BUTR 2203 Managing People & Organizations - (F, S, SUM).** Study of the process of acquiring and managing Human Capital, 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. Prerequisites ACCT 2023 and BUTR 1033

## Early Childhood Education

**CHED 1003 Foundations of Early Childhood Education - (F, S, Sum).** 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 1033 Creative Experiences - (F).** 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. Prerequisite: CHED 1203.

**CHED 1083 CDA Preparation for Assessment – (On Demand).** 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 1201 Field Experience I-(F, S, Sum).** 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. Co-requisite: CHED 1203.

**CHED 1203 Environments of Young Children-(F, S, Sum).** 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. Co-requisite: CHED 1201.

**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 a minimum of five (5) hours of observations.

**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. Additional topics included are philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: CHED 1003, CHED 1203 and CHED 2033.

## 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. There will be GIS (Geographic Information Science) activities and/or demonstrations utilize to reinforce curriculum elements. Three hours lecture and three hours laboratory weekly.

**CHEM 1074 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 3 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.

## Chinese

### CHIN 1003 Elementary Chinese I - (F).

Introductory course designed for students beginning the college-level study of Mandarin Chinese, stressing accurate pronunciation and intonation, basic aural and reading comprehension, and the study of commonly used simplified characters and sentence structures, in addition to aspects of Chinese social and business culture.

### CHIN 1013 Elementary Chinese II - (S).

Second-semester course in Mandarin Chinese, stressing accurate pronunciation and intonation, basic aural and reading comprehension, and the study of commonly used simplified characters and sentence structures, in addition to aspects of Chinese social and business culture. Prerequisite: Completion of CHIN 1003 with a C or better, or department approval.

## 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. The 30 practicum hours are scheduled around the student's schedule and discussed in CIED 1002, Introduction to 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).** 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.

## Cinematic Studies

**CINE 2003 Advanced Cinematic Studies in Film and Gender - (On Demand).** An elective course in Cinematic Studies, concentrating on the evolution of moving media images and digital filmmaking, while concurrently studying the role that gender plays in the construction, production, and reception of film from the late 1800s to the present, while also continuing to emphasize the tenets of Film Arts artistic and ideological elements of film as a part of the Humanities/Fine Arts/Graphic Arts discipline and emphasizing the influence of film upon society and of society's influence upon film. Prerequisite: COMM 1003 or consent of Instructor.

## 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 2103 Business Information Systems (F, S, SUM).** This business core course presents the fundamentals of business information systems (IS) topics essential to today's business graduate. Applied areas of business will be used to provide the context for

the IS topics, business applications, and management challenges. The broad objective of this course is to present students with a business and information systems framework that will allow them to envision how business decisions are enabled and empowered by information systems and technology. Prerequisite: CISQ 1103. Prerequisite/Co-requisite: ACCT 2023.

**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.)

**CISM 2803 Special Topics in Computer Information - (On Demand).** This course will cover varying advanced computer information topics. Topics offered will cover new developments in the changing environment of computer information. This course may be repeated as topics vary.

## 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 - (F, S).** 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 1013 Intro/Terrorism: Perspectives - (F, S, On Demand).** 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.

**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.

**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.

**CMJS 2043 Criminal Procedures - (S).** Principles of police work, including arrests, search

and seizure, and other criminal procedures affected by constitutional safeguards.

**CMJS 2053 Criminal Investigations - (On Demand).** Survey of the techniques utilized in the location, preservation and presentation of evidence.

**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.

**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.

**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.

**CMJS 2093 Introduction to Forensic Anthropology - (F).** 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 2353 Victimology - (On Demand).** This course is designed to provide students with a comprehensive overview of theories and research

on victims of crime. Particular attention is devoted to the nature of and extent of victimization, the etiology of victimization, the victim and the criminal justice system, victim services, and the victim rights movement. In addition, this course will focus attention on the criminal justice system's response to special victim group, such as the elderly, minorities, and victims of domestic violence.

**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 2463 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

**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 1303 Public Speaking - (F, S, Sum).** Application of the communication techniques needed to organize and deliver oral messages in a public setting.

**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.

## Construction Technology

**CST 1313 Materials of Construction - (F, S, SUM).** The study of wood frame construction and materials. Topics include foundations, framing methods, and finish materials for interior and exterior use in wood frame buildings. The laboratory will introduce wood detailing and field applications.

**CST 2213 Construction Methods I - (F, S, SUM).** Construction Methods is an introduction to systems, methods, equipment, and construction practices available and commonly used to perform the major elements of a light construction project. A typical project is followed from contract to occupancy in classroom discussion and with field trips. Layout on the site, topography and site plans are covered on numerous additional field trips to current construction sites. Emphasis is placed on a sequence of activities and scheduling. Prerequisite: CST 1313.

**CST 2223 Construction Methods II - (F, S, SUM).** This course offers the student insights into the construction process and practical experiences in the practices and principles of construction. Lecture portions of this course will introduce the student to systems, methods and equipment available and commonly used on a light construction project. A construction project will be followed from site work through dry-in during class discussions. Lab sessions, field trips and/or practical exercises will allow students to use carpentry hand and power tools and to practice the skills often required of the small contractor's labor force. Students will perform building layout, wood floor framing, wall framing, roof framing, subfloor, sheathing, decking and dry-in activities. Particular emphasis is placed on carpentry and the use of woodworking. Prerequisite: CST 1313.

**CST 2413 Estimating - (F, S, SUM).** This is an introduction to the process of estimating the full cost of construction projects. Topics include contracts, bonds, insurance, specifications, overhead and contingencies, labor, equipment, excavation, concrete, masonry, metals, wood, thermal and moisture protection, doors and windows, finishes, electrical, plumbing, heating, ventilating, air conditioning and profit. Prerequisites: CST 2213 or CST 2223.

**CST 2423 Construction Codes & Regs - (F, S, SUM).** Building Code and other regulations applicable to light construction. Students will complete a company safety plan during discussions of construction safety and OSHA regulations.

**CST 2441 Construction Internship - (F, S, SUM).** This course is a 60 hours orientation to the construction job site. Students will combine classroom

knowledge and skills with workplace experience to gain the skills and abilities necessary for future employment. Students will work directly with and secure evaluations from NWACC construction industry employer partners. Prerequisite: Approval of Program Coordinator.

**CST 2513 Surveying - (F, S, SUM).** A study of the fundamentals of measuring techniques as they relate to leveling, construction layout, and mapping. Emphasis is given to the care and use of optical and electronic instruments. Two hours lecture-discussion and one two-hour laboratory period per week. Prerequisite: MATH 1003 or higher with a "C" or better.

**CST 2523 Project Scheduling - (F, S, SUM).** This course examines the role of the project manager in planning, scheduling and controlling a construction project from start to finish. Topics include Gantt charts, basic networks, the critical path method, precedence networks, resource allocation and leveling, schedule updating and project control, schedule compression, reports and presentations, and construction delay claims. Prerequisites: None, but CST 2413 is recommended.

## 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. 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. Prerequisite: CULY 1003.

**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 - (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 - (F).** 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.

**CULY 2103 Contemporary Cuisine - (S)** This course provides the advanced culinary arts student instruction and practice in the actual back of the house operation of a working restaurant. Practice in cooking, menu design, managing, plating and service are also included. Prerequisites: CULY 1003, CULY 1103, CULY 1203, CULY 1303, CULY 2003.

**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.

**CULY 2403 Culinary Internship - (F, S, SUM).** This course encompasses a supervised work experience 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. The internship requires 250 verified work hours. Prerequisite: Permission from Program Director.

## Dance

**DANC 1811 Latin Aerobic Dance - (F, S).** Latin aerobic dance uses various rhythms and styles of Latin dancing for an aerobic workout. Dances included are Salsa, Merengue, Rumba, Tango, Cumbia, Ragaeton, Samba and Cha-Cha. Built as an interval workout, students will burn calories while toning and sculpting.

**DANC 1921 Modern Dance I - (F, S).** Modern Dance I is an introduction to the basic fundamentals of modern dance. Various modern dance methods will be taught as students learn to communicate through movement.

**DANC 1931 Ballet I - (F, S).** Ballet I is a

classical ballet technique course offered to beginners as well as those who have had some dance experience. Areas of focus will include classical ballet technique, body alignment, muscle development, flexibility and exposure to ballet terminology. Will also assist students in learning to artistically express themselves through dance.

**DANC 1941 Hip-Hop Dance - (F, S).** Hip-Hop Dance will explore the elements of Hip-Hop dance culture and technique. Students will learn about the evolution of Hip-Hop style and vocabulary as they participate in body conditioning and choreographed dance routines.

**DANC 1951 Pilates - (F,S).** This course is designed for the beginning Pilates student. Mat exercises will be utilized to strengthen core muscles, increase flexibility, facilitate in body alignment, foster deep breathing and decrease stress. Students will learn to alleviate muscle tension as range-of-motion techniques are utilized.

**DANC 1961 Ballroom Dance I - (F,S).** This course included instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm, and styles. The dances included in this course are the Fox Trot, Cha-Cha, Waltz and Swing.

**DANC 2001 Bellydance I - (F,S).** Will explore Cabaret Style belly dance. Students will learn the basic techniques and movements of Middle Eastern Bellydance. Suitable for dancers of all levels and is an excellent form of muscle toning and artistry.

**DANC 2061 Ballroom Dance II - (F,S).** Ballroom Dance II is a course designed for beginning and intermediate ballroom students. The class will focus on social dance skills in leading, following, footwork and dance style. Dances taught may include Waltz, Samba, Salsa, Mambo, Merengue, Rumba, WestCoast Swing and Tango.

## 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 1323 Stagecraft-Lighting, Scenery, Props** - (F, S). Practical application of principles of scenery, lighting, and property technology. Students will participate in projects involving the construction and preparation of scenery, stage properties, and lighting associated with departmental productions. Production running crew positions will also be assigned. Students may be required to lift up to 50 pounds, safely operate power tools, and climb ladders. Thirty (30) hours of practical experience are required in working on the production.

**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 Theatre and Education** - (S). This course examines the fundamentals and 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 2023 Playwriting I** – (F, S). A workshop course for students who wish to attempt original work in the dramatic form. Course will cover writing dialogue, plot, characters, dramatic structure and format.

**DRAM 2024 Playwriting II** – (S). This seminar course continues the work begun in Playwriting I on an advanced level and a more independent basis. In addition to in-class writing and take-home assignments, students will write a fully developed full-length play or two complete one-acts. The course places particular emphasis on the completion of lively, well-structured, rehearsal-ready scripts, and in that interest, a major revision of a work-in-progress is important. Attendance at local productions of new plays is expected. Work written in the course could be considered for NWACC productions in the future. Prerequisite: DRAM 2023.

**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.

**DRAM 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 - (On Demand).** 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. Outside lab time will be required. Prerequisites: DRFT 1244 and DRFT 2533 or DRFT 2333.

**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 2114 AutoCad II.

**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).** 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. Outside lab time will be required. Prerequisites: DRFT 1234 and DRFT 2114.

**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 2293 Computer Aided Manufacturing – (On Demand).** This course explores the current technology used in Computer Aided Manufacturing (CAM). Students will first become familiar with basic cutting tool technology and progress to basic knowledge in design in manufacturing of parts used in industry. Mastercam software will be used to generate machined part programs for a CNC mill and CNC lathe. Students will analyze Computer Aided Drawing (CAD) files and write CNC programs of increased complexity. The emphasis of the course is placed on learning to use the CAM software tools, manipulate part geometry, and convert CAD files and models into a CNC program. Prerequisites: DRFT 2154 or instructor consent.

**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 and 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. Outside lab time will be required. Prerequisite: DRFT 1234 and DRFT 2114.

**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 and DRFT 2114.

**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 1234 and DRFT 2114.

**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. Outside lab time will be required.

Prerequisite: DRFT 2114.

**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. Outside lab time will be required. 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 datum, dimensions, interpreting symbols, calculating tolerances, and virtual conditions. Outside lab time will be required. Prerequisites: DRFT 1234.

**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. Outside lab time will be required. Prerequisites: DRFT 1234, 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. Outside lab time will be required. Prerequisite: DRFT 2533.

**DRFT 2553 Parametric Modeling with Solidworks – (On Demand).** This course provides students with the skills they need to create, edit, and document part and assembly models of moderate complexity using Solidworks 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. Prerequisite: DRFT 2154.

**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. Outside lab time will be required. Prerequisites: DRFT 2114.

## 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. Prerequisite: CHED 1003, CHED 1203 and CHED 2033

**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 relates principles of child development to appropriate methods of guiding children's behavior for children birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various child care settings are practiced.

**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 – (On Demand).** 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. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**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. Prerequisite: 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 Emergency Medical Responder - (F, S, SUM).** Emergency Medical Responder follows the national educational guidelines for EMS 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 Emergency Medical Responder course will receive an American Heart Association CPR Card and Emergency Medical Responder certificate of Proficiency. Emergency Medical Responder is a prerequisite for EMT course.

**EMTA 1102 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 2003 EMT Internship - (F, S, SUM).** 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. Prerequisite: Licensed as EMT Basic in the State of Arkansas.

## Paramedic Science

Prerequisite for these courses: Admission by acceptance into the Paramedic Program only.

**EMTP 1001 12 Lead EKG - (SUM).** This course will teach the concepts of 12 lead EKG interpretation and more specifically to identify ST Elevation Myocardial Infarction. Prerequisites: EMTA 1001 Cardiac Dysrhythmia, Admission into the paramedic program.

**EMTP 1003 Paramedic Pharmacology - (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 Patient Assessment and EPCR - (SUM).** Presentation of the needs of the patient, skills and knowledge necessary to address these needs, and identification of priorities. Included area a brief introduction, scene survey, primary survey, resuscitation, secondary survey, definitive field management and re-evaluation. Use of electronic

medical records equipment and computers. Proper documentation of a given call utilizing computer based programs. Prerequisite: Must be accepted into the Paramedic Program prior to registering for this course.

**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 perform advance patient assessments on patients. Some of the skills performed include: Endotracheal intubations, IV, medication administration, observe child birth, and other procedures covered in the class. This time is performed in the hospital setting.

**EMTP 1206 Emergency Cardiac Care - (F).** Students will be taught advanced cardiac care including 12 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 with a high fidelity mannequin.

**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 1402 Paramedic Field Internship - (S).** Students will perform the skills and tasks of a paramedic and be evaluated on independent performance of these skills while riding on a paramedic level ambulance as assigned. Students must pass a written comprehensive exam over material presented during the paramedic program.

## English for Bilingual Students

English for Bilingual Students (ENGB) is a bridge program supporting students for whom English is not a first or familial language. NWACC welcomes the growing number of international and immigrant students in northwest Arkansas and provides an avenue for success in higher education or the workplace. The goal of this program is to offer courses that strengthen English language skills while students simultaneously take recommended general education courses. All ENGB courses are specifically designed to meet the needs of bilingual students. All ENGB courses provide vocabulary and grammar enrichment. Students should meet with the ENGB advisor about enrolling in the appropriate freshman level general education courses while in this program.

**ENGB 0003 College Reading and Vocabulary I - (F, S).** This beginning level reading course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While student may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on reading skills vital to college success. The primary focus of this course will be developing an academic vocabulary, improving reading and critical thinking skills, and discussing cultural issues related to language acquisition. Successful completion of this course with a C or better will allow entry into ENGB 0033.

**ENGB 0023 Grammar and Mechanics - (On Demand).** This sentence level course is specifically designed to meet the needs of bilingual students

whose first or familial language is not English. While student may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic writing skills. Primary focus of the course will be the introduction and practice of basic grammar, mechanics, usage, and punctuation necessary for standard English. Students may enroll concurrently in ENGB 0053 Beginning Writing. Bilingual students taking English Composition I and English Composition II who need a basic grammar review would benefit from this course. Completion of this course with a C or better will allow entry into ENGB 0053. Prerequisite: Appropriate placement score or approval of ENGB Coordinator.

**ENGB 0026 Combined Skills Level I - (On Demand).** This level I combined skills course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While student may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic academic English skills. This combined skills course will cover the first level of grammar, writing, and reading. Completion of this course with a C or better will allow entry into ENGB 0063 and ENGB 0033. Prerequisite: Minimum Compass Listening Score of 67 or approval of ENGB Coordinator.

**ENGB 0033 College Reading and Vocabulary II - (F, S).** This upper level reading course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While student may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on advanced reading skills. The primary focus of this course 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. Prerequisite: ENGB 0023, ENGB 0026 or appropriate placement test scores.

**ENGB 0053 Grammar and Writing - (F, S).** This entry level writing course is designed for bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on grammar and basic writing skills. This combined skills course will include 1) the introduction and practice of basic grammar, mechanics, usage, and punctuation necessary for standard English, and 2) extensive work on paragraph structure to prepare for written communication skills necessary for academic and/or professional purposes. Completion of this course with a "C" or better will allow entry into ENGB 0063. Prerequisite: Minimum COMPASS Listening Test Score of 67.

**ENGB 0063 Intermediate Writing - (F, S).** This essay level course is designed to meet the needs of bilingual students whose first or familial language is not English. While student may exhibit intermediate to advanced speaking skills, placement scores at this

level indicate a need to work on advanced writing skills. The primary focus of this course will be the study and practice of sentence structure rules, critical thinking skills, writing as a process, and basic grammar. Completion of this course with a C or better allows the student to proceed to English Composition I. Prerequisite: ENGB 0026, ENGB 0053 or appropriate placement scores.

## 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 - (F, S, 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 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 ACSI 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, 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: Placement Score in Writing ACT-1-18 or Writing COMPASS-1-79.

**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, 80 Compass), completion of ENGL 0063 Intermediate Writing or ENGB 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, 90 COMPASS)

**ENGL 1023 English Composition II - (F, S, SUM).** This course continues the writing, reading, research and critical thinking skills developed in Composition I. Students will write in multiple genres and gain further practice in the analysis, interpretation, and evaluation of complex texts. 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.

**ENGL 2413 Special Topics in English (On Demand).** Students will understand concepts and issues of theme, form, and motif in literary works about the designated topic. Students will improve in their abilities to read literary works carefully and critically and to write about literature correctly and cogently. Topics and content will vary from semester to semester. Prerequisite: ENGL 1023 with a 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 co-requisite, 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. Co-requisite: Environmental Management Laboratory (ENSC 2001L).

**ENSC 2001L Environmental Management Laboratory - (F, S).** This is designed to be taken as a co-requisite 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. Co-requisite: 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 Environmental Sampling and Analysis - (F).** Sampling protocol, procedures, quality control, and field analysis will be discussed in this course. 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. Prerequisite: ENSC 2703 or instructor consent.

**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 2843 Special Topics in Environmental Science - (On Demand).** Focus on the specialized topic in environmental science to serve students' interests/needs. The specific topic will be announced the semester the course is offered.

**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.

**ENSC 2921 Undergraduate Research I - (F).** Students participate in a faculty led research project in a laboratory science area of interest not served by a traditional course. One hour of environmental lab science credit. Prerequisite: One science lab course or instructor consent.

**ENSC 2931 Undergraduate Research II - (S).** Students participate in a faculty led research project in a laboratory science area of interest not served by a traditional course. One hour of environmental lab science credit. Prerequisite: One science lab course or instructor consent.

## 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 2033 Feasibility and Funding - (S).** This course will develop the student's knowledge of exploiting, determining, evaluating, funding and implementing strategies for potential entrepreneurial opportunities in the market place and analyzing the feasibility of those opportunities. Prerequisite: ENGL 1013, ACCT 2013 Principles of Accounting I, ENTR 1003 Introduction to Entrepreneurship.

**ENTR 2043 E-Commerce - (F).** This course presents concepts and skills for the strategic use of e-commerce. It provides a framework for the analysis of e-commerce solutions to issues surrounding business-to-business, business to consumers, and intra-organizational trade. The course includes an examination of e-commerce in altering the structure of entire industries and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance.

## Educational Technology

**ETEC 2003 Educational Technology - (F, S).** Instruction in selecting, utilizing and evaluating instructional materials and equipment. Introduction to the application of educational technology in teaching and learning using strategies in design, selection, integration and evaluation. This course introduces students to the most essential instructional tools to creatively and ethically infuse technology in the

development of instructional materials, including tools to facilitate professional layouts, imaging, presentations, and communication.

### **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 (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 its history, code development and enforcement, inspection principles, and public fire and life safety education.

**FIRE 1063 Fire Service Special Operations - (S).** This course provides knowledge and skills related to competencies for Hazardous Materials First Responders through the Awareness and Operations Levels, essential Wildland Firefighting awareness, and specialized fire service rescue operations. The National Incident Management System, Incident Command System and the National Response Framework are also covered. Prerequisite for FIRE 1104 – Firefighter I.

**FIRE 1073 Firefighter Health and Safety - (F or S).** This course will provide students with information related to health, safety and fitness for Firefighters, and will prepare them to take the Firefighter Encounter Agility Test (FEAT) developed by the Arkansas Fire Academy. Prerequisite for FIRE 1104 – Firefighter I.

**FIRE 1104 Firefighter I - (S).** 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. Prerequisites: FIRE 1063, FIRE 1073, and EMTA 1013.

**FIRE 1114 Firefighter II - (SUM).** Continuation of the knowledge and skills necessary for students to be certified as a Firefighter at the second level of certification based upon NFPA Standard 1001 – Firefighter Professional Qualifications. Upon successful completion of FIRE 1104 and 1114 a representative of the Arkansas Fire Academy will test students. Prerequisite: FIRE 1104.

**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 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

### **Firefighter - Wildland**

**FIRW 2004 Wildland Firefighter - (F).** This course gives the student the knowledge and skills necessary to be an entry-level wildland firefighter through combined lecture and lab practicals. Also gained are the essential abilities to work as a team in the wildland fire setting. Students must be in good physical condition to take this course, and a regimented physical test will be administered at the end of the course by the National Park Services which the student must successfully complete in order to receive the “Red Card” certification and obtain a satisfactory grade. Completers will have the opportunity to take more advanced wildland firefighting courses. This course is crosslisted with ENSC 2911 and ENSC 2913. Prerequisite: Instructor Consent Required.

### **French**

**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 - (On Demand).** 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 - (On Demand).** 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.

## 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.

## 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 1013 Introduction to Geography - (F, S, SUM).** This course is an introduction to the broad field of geography, covering both physical and cultural elements of geography. This course introduces students to the discipline of geography, its basic principles and major concepts, tools, techniques, and methodological approaches. Emphasis is on concepts relevant to understanding global, regional, and local issues.

**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.

**GEOG 2323 Applied GIS - (S).** The goal of this course is to demonstrate and apply the use of Geographic Information Systems in social sciences. Specifically, the course will provide students with an understanding of the broad applications of GIS in social sciences. Students will learn to apply spatial and quantitative analysis methods to different socio-economic problems in business and marketing, community planning and development, healthcare, crime analysis, environmental management, recreation and other applications. The course will provide students with hands on experience in working with various socio-economic data through computer lab exercises.

## 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.

**GEOL 1154 Fundamentals of Sustainability - (S).** The concept of sustainability will be defined. The course will provide an ecologically based overview of sustainable practices and technologies related to energy production and use, waste disposal and minimization, food production, water use, transportation, and home building design. Topics covered will include solar, wind, and water power generation, passive solar

heating for homes, composting, biogas digestion, organic gardening, sustainable home design and construction, “green city” design, and public transportation systems.

## 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

**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 - (On Demand).** 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 - (On Demand).** 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.

## Global Studies

**GLST 2000 Global Practicum - (SUM).** This is a required component of the Global Studies course, GLST 2003. The course content relates to the educational focus of the Global Studies Course. A pre-departure preparation and orientation is required. Credits: 0 Hour. Consent of the Global and International Programs Office is required.

**GLST 2001 Global Experience - (On Demand).** This is a global travel experience course with a culminating project. The course content relates to the educational focus within the specific course. A

mandatory pre-departure preparation and orientation is required. The course has additional fees for travel. Credits: 1 Hour: Directed Elective. Consent of the Global and International Programs Office is required.

### **GLST 2003 Global Studies - (On Demand).**

This course provides a structured global study experience, including pre-departure preparation, orientation, in-country immersion and culminating project. Topics may include STEM, history, religion, geography, philosophy, literature, anthropology, sociology, culture, fine arts, culinary, language, environment, sustainability and other relevant topics. The course includes a short-term study abroad experience, international internship or service learning component with additional fees for travel. Credits: 3 Hours: Directed Elective. Consent of the Global and International Programs Office is required.

## Health Information Management

**HIM 1121 Introduction to Healthcare - (F).** Detailed investigation of the history and development of the health information management profession. Career opportunities, ethics, history, and functions of the health information management profession in relationship to the healthcare delivery system. Overview of health information systems used to identify, file, and store patient health information

**HIM 1133 Health Data Content - (F).** Introduction to data collection methods for health information systems including structure, content, and standards. Study of the datasets and databases used in various health care settings. Overview of the creation and maintenance of health information disease registries and indexes.

**HIM 1143 Introduction to Coding - (F).** Introduction to classification systems both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Ethical coding and compliance issues. Prerequisite: BIOL 2214 Prerequisite or Co-requisite: AHSC 1403

**HIM 1213 Disease Pathology - (F, S, SUM).** Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease.

**HIM 2243 ICD 10 CM/PCS Coding - (S).** International Classification of Diseases (ICD) code assignment. Use of appropriate coding guidelines and federal, state, and local compliance standards for diagnoses and procedures. Application of diagnostic and procedural codes for inpatient, outpatient, and ambulatory settings. Introduction of references and software to assist in code assignment. Prerequisite: BIOL 2214 Prerequisites/Corequisites: BIOL 2224, HIM 1213, AHSC 1403.

**HIM 2312 Clinical Internship I - (Sum).** The student will be given the opportunity to compare the educational experience of previous advanced courses with onsite and on-campus laboratory learning experience. Affiliation may be in local hospitals, long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing services. Full-time participation of the student is required.

**HIM 2413 Management in HIM - (F).** Principles and practices essential to the efficient use of human, financial, and physical resources within health information systems. Focus on roles and responsibilities applicable to practice as a health information team performing planning, organizing, directing, and controlling functions.

**HIM 2423 Procedure Coding - CPT - (F).** In-depth exposure to CPT (Current Procedural Terminology) coding, reimbursement trends, guidelines, and coding from source documents. Application of current evaluation and management documentation guidelines. Emphasis on surgical procedures. Appropriate assignment of CPT and HCPCS (Healthcare Common Procedural Coding System) Level II modifiers. Introduction to computerized encoders. Prerequisite: BIOL 2214 Prerequisites/Corequisites: BIOL 2224, HIM 1213, AHSC 1403.

**HIM 2432 Health Care Legal and Ethical Issues - (F).** Legal aspects of health records and health information management. Application of general principles of law as related to health information management. Emphasis on regulations regarding protected health information, patient privacy, and patient confidentiality. Types of patient authorizations and procedures for access and release of protected health information.

**HIM 2513 Quality & Performance Improvement - (S).** This course introduces students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standard are included, as well as a review of the Federal Government's role in health care and accreditation requirements of various agencies.

**HIM 2523 Health Care Statistics - (S).** Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display.

**HIM 2543 Health Care Billing and Reimbursement - (S).** An overview of the medical

billing profession, the claims process, and federal billing guidelines. Study of major medical third-party payers including coverage offered, client eligibility and reimbursement methodologies. Prerequisite: BIOL 2214. Prerequisites or Corequisites: BIOL 2224, HIM 1213, AHSC 1403

## **Heating, Ventilation, and Air Conditioning (HVAC)**

**HVAC 2004 Fundamentals of Indoor Air Sys - (F, S).** This interactive hybrid course introduces students to indoor air systems. Students will utilize on-line training for learning theory, fundamentals, tools, equipment, and instruments proper use and safety. Students will learn and demonstrate hands-on competencies in the lab refrigerant recovery and management, lubrication, leak testing, evacuation, changing, and trouble-shooting. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

**HVAC 2014 Cntrls as Applied Ind Air Sys - (F, S).** This interactive course introduces students to electricity and controls as applied to indoor air systems. Students will utilize on-line training for learning theory, fundamentals, tools, equipment, and instruments proper use and safety. Students will learn and demonstrate hands-on competencies in the lab: electric motors and controls, electrical components and trouble-shooting. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

**HVAC 2024 Applied Indoor Air Systems - (F, S).** This interactive hybrid course introduces students to various indoor air systems. Students will utilize on-line training for learning theory, fundamentals, tools, equipment, and instruments proper use and safety. Student will learn and demonstrate hands-on competencies in the lab: gas heating, heat and heat pump applications, comfort systems and energy design, air distribution layout and sizing, cooling system operations, and trouble-shooting. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit. Prerequisites: HVAC 2004 and HVAC 2014.

## **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.

**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 1043H World Civilizations from 1500 Honors. (S)** This survey of World Civilizations offers students a global and comparative perspective on the development of civilization since 1500. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**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 2053H Arkansas History Honors - (On Demand)** A study of the political, economic, social, and cultural development of Arkansas from the pre-Columbian era to contemporary times. Themes of emphasis will vary. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**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 2073H - 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.

**HIST 2083 Introduction to Public History - (F, S)** This course serves as an introduction to the field of public history for students who are exploring career options and for others whose careers may touch upon this field. This is an overview of the practice of history in public venues intended to provide students with knowledge of such historical practice and the tools to explore chosen specialties.

## 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 - (F, S, Sum).** Discussion of health and safety problems with emphasis on the promotion of individual health and safety concepts.

**HLSC 2103 Nutrition in Health - (F, S, Sum).** The functions of food, body processes and optimum diets in relation to health and physical fitness.

**HLSC 2201 Special Topics - (F, S).** The primary mission of the Health Science "Special Topics" program is to educate students in various areas of health that are specific not only to the collegiate population, but to all learners nationwide. Education in these areas can promote optimal wellness, build self-esteem and confidence, prevent premature death due to illness and disease, reduce unintentional injury and chemical dependency. The goals are not only to educate, but provide practical application techniques and strategies to significantly improve participants' quality of life and the lives of others they contact.

## 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 food service 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, S).** 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. Prerequisite: HOSP 1003.

**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 1613 Introduction to Event and Meeting Planning - (S).** This course provides students with a practical introduction to the strategies and techniques event-planning professionals use to bring people together for meetings, conventions and non-traditional events.

**HOSP 1803 Travel and Tourism - (F, SUM).**



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. Prerequisites: HOSP 1003.

**HOSP 2003 Beverage Management - (S)** 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 include identification and usage, purchasing, responsible alcohol service. Prerequisite: HOSP 1003.

**HOSP 2103 Hospitality Layout & Menu Design - (F)**. 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 Prerequisite: HOSP 1003.

**HOSP 2203 Revenue Management and Cost Control - (F, S)**. This course introduces the fundamentals of accounting and purchasing through examples from hotels, restaurants, and clubs. This course reveals how vital accounting and proper purchasing practices are in assisting managers of hotels and restaurants in developing budgets, controlling cash flow and inventory, reaching profit and cost control goals, and making effective business choices based on the numbers that affect daily operations. Prerequisite: HOSP 1003.

**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 practical work outside of the standard classroom with local hospitality operations. Prerequisites: CULY 1003, HOSP 1003, HOSP 1103.

**HOSP 2403 Hospitality Internship - (F, S, SUM)**. This course encompasses a supervised work experience 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. The internship requires 250 verified work hours. Prerequisite: Permission from Program Director

## Horticulture

**HORT 1103 Plants in the Home Environment - (S, On Demand)**. 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. Lecture 2 hours and Laboratory 2 hours per week.

**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 - (On Demand)**. 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 2 hours and Laboratory 2 hours per week.

## Homeland Security/Emergency Management

**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 - (F, S).** 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. 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 - (F, S)** This course allows the student to complete 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. Courses are offered through Distance Learning.

**HSEM 1163 FEMA II - (F, S).** This course is an eight (8) week course 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 Courses online. Prerequisite: HSEM 1063.

**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 -**

**(F, 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 2003H Introduction to Gender Studies Honors - (F).** Introduction to Gender Studies Honors will explore cultural constructions of gender and sexuality using a variety of media, including, but not limited to, literature, film, and architecture. This is an honors course. There will be a capstone project. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: ENGL 1013 or ENGL 1013H with a B or better.

## 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 Global Marketing – (On Demand).** This course will focus on issues related to global marketing and their impact on strategies for successful commerce in a global environment.

**INTB 2063 Global 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.

**INTB 2083 Global Perspectives – (On Demand).** This is a course to provide broad overview of current global economic, political and socio-cultural events and perspectives that affect global business. Using a variety of resources, students will analyze and discuss the impact of current events on global business activities, such as sourcing from overseas, problem management, foreign operations structures, ethics and legal issues, currency issues, and retail culture in other countries.

## 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 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.

**JOUR 1061 Student Newspaper Lab - (F,S).**

Students may earn credit for participation on the staff of a student publication. Emphasis will be on news gathering, news and feature reporting, design and layout, and meeting deadlines. May be repeated for a maximum of 3 credit hours.

**JOUR 2061 Newspaper Layout & Design - (On Demand).** This course is aimed primarily at layout and design for newspapers. Students will be taught Adobe InDesign. The weekend class will meet four (4) Saturdays in succession for four (4) hours each class meeting.

**JOUR 2163 Journalism Internship- (On Demand).** The journalism internship allows students to gain on-the-job training and experience in a media-related workplace or environment approved by the internship instructor. Developed as a "contract" agreement between the student and a "host," the internship offers practical experience supporting upper-division college studies or career entry. Students must complete a minimum of 90 hours supervised work by arrangement. Prerequisite: JOUR 1023 and 1053 with a C or better.

## 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, S).** 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 2162 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, S).** 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, S).** 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, S).** 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 - (F, 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 2713 Bankruptcy Law- (S).** This course presents fundamental concepts of bankruptcy law, including the different types of bankruptcies and the substantive/procedural aspects of bankruptcy petitions, hearings, discharges and remedies. Emphasis will be on the paralegal's role, and the students will become familiar with and draft necessary documentation.

**LEGL 2753 Wills, Trusts, and Probate - (F, 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 - (F, 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 291V 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.*

**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 0023 Developmental Math - (F, S, SUM on demand).** 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. This course is offered in a computer-assisted format. This course format the student to test out of topics in which they are already proficient and proceed through at least one (but up to all three) of Pre-Algebra, Beginning Algebra, Intermediate Algebra during a single semester. No prerequisite.

**MATH 0053 Beginning Algebra - (F, S, SUM).** This developmental algebra course covers solving linear equations and inequalities, graphing lines, slope, linear modeling, introduces function concepts including domain and range, function notation, and evaluating functions, solving systems of linear equations in two variables, exponential properties, polynomial operations, and interwoven modeling and problem solving. Prerequisites: MATH 0013 Pre-Algebra with C or better or MATH 0023 Developmental Math with appropriate module completion, or appropriate Compass scores.(See Placement Chart).

**MATH 0063 Algebra I - (F, S, SUM, On Demand).** This course is computer assisted and will build on a strong number sense. Solving linear equations and inequalities, graphing lines, slope, linear modeling, introduces function concepts including domain and range, function notation, and evaluating functions, solving systems of linear equations in two variables, exponential properties, polynomial operations, and interwoven modeling and problem solving. If working quickly, it moves on through factoring, exponential, radical, and rational expressions quadratic, radical, rational equations and compound inequalities with further study of functions and graphs,

including quadratic and other basic functions. This course format allows the student to test out of topics in which they are already proficient and proceed through at least one (but up to both) of Beginning Algebra, and Intermediate Algebra during a single semester. Prerequisite: MATH 0013 with a C or higher, or MATH 0023 with a C-7 or higher, or appropriate placement scores equivalent to those for Beginning Algebra.

**MATH 0073 Algebra II - (F, S, SUM, On Demand).** This course is intended for students who successfully completed the content modules from MATH 0063 and need to move on to the next set of content modules to complete their developmental algebra sequence. This course will build on that number sense and those Algebra I topics to cover factoring, exponential, radical, and rational expressions quadratic, radical, rational equations and compound inequalities with further study of functions and graphs, including quadratic and other basic functions, and emphasizes interwoven problem-solving. This course format allows the student to test out of topics in which they are already proficient. Prerequisite: MATH 0053 with a grade of C or higher or MATH 0063 with a grade of C13 or higher or appropriate placement scores equivalent to those for Intermediate Algebra.

**MATH 0103 Intermediate Algebra - (F, S, SUM).** This developmental algebra course covers factoring, exponential, radical, and rational expressions; quadratic, radical, rational equations and compound inequalities; further study of functions and graphs, including quadratic and other basic functions; and interwoven relevant problem solving. Prerequisites: MATH 0053 with a C or better, appropriate module completion in MATH 0063, or appropriate placement scores. (See Placement Chart)

**MATH 1001 Special Topics for Math for AAS - (On Demand).** Allows students who have completed MTCM 1003, Communication and Math for the Workforce, to complete their remaining AAS degree specific modules from MATH 1003 that were not covered in MTCM 1003. MATH 1003 Math for AAS General Education contains modularized mathematics curriculum. Upon entry, students who have completed MTCM 1003 will have already completed some of these modules. Completion of both MTCM 1003 and MATH 1001 will result in substitute equivalency credit from MATH 1003. Students can only apply MTCM 1003 and MATH 1001 or MATH 1003, but not both, toward AAS degrees. Prerequisite: MTCM 1003.

**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 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 Placement Chart).

**MATH 1203 College Algebra - Accelerated - (F, S).** This course covers the same content as MATH 1204, but at an accelerated pace. Prerequisites: ACT 23 or equivalent COMPASS score (See Placement Chart) or an A in Intermediate Algebra (Math 0103 or Math 0114).

**MATH 1204 College Algebra - (F, S).** This course is an overview of the fundamental concepts of algebra with an emphasis on the study of functions. These functions include (but are not limited to) linear, quadratic, polynomial, square root, absolute value, rational, exponential, and logarithmic. Additional topics include equations and inequalities related to the function types, systems of equations and inequalities, matrices, and sequences and series. Technology will be used to supplement and enhance understanding. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisites: ACT 21 or equivalent COMPASS scores (See Placement Chart) or Intermediate Algebra (Math 0103 or Math 0114) with a grade of C or higher.

**MATH 1204R College Algebra with Review- (F, S).** This course covers the same content as Math 1204 but at a slower pace with additional support. Students will be required to spend a total of 15 hours outside of class in the math center or other instructor-approved locations receiving tutoring. Prerequisite: ACT 19 or equivalent COMPASS score (See Placement Chart) or

Intermediate Algebra (Math 0103 or Math 0114) with a grade of C or higher.

**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 Placement Chart). NOTE: No credit can be given for those who have completed MATH 1204 and/or MATH 1213.

**MATH 1313 Quantitative Literacy - (F, S, SUM, On Demand).** The overarching goal of Quantitative Literacy is to provide students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. Using mathematical reasoning involving critical thinking and quantitative communication, students will solve problems in personal, state and national finance, statistics and probability, mathematical modeling, and quantities and measurement. Content and its presentation will be based in the context of everyday life and meet general education requirements. Prerequisites: MATH 0103 with a grade of C or better, or MATH 0073 with a grade of C18 or better, or ACT 19, or COMPASS of 41 on the Algebra portion.

**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 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 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 in Liberal Arts and Sciences degree at NWACC. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See 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 in Liberal Arts and Sciences 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 Placement Chart).

**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 2584 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 II (MATH 2564) 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 1074) 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. Class will meet four hours a week including lecture and drill. Prerequisite: PHYS 2054 Advanced College Physics I and MATH 2574 Calculus III (MATH 2574 may be taken concurrently).

**MEEG 2013 Dynamics - (F, S).** Kinematics and kinetics of particle and of rigid bodies work and energy impulse and momentum, and special topics. Class will meet 4 hours a week, drill included. Prerequisite: MEEG 2003

**MEEG 2403 Thermodynamics - (F, S).** The course is intended for potential engineering students in the second year of study. It is the study of the first and second laws of thermodynamics, availability of energy, properties of liquids, gases and vapors nonflow and flow processes. Class will meet four hours a week including lecture and drill. Prerequisite: PHYS 2054 and MATH 2564 with a grade of C or higher.

## 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 Entrepreneurship in Action - (F, S).** A project driven course aimed at developing solutions that address economic, environmental, and social needs both locally and abroad. Students will participate in self-directed service projects in which they will apply knowledge obtained from coursework and in turn will develop both leadership and teamwork skills necessary for today's marketplace. (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.

## 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, repelling, 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. Co-requisite: 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.

## Math and Communication

**MTCM 1003 Communication and Math for Workforce Readiness - (F, S, SUM on demand).** MTCM 1003 is a unique course designed to meet the



needs of students in certificate programs for technical careers and other immediate workforce needs. The course will include a review of basic arithmetic skills such as ratios, proportions, percents, and metric conversions. Focusing on applications of these topics, as well as instruction in and the practice of oral and written communication skills for use in various professions. Specifically, the course will ask students to write about and present their mathematical findings in the form of professional skills, such as organizational skills and time management, professional image, the job search process, interviewing, report writing, presentation delivery and problem-based collaborative learning. This is a very application oriented course. The course includes a portion of the curriculum modules found in MATH 1003. Completion of MTCM 1003 and subsequent completion of MATH 1001 will allow for substitute credit for MATH 1003 Math for AAS General Education. Prerequisites: MATH 0013 or MATH 0014 or placement into Beginning Algebra.

## 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 1033 Pop Composition - (S, On Demand).** Lecture and lab for popular music composition. Students will study the pop music theory and write pop songs for performance.

**MUSI 1101 Chamber Singers I- (F, S).** An auditioned mixed voice choir. Rehearse/perform standard choral repertory as well as some popular standards. Students may audition after registration. May be repeated once for credit.

**MUSI 1111 Chamber Singers II - (F, S).** A continuation of Chamber Singers I. Auditioned mixed voice choir. Rehearse/perform standard choral repertory as well as some popular standards. Students may audition after registration. May be repeated once for credit.

**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 I- (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 I - (F, S).** One hour private lesson per week extra fee charged. For intermediate-to-advanced students. May be repeated for credit. Prerequisites: MUSI 1221 or consent of

instructor.

**MUSI 1232E Private Piano (Elective) - (F, S).** One hour private lesson per week extra fee charged. For non-music-majors. May be repeated for credit. Prerequisites: MUSI 1221 or consent of instructor.

**MUSI 1241 Private Piano II - (F, S, SUM).** Continuation of Private Piano I. One-half hour private lesson per, week extra fee charged. May be repeated once for credit. Prerequisites: MUSI 1231 or consent of instructor.

**MUSI 1242 Private Piano II - (F, S).** A continuation of Private Piano I. One hour private lesson per week, extra fee charged. For intermediate-to-advanced students. May be repeated once for credit. Prerequisites: MUSI 1232 or consent of instructor.

**MUSI 1232 Private Piano I- (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 I - (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. May be repeated once for credit.

**MUSI 1351 Jazz Band II - (F, S).** Jazz Band II is a continuation of Jazz Band I. 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 materials 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. May be repeated once for credit.

**MUSI 1331 Private Voice I - (F, S, SUM).** One-half hour private lesson per week; extra fee charged. May be repeated for credit .

**MUSI 1332 Private Voice I - (F, S).** One hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1341 Private Voice II - (F, S).** A continuation of Private Voice I MUSI 1331. One-half hour private lesson per week extra fee charged. May be repeated once for credit.

**MUSI 1342 Private Voice II - (F, S, SUM).** A

continuation of Private Voice II MUSI 1341. One hour private lesson per week extra fee charged. May be repeated once for credit.

**MUSI 1381 Basic Vocal Skills - (F, S).** Basic Vocal Skills Class is for students interested in learning fundamentals of singing. Students learn the structure and function of the voice through applied study of posture, breath management, flow phonation, jaw and mouth positioning and resonance. Students also explore musicianship, text, and diction as they perform song selections.

**MUSI 1411 Private Guitar - (F, S, SUM).** One half-hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1422 Private Guitar I - (F, S).** One hour private lesson per week; extra fee charged. May be repeated once for credit.

**MUSI 1431 Rock Band I - (F, S).** Rock band is a performance based lab that deals with the techniques needed to perform popular music styles in a band setting. Students will be grouped into ensembles and assigned music to learn and perform at several showcases throughout the semester. Students will supply instruments and should be able to play at an intermediate-to-advanced level. Music reading skills, while not required for the course, would be beneficial. Prerequisites: Consent of instructor. May be repeated once for credit.

**MUSI 1432 Private Guitar II - (F, S).** One hour private lesson per week; extra fee charged. May be repeated once for credit.

**MUSI 1441 Rock Band II - (F, S).** A continuation of Rock Band I 1431. Rock band is a performance based lab that deals with the techniques needed to perform popular music styles in a band setting. Students will be grouped into ensembles and assigned music to learn and perform at several showcases throughout the semester. Students will supply instruments and should be able to play at an intermediate-to-advanced level. Music reading skills, while not required for the course, would be beneficial. Prerequisites: Consent of instructor. May be repeated once for credit.

**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 I - (F, S).** One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1232 Private Piano or consent of instructor.

**MUSI 1522 Private Organ II - (F, S).** Continuation of Private Organ I. One hour private lesson per week extra fee charged. May be repeated once for credit. Prerequisites: MUSI 1512 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 2201 Chamber Ensemble I (F, S).** An auditioned mixed voice ensemble. Students must also be enrolled in Chamber singers MUSI 1101. Students may audition before or after registering for this course. May be repeated once for credit.

**MUSI 2211 Chamber Ensemble II (F, S).** A continuation of Chamber Ensemble I MUSI 2201. An auditioned mixed voice ensemble. Students must also be enrolled in Chamber Singers I MUSI 1101 or Chamber Singer II MUSI 1111. Students may audition after registration. May be repeated once for credit.

**MUSI 2301 - Guitar Ensemble I - (F, S).** A performing ensemble of varying number of guitarists. Rehearsing 3 hours weekly, the group will rehearse and perform a variety of musical styles both on and off campus. May be repeated once for college credit. Prerequisite: Consent of Director.

**MUSI 2311 - Guitar Ensemble II - (F, S).** A continuation of Guitar Ensemble I, this is a performing ensemble of varying number of guitarists. Rehearsing 3 hours weekly, the group will rehearse and perform a variety of musical styles both on and off campus. May be repeated once for college credit. Prerequisite: Consent of Director.

**MUSI 2401 - Stage Band for Musical Theatre-(On Demand).** Practical and performance experience with musical theatre ensemble. The student will learn, through rehearsal and performance, the basic elements of music in a theatrical context.

**MUSI 2471 - NWACC Vocal Jazz- (F, Sum).** NWACC Vocal Jazz is a small, ensemble for students wishing to study jazz singing and improvisation. The group will offer public performances each summer.

**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.

**MUSI 2911 Private Organ 1 - (SUM).** One-half hour private lesson per week, extra fee charged. Instruction may focus on literature for church musicians. May be repeated once for credit.

## Networking

**NTWK 1002 Networking Math (Cyber Skills I) - (F, S, Sum).** This course teaches students to gain the necessary academic, mathematical, communication, and professional skills to succeed in computer technology careers. Students completing this course will have begun the preparation necessary for success in industry-recognized certifications. Prerequisite: Successful scores on benchmark tests.

**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: NTKW 2103 (Outside lab time will be required.)

**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: NTKW 2103. (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: NTKW 2103 and NTKW 2023 or consent of instructor. (Outside lab time will be required.)

**NTWK 2153 Microcomputer Software Support - (F, S, Sum).** Learn to install, configure, and maintain current operating systems and document common software issues while applying trouble shooting skills. Develop the skills to provide appropriate customer support. This course addresses the core material of the CompTIA A+ objectives.

**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, NTKW 2103, NTKW 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, NTKW 2103, NTKW 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, NTKW 2103, NTKW 2023, NTKW 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 Electronic Classroom Component. Prerequisite: NTKW 2103 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 Electronic Classroom Component. This course will require additional outside lab time. Prerequisite: NTKW 2103 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 Electronic Classroom Component. This course will require additional outside lab time. Prerequisite: NTKW 2103 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.

### **NTWK 2701 Cyber Capstone-Final Project**

- (F, S, Sum). This course teaches students to create a network design and implementation project to be jointly agreed upon by the student and the faculty member. The project includes major process of product lifecycle such as data gathering and analysis, needs assessment, planning, designing, testing, implementation, documentation, etc., in addition to actually building a simulated network using existing equipment. Prerequisite: NTWK 1002 and OSIM 1102 and OSIM 1202 and NTWK 2053 and NTWK 2153 and NTWK 2013 and NTWK 2083 and NTWK 2213 and NTWK 2223 and NTWK 2263.

## **Nursing**

Enrollment in all nursing courses is by permission of the Department of Nursing.

**NURS 2301 Nursing Trends and Issues I - (F, S, SUM) (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. Prerequisite: Enrollment only by permission from the Department of Nursing.

**NURS 2302 Nursing Trends and Issues II-(F, S, SUM) (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.

**NURS 9106 LPN to RN Transition - (S).** This course allows educational mobility and facilitates the transition of LPNs to a level consistent with the 2nd year NWACC nursing students. The content of this course builds on a core of common knowledge/skills identified from previous nursing education. The LPN is introduced to the philosophy and organizing structure of the NWACC Nursing Program and roles and competencies of the Associate Degree RN. Emphasis is placed on utilization of the nursing

process, biopsychosocial needs, physical assessment, principles of teaching/learning, communication skills, pharmacology, disorders and nursing implications associated with: fluids and electrolytes, respiratory system, gastrointestinal system, and endocrine systems. Advanced psychomotor skills will be emphasized. Legal and ethical issues related to nursing practice are addressed. The normal aging process and characteristics of older clients, their biopsychosocial needs, health promotion, theories of aging and other geriatric care issues are included in course content.

**NURS 9108 Fundamentals of Nursing - (F, S, SUM).** 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 9206 Nursing Care of Adults I - (F, S).** 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 9208 Bridge to RN - (F).** Bridge to AD nursing provides an advanced placement entry option for students with prior experience in health-related fields. This course covers fundamental and basic medical/surgical theory with application to diverse adult patients experiencing acute and chronic illnesses, requiring medical/surgical interventions. The course incorporates communication, collaboration, caring, and clinical reasoning nursing judgement necessary for safe, patient-centered nursing care to diverse adult patients experience acute and chronic

illnesses, requiring medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Nursing skills labs are focused on fundamental nursing skills and basic medical/surgical nursing skills. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of health care settings. Prerequisite: MATH 1204 or MATH 1103 or MATH 1003, and BIOL 2214 and BIOL 2224 and MBIO 2014 and ENGL 1013 and PSYC 2003.

**NURS 9213 Psychiatric/Mental Health Nursing - (F, S, Sum).** Essentials of Psychiatric/Mental Health Nursing provides for the acquisition and application of psychiatric/mental health nursing theory, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to diverse patients experiencing common mental health conditions/disorders. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisite: NURS 9108 Fundamentals of Nursing and PSYC 2003 General Psychology. Co-requisite: NURS 9206 Nursing Care of Adults I.

**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 9316 Nursing Care of Adults II - (F, S, SUM).** 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 9323 Nursing Care of Childbearing Families - (F, S, Sum).** Nursing Care of Childbearing Families applies nursing theory to the care of childbearing families. The course incorporates communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to women, newborns and their families. Integrates evidence-based practice, quality improvement, professional standards and legal/ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisite: Nursing 9108 Fundamentals of Nursing, 9206 Nursing Care of Adults I, 9213 Psychiatric/Mental Health Nursing and PSYC 2103 Human Growth and Development.

**NURS 9404 Nursing Care of Persons with Psychosocial Stressors - (F, 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 - (F, 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 9423 Family Centered Pediatric Nursing - (S, Sum).** Family Centered Pediatric Nursing applies nursing theory to the care of children and their families. The course incorporates communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to children and their families. Integrates evidence-based practice, quality improvement, professional standards, and legal/ethical responsibilities for the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisite: Nursing 9108 Fundamentals of Nursing, 9206 Nursing Care of Adults I, 9213 Psychiatric/Mental Health Nursing and PSYC 2103 Human Growth and Development.

## Occupational Living Skills

**OLS 1013 Communication in the Workplace- (F).** This course develops and improves fundamental communication skills. After completing the course students can expect to better understand the communication process and how to participate effectively in that process. Learning how to effectively communicate in the workplace, how to communicate assertively with co-workers, supervisors and customers is an important part of the class. Role-play will be used to help students practice effective communication. During this course students will build two projects, an oral presentation and a PowerPoint presentation. Both presentations focus on each student's individuality, specifically on their skills/abilities, interests, values and what the student imagines his/her life could be after graduating from college. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1072 Healthy Relationships- (S).** The framework for this course is based on the concept of Social Thinking© to develop successful relationships with others. Students will learn how to use perspective talking and communication strategies to improve social interactions within peer groups and in stressful situations. Students will focus on understanding point of view, behavior mapping, conflict resolution and friendship strategies. Course topics will be related to typical social scenarios and challenges specific to young adults with disabilities. Prerequisite: Acceptance into the Occupational Life Skills Program

**OLS 1103 Learning Strategies- (F).** The focus of the Learning Strategies course is to support critical thinking and to improve reading comprehension and written expression to achieve academic success at the college level. Students will determine preferred learning style and organizational strategies that improve academic performance and enable them to articulate their educational needs to others. Furthermore, students will apply these critical thinking strategies to effectively submit assignments, manage responsibilities and collaborate with others. Students will gather information on the Multiple Intelligence theory from a variety of learning materials and online sources to write an essay assignment. Self-determination and disability disclosure activities are integrated throughout the course to empower students and build confidence. To culminate the course, students will publish a personalized handbook of critical learning strategies for achievement in further academic courses. Prerequisite: Acceptance into the Occupational Life Skills Program

**OLS 1112 Computer Fundamentals- (F).** This course provides students with fundamental computer application skills in order to use technology in daily life and occupational situations. Students will learn to use student e-mail accounts, Canvas, and student portal to access and retrieve information. They will

also demonstrate and identify basic operations of a personal computer system. Students will use Microsoft Office applications to create documents, spreadsheets and presentations. They will also learn to navigate and work with files and folders in multiple windows and demonstrate the use of shortcut keys. Furthermore, students will critically think and problem solve using Office Help software tools to determine best solutions for simple computer related problems and circumstances. By the end of the course students will have a portfolio consisting of professional letters and e-mails, stylish templates and tables along with a resume with cover letter for future use. Prerequisite: Acceptance into the Occupational Life Skills program

**OLS 1302 Critical Thinking Through Science- (S).** This class is a base camp for exercising and stretching our minds. It is designed to give students knowledge about key concepts in science, how they are linked and the ability to apply this information to real world issues in their own lives. In this class students will gain what is called science literacy. This means students will develop critical thinking skills that they can use to address real world science based issues. Students also develop the ability to evaluate arguments based on evidence. The final project for this course will be to find an everyday life problem/question and use the scientific method to apply logical conclusions for the process. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1313 Nutrition Health & Fitness- (F).** The Nutrition, Health and Fitness course focuses on overall wellness and the application of healthy living practices. Using interactive tools and current health resources, you will develop an understanding of nutritional guidelines, food handling safety techniques and create physical activity plans to reach your health goals. Students will create personalized weekly and daily menu plans based on healthy food choices and nutritional guidelines. Students will also be required to establish physical activity goals and track fitness achievements over the semester. In addition students will reflect on body image, societal influences on health matters and will self-determine access points for health services within our broader community. Online research projects will include such topics as mental health, stress management and eating disorders. Throughout the quarter students will actively participate in events that demonstrate skills and knowledge of kitchen safety, menu planning and maintaining healthy lifestyle choices. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1323 Critical Thinking Through Writing & Media- (F).** Writing, news and media communication are often based on life situations and are a vital means of communicating our needs, desires and ideas as well as the worlds. This course will address everyday situations as well as writing for fun.

Writing assignments will require descriptive, narrative, explanatory, creative and personal writing. Emphasis will be on conveying what is meant by the writer based on the purpose for writing. News and media sources will be used to analyze the different modes of written communication, the purpose of the written communication, and the credibility and reliability of the written communication (news). There will be an emphasis on developing daily practices of getting and assessing the news as well as how to use it in decision-making. Students will learn how they can use writing, news and media to empower active citizenship. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1342 Disability Awareness - (F).** The Disability Awareness course is designed to increase general understandings of disabilities and to self-determine disability related needs, through research and reflection. Through the lens of advocacy, you will study the historical progression of the disability rights movement and disability pride within our community. In addition, you will understand the purpose of disability disclosure and practice disclosure in order to receive appropriate accommodations, contact community partners and describe your disability to others with confidence. This course will better prepare you for self-advocating in the community and at the workplace. Prerequisite: Acceptance into the Occupational Life Skills program.

**OLS 1402 Human Sexuality & Body Awareness - (S).** The Human Sexuality course will focus on physical and emotional awareness, as it pertains to self-care and sexual function. Course outcomes also include understanding sexual identity, sexual activity and maintaining healthy sexual relationships. Students will be expected to discuss, research and present sexual health matters during class time and in reflective writing pieces. Prerequisite: Acceptance into the Occupational Life Skills program.

**OLS 1433 Self-Determination - Career Portfolio - (S).** This course will help students effectively promote their skills and competencies through the creation of a personalized portfolio to document their education, training, work experience, contributions, and special accomplishments. Students will identify their Dependable Strengths and plan SMART goals that reflect their personality and will help to meet life plans. Within peer groups, students will apply assertiveness techniques to articulate wants, needs and aspirations, as it pertains to life goals. Students will outline goal oriented action plans and present creative dream print projects during a final presentation. The portfolio will continue to be added to throughout the OLS program as they continue their career pathway planning. In addition, Johnny Bunko (a graphic novel) will be read to emphasize their own personal strengths and plans when choosing

a career pathway. Prerequisite: Acceptance into the Occupational Life Skills program.

**OLS 1442 Career Exploration - (S).** Students will use materials and data from OLS 1433 (Self Determination-Career Portfolio), assess interests, skills and strengths as related to Career Clusters in order to identify jobs that match each student's preferred career pathway. Through research and informational interviews students will narrow their career choices to a primary and 1-2 alternates. Students will create/update a resume tailored to their primary career choice. Finally, students will set next steps for their career pathway development. Prerequisite: Acceptance into the Occupational Life Skills Program and OLS 1013, OLS 1103, and OLS 1433.

**OLS 1462 Citizenship - (S).** The purpose of this course is for students to learn how to engage in their community as a citizen. Students will learn how democracy in the United States began as a grounding for citizen engagement. Next students learn how laws are made and enforced. Third students learn the rights and responsibilities of an engaged citizen. Finally students will participate in a community activity where they experience self-advocacy around a disability issue they are passionate about. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1501 Strength & Fitness - (On Demand).** Students use a variety of fun and innovative techniques such as resistance and cardio exercises to build endurance and core strength. Emphasis is on overall physical conditioning for both strength and flexibility using the Swiss ball tubing, and/or other equipment. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1511 Self Defense for Mind & Body - (On Demand).** Develop body awareness with basic knowledge about and applications of self-defense including hand and foot techniques, blocks, defense zones, and the eight directional movements. Explore techniques for conflict resolution and philosophy. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1521 Ta Chi for Mind & Body - (On Demand).** Tai Chi is part of several overarching goals of the Venture Program including self-advocacy, self-determination, self-awareness, and the linkage between cognitive processing and the body. This course is offered to familiarize the students with body physiology, methodology of Tai Chi, and overall body fitness. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1531 Qigong for Mind & Body - (On Demand).** Increase body awareness through basic knowledge and applications of Qigong including hand and foot techniques, slow coordinated movements, meditation, and breathing techniques. Emphasis on



kinesthetic awareness of muscles and bones, flexibility, Qigong theory, and stress reduction. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1541 Martial Arts for Mind & Body - (On Demand).** Martial Arts are part of several overarching goals of the Venture Program including self-advocacy, self-determination, self-awareness, and the linkage between cognitive processing and the body. This course is offered to familiarize the students with body physiology, methodology of self-defense, and overall body fitness. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1551 Yoga for Life Balance - (On Demand).** The purpose of this class is to focus the mind and the body in the same place at the same time and cultivate an awareness of who we are (how we feel, how we present ourselves, how we apply ourselves, how we relate to ourselves) in any given pose. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1582 Introduction to the Theatre - (On Demand).** This course explores the theatre experience from a variety of perspectives including the audience, the playwright, the actor, the designer, and the director. The course provides skills to become an informed audience member, make theatre a lifelong entertainment choice and explores the many options for future work or play in the theatre. Students will learn to define all roles in the theatre, the purpose of theatre, and even dabble in jobs of actors, directors and designers. Prerequisites: Acceptance into the Occupational Life Skills Program.

**OLS 1592 Introduction to Acting - (On Demand).** This course introduces students to the basic techniques and tools used by actors. Moving from improvisation to monologue work, students will learn warm ups and theatre games (which develop important skills for acting such as listening, focus, communication, observation, decision making, expressiveness, collaboration and creative thinking) as well as vocal, physical and emotional awareness. Students will also learn about working with acting partners and character development including an understanding of objectives, obstacles and tactics and how to apply them to text. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1602 Visual Thinking I - (On Demand).** This course introduces students to ways of seeing, understanding and creating art. Visual Thinking Strategies and Aesthetic Scanning are practiced, both are methods in which to view and talk about art. Various artists, Art Elements and Principles of Design are introduced. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1612 Visual Thinking II - (On Demand).** This course will introduce and reinforce visual thinking

through art concepts in art. Aesthetic Scanning and Visual Thinking Strategies will be practiced in learning to see, understand and appreciate art. Projects will cover a wide range of media and subject matter. Student interest and experiences will be considered. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1622 Radio Theatre - (On Demand).** This is a performance course emphasizing the use of vocal techniques. Exercises are learned that help develop vocal range and clear delivery. Tone, variations, timing and the use of silence are examined. Through the rehearsal and performance of a variety of monologues and scenes, students learn character development and how to portray the character's emotions and intent. You can expect to improve reading and speaking skills, as well as exploring different facets of the human personality. There is a heavy emphasis on sight-reading and basic characterization techniques. The course culminates in a recorded radio production in which all students participate. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1632 Critical Thinking through Film - (On Demand).** This course will provide you with tools to critically view the world of movies. You will view and analyze a variety of international films and make connections between films and world culture. The critical thinking skills developed in this course will help you make more conscious decisions about the world around you. You will examine and describe how films express the world in spatial terms, human interaction, and cultural uniqueness. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1642 Historical Analysis through Film - (On Demand).** View and analyze a variety of non-fiction and historical fiction films. Emphasis on understanding film in society in order to reason, evaluate and connect stories to the real world events and historical figures. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1652 World Culture Analysis Through Film - (On Demand).** This course provides students analytical tools for viewing the world of movies critically. Students view and analyze a variety of non-fiction, and historical fiction films and make connections between films and world culture. The thinking skills developed in this course help students make more conscious decisions about the world around them. Students examine and describe how films express the world in spatial terms, human interaction, and cultural uniqueness. Prerequisite: Acceptance into the Occupational Life Skills Program.

**OLS 1662 Music Appreciation - (On Demand).** People experience music both personally and socially. It is often easy to tell others "if" you like a piece of music, but it can be more difficult to tell others

“why.” This course starts with developing class terms/ definitions that can help you talk about music and its elements. By reviewing music (both live and recorded) through different world cultures and multiple perspectives, you will gain a better understanding on how these terms/definitions can be applied to any type of music in the world. Along with the development of music in these different world societies, this course will also highlight the development of the following: other art, new technology, audience etiquette, different uses of music, historical events, and today’s current climate. This course ends with a working vocabulary for telling others about your musical identity (the music you like and why). Prerequisite: Acceptance into the Occupational Life Skills program.

**OLS 2113 Environment & Our Community-** (F). The purpose of this course is for students to become aware of their environment, both socially and physically, and to analyze their use of environmental resources. Terms and concepts are defined and applied. Students will calculate their environmental footprint, evaluate their use of environmental resources, study ways others reduce their environmental footprint and create a project in which they will reduce their use of environmental resources. Students will then concentrate on their individual responsibilities as contributing citizens. Working collaboratively with local non-profit groups, students will engage in community service projects that highlight the significance of service as a way to connect to and serve their “sense of place”. Prerequisites: Acceptance into the Occupational Life Skills Program, OLS 1013, OLS 1103 and OLS 1302.

**OLS 2143 Office, Computer & Customer Service-** (F). This course is designed to teach students entry-level office computer applications, office procedures and customer service skills used in the workplace. Students practice the skills and techniques using Microsoft Word, Outlook, and Excel © to create documents and manage schedules. Students demonstrate skills in providing good customer service, filing, completing forms, scanning, copying, e-mail, telephone protocol, and money handling. Using the textbook and classroom activities students apply customer service skills in a variety of situations. The Community Activity involves touring a local business that practices outstanding customer service. Students participate in a project throughout the quarter that involves evaluating specific customer service skills, nominating a person for the Sarah Paulson Exceeding Customer Service Award and then presenting the award. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1103, OLS 1112, OLS 1433 and OLS 1442.

**OLS 2182 Individual Study-** (S). The goal of this course is for students to more clearly identify or define their specific career path. The expectation is

that each student will design an individualized project that provides experience in areas not offered by OLS or areas outside of the OLS program expertise. The project must include at least one job site activity (such as, informational interview, workplace observation, and job shadow), research, reflection, and an end of project presentation. Each plan must be specific to the student’s career path and be developed with the help of a faculty/staff panel. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1103, OLS 1433, OLS 1442, OLS 2443.

**OLS 2212 Social Change & Cultural Awareness** - (S). This course is a historical exploration of social change in America from the early 20th century and an opportunity for students to increase personal awareness of and examine his or her own ethnic heritage, identity and cultural values. The United States of America has faced a great deal of transformation since the time of the original tea party and many of the social movements that blossomed from these times of unrest employed strategies and tactics that are still used in campaigns for change today. Through self-exploration of their own cultural backgrounds, students will identify the values, assumptions, and ideas they are working with about the world and other peoples in the world. Students are encouraged to consider the role of their position in society based on race, gender, sexuality, ability etc. and how that might influence their own understanding of the world around them. In doing so, students will identify the broad differences between cultures as well as the shared commonalities that bind people across cultures. Students will explore answers to the following questions: What makes people engage? What are the circumstances that promote change in a society? What can inhibit change? How does cultural identity affect perspective taking? Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1103 and OLS 1323.

**OLS 2213 Personal Finance-** (S). This course focuses on personal money management. Students will establish a foundation of money management knowledge and acquire the tools and skills necessary to live independently. Math and calculator skills will be used to solve personal finance problems and money management scenarios required to live independently. Fundamental Banking concepts are explored including hands-on activities to examine checking and savings accounts, practice writing checks, determine the differences between credit and debit cards, and discuss retirement savings strategies. Students apply math and spreadsheet software skills to personal finance problems such as keeping a checking account and setting up a monthly budget. Students participate in a quarter-long simulation of living independently and maintain a spending journal throughout the quarter. Students keep a spending journal, participate in Life

Sim. Finance concepts include exploring credit card use and misuse, credit ratings, scams and identity theft, Section VIII housing, trust funds, and payroll deductions. Students will create and use a personal budget, develop and articulate their personal money management philosophy, develop a list of people who can assist them with personal finance questions, and set personal financial goals for post-graduation. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1112 and OLS 2143.

**OLS 2311 Workplace Readiness- (F).** This course will help you prepare to enter the workforce. Techniques for communicating effectively within the workplace, interviewing skills in both one-on-one and panel interviews will be examined and practiced. You will utilize your professional network in identifying possible entry level jobs and employers within your career pathway, and explore community resources to search for currently advertised entry level jobs within that career pathway. You can expect to apply critical thinking and problem solving skills learned throughout your previous three years. Being able to evaluate information or a situation, anticipate potential challenges or issues demonstrate initiative and taking action are required of students in order to be most successful in this course. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1013, OLS 1433, OLS 1442, OLS 2443, and OLS 2182.

**OLS 2314 Field Experience I- (F).** This course assists students to successfully participate in an internship and continue developing job search and interviewing skills. Students will explore the hiring process and practice completing job applications and develop a cover letter template. Elements of communication and social awareness will be investigated, including assertive versus aggressive communication, perspective taking and discovering the meaning through how something is said. Students will be expected to maintain no less than ten (10) hours per week at their internship site. Missed hours will be responsibility of the student to make-up. Students will also be required to maintain a daily journal and timesheet. The Internship Coordinator will meet with each student individually in the field to complete field assessments, coaching, accommodations request if applicable, and all manners of support as needed. The Instructor will maintain a working relationship with the Internship Coordinator and both will collaborate in adapting classroom topics specific to the needs of the students. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1013, OLS 1433, OLS 1442, OLS 2443 and OLS 2182.

**OLS 2322 Controversial Issues in the Workplace - (F).** The workplace is affected by changing social attitudes, beliefs, laws, and market trends. Employees who are prepared to enter the workforce should to be able to identify employment

resources, information on employment rights and laws, issues of discrimination, occupational safety, and unique issues facing the Disability Community. In this course we strive to develop informed workers who understand the laws and regulations intended to protect them, as well as the means to take action when needed. Students will critically examine, identify and discuss controversial issues in the workplace through websites, video, text, laws and current news stories. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1013, OLS 1433, OLS 1442, OLS 2443, and OLS 2182.

**OLS 2414 Field Experience II- (S).** This course is designed to assist students in learning how to successfully participate in an internship and to complete their career portfolios demonstrating their education, training, work experience, contributions, and special accomplishments. Resumes and cover letters will be updated. Students will identify job openings in their career pathway by utilizing their personal networks, on-line job search techniques, and community resources available to them. Each student will also develop and present to family and friends a professional PowerPoint presentation reflecting their OLS experiences and senior project at their internship site. Students will be expected to maintain no less than ten (10) hours per week at their internship site. Missed hours will be responsibility of the student to make-up. Students will also be required to maintain a daily journal and timesheet. The Internship Coordinator will meet with each student individually in the field to complete field assessments, coaching, accommodations request if applicable, & all manners of support as needed. The Instructor will maintain a working relationship with the Internship Coordinator and will utilize this during assessments. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1013, OLS 1433, OLS 1442, OLS 2182, OLS 2314, and OLS 2443.

**OLS 2443 Self-Determ in the Workplace- (F).** This course helps students develop tools for being more self-determined. Students explore their strengths and what it means to disclose and ask for accommodations. The pros and cons of disclosure are examined as well as a person's rights and responsibilities for disclosing on the job. Critical thinking is used throughout the course as challenging workplace related problem solving scenarios are completed, while articulating personal work related Dependable Strengths, in discussing how to deal with anger or frustration while at work, and as students prepare for and participate in mock interviews. Students will complete two projects designed to acquaint them with on campus and off campus employment support resources, learn professional job search techniques, and discover ways to explain to an employer why they should be hired. Key activities are the creation of a "60 Second Sell",

establishing and maintaining communication with key personal network contacts, exploring LinkedIn and how to use it appropriately, resume updating, and participating in two mock interviews. Prerequisites: Acceptance into the Occupational Life Skills Program and OLS 1103, OLS 1433 and OLS 1442.

## **Environmental Safety & Health Regulations**

**OSHA 1012 Construction Industry Standard - (F, S).** This course is an introduction to basic safety knowledge for the construction industry. Topics covered include a variety of construction safety and health hazards which may be encountered at construction sites. Students will develop a general understanding about how to properly identify, abate, avoid, and prevent potential job related hazards in the construction industry. Students will receive the 30hr OSHA Construction card upon successful completion of the course. Students can utilize this as a credit course in pursuit of the Certificate of Proficiency in Workforce Readiness. Noncredit students would have the option to complete course for certification and/or be an elective within the Environmental Science degree program. This course is not intended for transfer credit.

**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.

**OSHA 2842 OSHA 30 Hour General Industry - (F,S).** This is a special topics course in occupational

safety and health for OSHA general industry standards. The OSHA 30-hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised to provide a variety of training to workers with some safety responsibility; safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. Passing participants will receive a DOL General Industry Outreach course completion wallet card within 4-6 weeks.

**OSHA 2852 OSHA 30 Hour Construction - (F,S).** This is a special topics course in occupational safety and health for OSHA construction industry standards. The OSHA 30-hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised to provide a variety of training to workers with some safety responsibility safety directors, foremen, and field supervisors the program provides complete information on OSHA compliance issues. Passing participants will receive a DOL Construction Industry Outreach course completion wallet card within 4-6 weeks..

## **Office Systems Integration & Management**

**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 1102 Workplace Communication and Critical Thinking (Cyber Skills II) - (F, S, On Demand).** This course teaches students to present information and ideas about computer networking effectively in various contexts and formats, both written and oral. Students will be able to apply mathematics in context, using appropriate problem solving skills to choose and manipulate formulas, perform operations on mathematical structures, and use number systems. Students will learn how to read, analyze, and utilize technical documents such as network diagrams, symbols, and acronyms commonly used in computer networking. The course will help students design physical and logical computer networks, analyze computer networks to identify failure points and propose solutions to repair the network, and evaluate, interpret, and discuss current technologies and industry trends within a global context. Prerequisite: NTKW 1002.

**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 1202 Professional Skills (Cyber Skills III) - (S, SUM, On demand)**. This course teaches students to present information and ideas about computer networking effectively in various contexts and formats, both written and oral. Students will organize schedule for upcoming day and week using a calendar. They will demonstrate the ability to secure personal and professional information, and recognize the criteria used in determining security clearances. Students will learn key elements of professional image, review resume types, and prepare for job search and interviews. Prerequisite: NTKW 1002 and OSIM 1102.

**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

Participation in physical education activity classes (PEAC) involves moderate to strenuous physical activity and some health risks. Students that have current or prior health issues should consult with a personal physician and bring a release from a medical doctor to the PEAC instructor. The NWACC Waiver of Liability Form will also be signed by all students participating in PEAC courses.

**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, Sum)**. Instruction and participation in bowling.

**PEAC 1251 Beginning Racquetball - (On Demand)**. Instruction and participation in racquetball.

**PEAC 1271 Beginning Horseback Riding - (F, S)**. Students in the beginning horseback riding class will learn both basic riding skills as well as basic care for a horse. For individual safety, the class will be limited to only eight registered students. Students should wear loose fitting sweats/pants and riding boots – no tennis shoes. A riding helmet is available or riders can bring their own. For the welfare of the horses, individuals should not weigh more than 200 lbs. In addition to the tuition of the class, a horse-user fee of \$100 will be charged.

**PEAC 1351 Beginning Golf - (F, S, SUM).**

Instruction and participation in golf.

**PEAC 1391 Fitness Walking - (F, S, On Demand).** Instruction and participation in vigorous walking for cardiovascular development and improvement. Techniques of correct walking are stressed.

**PEAC 1401 Lifetime Fitness - (F, S, 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 16, 50 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 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 1402 Lifetime Fitness II - (F, S, SUM).**

This 2 credit PEAC class will explore physical activity based on individual fitness needs. The course will be self-paced with guidance of the instructor. This course will provide you with the opportunity to promote better flexibility, additional muscular strength and endurance, improved cardio respiratory fitness, and body composition. Students will need to complete 32 – 50 minute workouts during the 16 week class. 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 the class at five different gym locations: World's Gym in Bentonville, Lowell, Springdale, Fayetteville or the NWACC Fitness Center. Students will be assessed a membership user fee at the time of registration and no text book is needed. 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 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 - (F, S, On Demand).** Instruction in and practice of the basic skills of weight training with an emphasis on muscular

strength and endurance.

**PEAC 1701 Beginning Tae Kwon Do - (F, S, On Demand).** The NWACC Tae Kwon Do program teaches traditional as well as competitive Tae Kwon Do. The program will focus on traditional values such as respect, discipline, and an honorable way of life. The program will also be focusing on the traditional art of “self-defense.” The style of Tae Kwon Do that will be offered is the Olympic style of Tae Kwon Do. This is a full contact form of Tae Kwon Do. The program will also be offering competitors training. There will be many opportunities to compete for interested students. Competition is not required to participate in the class.

**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 1811 Latin Aerobic Dance - (On Demand).** Latin aerobic dance uses various rhythms and styles of latin dancing for an aerobic workout. Dances included are Salsa, Merengue, Rumba, Tango, Cumbia, Ragaeton, Samba and Cha-Cha. Built as an interval workout, students will burn calories while toning and sculpting.

**PEAC 1951 Pilates - (On Demand).** This course is designed for the beginning Pilates student. Mat exercises will be utilized to strengthen core muscles, increase flexibility, facilitate in body alignment, foster deep breathing and decrease stress. Students will learn to alleviate muscle tension as range-of-motion techniques are utilized.

**PEAC 1961 Ballroom Dance I - (F,S).** This course included instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm, and styles. The dances included in this course are the Fox Trot, Cha-Cha, Waltz and Swing.

**PEAC 2061 Ballroom Dance II - (On Demand).** Ballroom Dance II is a course designed for beginning and intermediate ballroom students. The class will focus on social dance skills in leading, following, footwork and dance style. Dances taught may include Waltz, Samba, Salsa, Mambo, Merengue, Rumba, WestCoast Swing and Tango.

**PEAC 1901 Country/Western Line Dancing - (On Demand).** Introduction and participation in the techniques of line dancing.

**PEAC 2251 Disc Golf - (On Demand).** Instruction & participation in disc games. (Disc golf and ultimate Frisbee)

**PEAC 2351 Intermediate Golf (On Demand).**

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.

**PHIL 2403 Critical Thinking - (S).** The critical thinking course is designed to help students hone their skills in assessing the evidence for the truth of a claim. These skills will require the use of basic logical rules and have students judging source reliability, interpreting testimony, finding hidden assumptions, tracing unforeseen consequences, and looking at many other factors. Students practice their critical thinking skills in class by applying them to a wide range of topics, including politics, the media, popular culture, and entertainment. The class also addresses common hindrances to successful critical thinking. Special attention is given to translating what is learned into general strategies, specific rules, and the use of critical thinking in students' own real world education and professional settings.

## 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. Prerequisite: MATH 1213 with a grade of "C" or better or higher level Math.

**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 or Corequisite: 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 2003H American National Government - Honors - (F, S, SUM).** This course will provide an in-depth study of the organization, functions, and problems of the major institutions of the national government: Congress, the Presidency, and the Judiciary. Additionally, the United States Constitution, political parties, interest groups, voting and elections will be explored. Emphasis will also be placed on major decisions of the Supreme Court in relation to civil liberties and civil rights. Current activities and other aspects of government will be discussed.

**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 2803H Introduction to International Relations - Honors - (On Demand).** A study of international relations from a theoretical perspective with special emphasis given to the role of the United Nations and the United States in the shaping of the balance of powers among nations. Attention will also be given to contemporary issues in international relations.

**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. Outside lab time will be required. Prerequisite: CISQ 1103 and MATH 0103 (may be co-requisite).

**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. Outside lab time will be required. Prerequisites: PROG 1003 or equivalent programming experience and MATH 1204 College Algebra (may be co-requisite).

**PROG 1203 C++ Programming - (F, S).** The student will gain even greater proficiency in high-level programming, including the manipulation of data structures and the basics of Object Oriented Programming. Outside lab time will be required. Prerequisite: PROG 1003.

**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. Outside lab time will be required. Prerequisite: PROG 1003 and CISM 2123.

**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. Outside lab time will be required. Prerequisites: PROG 1003 required, PROG 1203 strongly encouraged or consent of instructor.

**PROG 1503 COBOL Programming - (On Demand).** 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 consent of instructor.

**PROG 1603 Objective-C Programming - (F-Every Year and On Demand).** The student will gain knowledge and skill in the development of applications with the Objective C programming language used on Apple Macintosh computers and mobile devices. Specific areas of emphasis will include familiarity with Apple's XCode development system, Foundation classes, and memory management techniques. The Student will also gain experience in the design and interface, interaction with Objective-C applications, object-oriented programming, the OS-X graphical user interface, interaction with the user, presentation of multimedia content and accessing websites. Outside lab time will be required. Prerequisite: PROG 1003.

**PROG 2203 C++ Programming II - (S - Even Years, On Demand).** The student will gain greater proficiency in high-level programming via Object Oriented Programming in C++, manipulation of programming structures including but not limited to stacks, lists, binary trees. Other topics will include recursion, sorting, searching, Big O Notation. Outside lab time will be required. Prerequisite: PROG 1203 C++ Programming I.

**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. Outside lab time will be required. Prerequisite: CISM 1403, CISM 2123, PROG 1303 (recommended) or PROG 1003.

**PROG 2503 IOS App Development - (S).** The student will gain basic knowledge and skills in the development of applications (apps) for devices equipped with Apple's iOS operating system, including iPhones, iPod Touch's, and iPads. Specific areas of emphasis will include familiarity with Apple's XCode development system, design and development of simple apps, and testing apps with both the iPhone/iPad simulator and with Apple iOS hardware. The student will gain experience with the iOS development tools, interaction with the user, presentation of multimedia content, and accessing websites. All students will participate in Apple's iOS University Developer Program for the duration of this course. (Outside lab time will be required.) Prerequisite: PROG 1603.

**PROG 2603 Android App Development - (F).** The student will gain basic knowledge and skills in the development of applications (apps) for devices equipped with the Android operating system. Specific areas of emphasis will include the installation and

configuration of the Android development tools with the Android Software Development Kit (SDK), design and development of simple apps, and testing apps with both the Android emulator and with Android hardware. The student will gain experience with the Android development tools, interaction with the user, presentation of multimedia content, and accessing websites. (Outside lab time will be required. ) Prerequisite: PROG 1403

**PROG 2513 Advanced iOS App Development - (F).** The student will extend their knowledge and skills in the development of complex apps for devices equipped with Apple's iOS operating system, including iPhones, iPod Touch's, and iPads. Specific areas of emphasis will include design and development of complex user interfaces, use of web services, use of interactive multimedia, interaction with device sensors, and testing apps with both the iPhone/iPad simulator and with Apple iOS hardware. The student will gain additional hands-on experience with the iOS development tools, interaction with the user, presentation of multimedia content, interaction with web services, and use of the device's sensors. All students will participate in Apple's iOS University Developer Program for the duration of this course. (Outside lab time will be required.) Prerequisite: PROG 2503.

**PROG 2613 Advanced Android App Development - (S).** The student will extend their knowledge and skills in the development of complex apps for devices equipped with the Android operating system. Specific areas of emphasis will include the design and development of complex user interfaces, use of web services, use of interactive multimedia, interaction with device sensors, and testing apps with both the Android emulator and with Android hardware. The student will gain additional hands-on experience with the Android development tools, interaction with the user, presentation of multimedia content, interaction with web services, and use of the device's sensors. (Outside lab time will be required.) Prerequisite: PROG 2603-Android App Development.

**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. Outside lab time will be required. Prerequisites: PROG 1203 or consent of instructor.

## Psychology

**PSYC 1001 My Link to Success - (On Demand).** This course is designed to successfully integrate students into NWACC's learner community and college environment. Students will gain an understanding of personal responsibility, academic

expectations, and habits of the mind that characterize the college experience. Activities in the class will target increasing students' awareness of campus resources, effective learning strategies, and goal setting.

**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 – (On Demand)**. 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.

**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 2113 Special Topics in Psychology** – (On Demand). An in-depth investigation of specialized topics or content within the diverse field of psychology. While the specific content may vary between offerings, focus will be on the application of psychological research and principles to real world situations and experiences. Prerequisite: PSYC 2003.

**PSYC 2043 Abnormal Psychology** - (On Demand). 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 2053 Child Psychopathology** - (On Demand). An examination of the symptoms, causes, and treatment of childhood psychological disorders from infancy through adolescence with emphasis on how these affect psychological development. Special attention will be paid to the role of child abuse and neglect in childhood psychological disorders.

**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

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, On Demand). 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: Placement Score in Reading ACT-1-18 or Reading COMPASS-1-82.

## 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 2074 Child Abuse Response and Prev- (On Demand)** Multidisciplinary approaches to prevention of child abuse, survivor advocacy, successful intervention, and treatment of child abuse survivors, with special focus on prevention strategies designed to avoid maltreatment and prevent re-victimization of survivors. Includes experiential learning in the form of courtroom observation and interaction with children.

**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. Prerequisites: Child abuse & Neglect, Professional and System Responses to Child

Maltreatment, General Psychology and General Sociology.

**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.

**SOCI 2093 Caribbean Societies - (On Demand).** A study of Caribbean societies from a sociological perspective. Topics include culture, stratification, institutions, the African diaspora, and social change. It may be taught partially or entirely on location as an immersion study abroad course. Countries within the Caribbean selected for study will vary. The course may focus on Francophone, Anglophone, and/or Hispanophone countries separately, or may take a comparative approach. It is writing intensive. Prerequisite: SOCI 2013 or Instructor Consent.

## Spanish

**SPAN 0013 Begin Conversational Spanish 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 and speaking skills. Some reading, writing, and grammar practice will be required. No prerequisite.

**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 - (On Demand).** 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, or department consent.

**SPAN 2003H Intermediate Spanish I Honors- (On Demand).** 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.

**SPAN 2033 Spanish for Heritage Speakers I - (F, S).** This course is designed for native or heritage speakers of Spanish. Course objective is the development of reading and writing skills appropriate to academic and professional settings through the study of orthography, grammar, advanced vocabulary, the analysis of literary texts, and the writing of compositions. **Prerequisite:** Department Consent.

## **Transportation and Logistics Management**

**TRLG 1013 Supply Chain Management for A.A.S- (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.

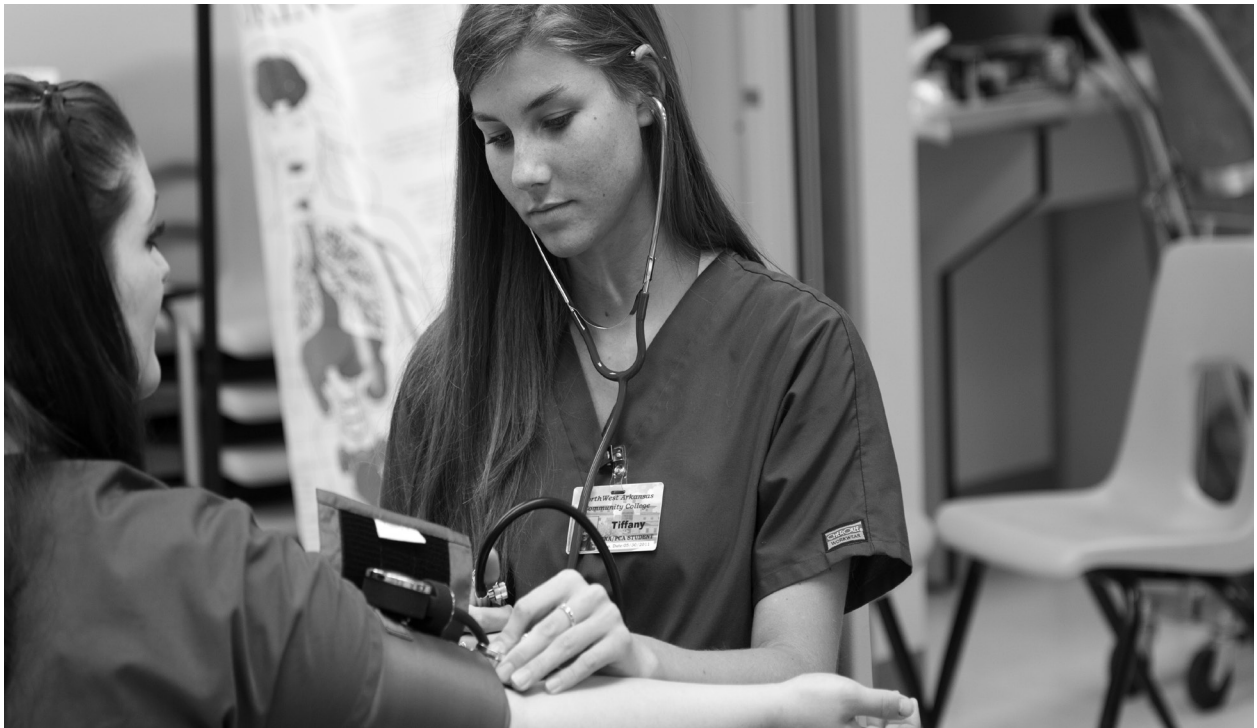
**TRLG 2013 Transportation Management – (On Demand).** This course is designed to provide the student with an exposure to the managerial aspects of transportation management as a function of the firm's logistical strategy. It includes an introduction to the management of the various transportation modes: 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 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 2053 International Logistics - (On Demand).** This course focuses on the international transportation of goods. We will cover import/export regulations, modes of transportation, security, and documentation. Upon completion of this course, students should have an understanding of how the different aspects of international transportation affect the global supply chain.

## EARLY COLLEGE EXPERIENCE





# 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.

## Tech Prep Articulated Credit

NWACC has developed articulation agreements for students from northwest Arkansas high schools in the area of occupational education. High school students, who are enrolled in articulated course(s), can earn college credit and begin working toward an Associate of Applied Science degree. To see a list of articulated courses 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 479-619-4231 or the Washington County Center in Springdale at 479-927-3330 or 479-936-5131.

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 9th-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 go to [www.nwacc.edu/earlycollege](http://www.nwacc.edu/earlycollege).

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 & Bentonville
- Food Production, Management and Services in Rogers
- Dental Assisting in Fayetteville and Bentonville
- 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 Center, Springdale AR (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. Courses prepare students to seek employment in law enforcement or private security upon graduation from high school. 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.

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 12 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 certifications 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/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. This one-semester course follows the Arkansas Office of Long Term Care Facility Nursing Assistant Training Curriculum. Interested students should have completed 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 long term 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. Prerequisite is Certified Nursing Assistant.

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**

- 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 Dental Assisting Program works with the Fayetteville Youth Dental Program, to provide hands-on training for students in basic Dental Sciences, while providing 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).

### **Student Organizations**

Career and Technical Students are required by the frameworks to learn about their technical student organization. These organizations provide opportunities for competitions against other students in the state and nation. The competitions usually involve real-world experiences in their chosen profession. The most current information on these organizations is located at: <http://ace.arkansas.gov/cte/studentOrganizations/Pages/default.asp>

# WORKFORCE & ECONOMIC DEVELOPMENT



# WORKFORCE & ECONOMIC DEVELOPMENT

## Developing Talent. On Demand.

NWACC Workforce and Economic Development 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).

Workforce and Economic Development serves residents and organizations in Northwest Arkansas through on-site classes at the Shewmaker Center for Workforce Technologies at the main campus in Bentonville and online. In addition, Workforce and Economic Development 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 Workforce and Economic Development 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 Workforce and Economic Development 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 Workforce and Economic Development 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 Workforce and Economic Development 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 Workforce and Economic Development 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 that help 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 Workforce and Economic Development 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® systems 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**

The Institute of Corporate and Public Safety (ICPS), a department of NWACC Workforce and Economic Development, 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 Walmart 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.

### **Workforce and Economic Development 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 Nelnet 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: Workforce and Economic Development, 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.

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 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 Nelnet 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 Workforce and Economic Development (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 Nelnet 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 Nelnet 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.

#### **Nelnet Student Payment Plan**

The Nelnet Student Payment Plan is available with early registration gives individuals a convenient, interest-free way to budget tuition and fees. Nelnet is available for individuals registering in any class or combination of classes totaling \$250 or more at time of registration. Individuals must enroll in a Nelnet Payment Plan with the cashier at the time of registration. Individuals receive confirmation of their enrollment in a Nelnet 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. Nelnet is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by Nelnet 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 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 Nelnet 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 cashier's office at 479-619-4326.

#### **Payment by Scholarship**

Payment is due at time of registration. The student may be reimbursed once scholarship 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.)

#### **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 Nelnet payment fees, if applicable. (Refer to Nelnet 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, check or by credit card a refund will be processed in approximately 2 to 3 weeks.

**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 Workforce and Economic Development 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 Workforce and Economic Development 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, 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.

**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.

## Workforce and Economic Development Certificate Programs

### American Sign Language I

**Course Length:** 24 Contact Hours

**Course Description:** This course is designed to teach functional American Sign Language (ASL) which can be used in everyday interactions with Deaf people. Students will be introduced to the grammar and vocabulary of ASL. These will be learned within the context of communicative activities. Topics relating to Deaf Culture will be discussed throughout the course.

Required Courses:

|                                 |        |
|---------------------------------|--------|
| American Sign Language Level IA | 12 hrs |
| American Sign Language Level IB | 12 hrs |

### 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 |

**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.

**Certified Fiber Optic Technician Outside Plant Certificate****Course Length:** 24 Hours

Certified Fiber Optic Technician Outside Plant (CFOS/OSP) - Stand alone certificate

**Prerequisites:** Basic working knowledge of computers, be able to see and identify small items and be able to speak and understand English.

**Curriculum Description:** This 3 day, 24 hour fiber optic technology course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics Cabling. This Fiber Optic Training combines lecture sessions and 85% hands-on activities to prepare the student to take the CFOT OSP hands-on and written exams that are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course introduces the student to industry standards governing the installation, testing, and trouble shooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closers used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Anyone interested in becoming a Certified Fiber Optics OSP Technician should attend this class. Course fee includes study materials, text book, CD and



exams. **NOTE:** The student must pass both the written and hands-on exams to successfully pass this course. This course is accredited by BICSI for CECs: RCDD-20, RITP-20, OSP-20, INST2 (Copper/Fiber)-15, Technician-18, Certified Trainer-20.

**NOTE:** This class will meet the prerequisite requirements for the CFOS/T, Specialist in Testing & Maintenance and the CFOS/S, Specialist in Splicing courses.

## 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:** 315 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 computer prerequisite classes or provide documentation they have completed the required classes (or equivalent) within the last two years. Students must complete an advanced Excel and Access class. 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 46% or higher on the College Algebra section of the exam and 90% on the English Composition I Test

### Required Courses:

|                                     |        |
|-------------------------------------|--------|
| Retail Supply Chain & Replenishment | 45 hrs |
| Retail Link Data Management         | 45 hrs |
| Retail Tools Integration            | 45 hrs |
| Retail Strategic Analysis           | 45 hrs |
| Retail Analytical Techniques        | 45 hrs |

## Medical Billing and Coding Professional Certificate

**Program Length:** 153 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 for Coding                      | 24 hrs |
| Ins Billing for Medical Coding & Billing            | 45 hrs |
| AAPC Certified Professional Coder-ICD-9/CPT Level 1 | 42 hrs |
| AAPC Certified Professional Coder-ICD-9/CPT Level 2 | 42 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

**Course Length:** 60 Contact Hours/with exam prep 36 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.

|                                    |        |
|------------------------------------|--------|
| 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 |

For those who qualify to take the Project Management Professional exam we offer an exam prep class.

|               |        |
|---------------|--------|
| PMP Exam Prep | 36 hrs |
|---------------|--------|

## SHRM Certification Program

**Program Length:** 36 Contact Hours

**Curriculum Description:** Prepare for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations. Each student will receive the SHRM Learning System student kit. The curriculum is designed by subject matter experts, covers the new 2014 HR Certification Institute body of knowledge and ranks as the #1 PHR/SPHR certification preparation

program. Course will be taught by a SPHR certified instructor.

**Prerequisites:** SHRM Certification Program is open to anyone with a general interest in the subject area.

|                |        |
|----------------|--------|
| SHRM Exam Prep | 36 hrs |
|----------------|--------|

## Workforce and Economic Development

Workforce and Economic Development 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 NorthWest Arkansas and the surrounding area.

Workforce and Economic Development is a certified Microsoft IT Academy. In addition to Microsoft official curriculum classes, this department provides classes in professional development, including but not limited to Six Sigma, Achieve Global, and AMA curriculum, as well as customized solutions. Classes and programs delivered at the Shewmaker Center for Workforce Technologies can also be delivered on sight at client facility.

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, or to receive a schedule of classes, please call 479-936-5175.

## Institute for Corporate and Public Safety

The Institute for Corporate and Public Safety (ICPS), a department of NWACC Workforce and Economic Development, 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. The Institute delivers their courses throughout the country and has trained over 6500 first responders in 31 states. ICPS/NWACC is one of six colleges throughout the country that participates in the Consortium partnership.

Resource Inventory Management (web-based)  
 Risk and Vulnerability Assessments (web-based)

For more information, contact 479-936-5175.

**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**

Business Continuity Planning Basics (web-based)  
 Business Continuity Planning for Rural Governments  
 Business Continuity Planning for Rural Electric Companies  
 Business Continuity Planning for Rural Water/Waste Water Facilities  
 Business Continuity Planning for Rural Natural Gas Providers  
 Isolation and Quarantine Planning; Private Sector Considerations

# STUDENT HANDBOOK



## **STUDENT/FACULTY RIGHTS & RESPONSIBILITIES**

### **Facilitation of Learning Environment – Mutual Respect & 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 the 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 & PROCEDURES**

### **Student Conduct Policy:**

Disciplinary measures will be applied to any student whose conduct adversely affects the NorthWest Arkansas Community College's pursuit of the following education objections:

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.

Violators of public law may be referred to civil authorities for appropriate action and may also be subject to disciplinary action through the NWACC conduct resolution process.

### **Student Conduct Violations:**

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 behaviors, not an all-inclusive inventory of the types of actions that may rise to the level of a student conduct violation.

1. Violations of academic honesty, i.e., cheating and/or plagiarism. These violations can result in grading sanctions (see subsequent Academic Honesty section) as well as other disciplinary actions imposed by the college's conduct resolution procedures.
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. Disruption of learning environment for students, faculty, or administrative staff.
4. Demonstrations which interfere with the rights of other members of the learning community or with

- the normal functions of the college.
5. Leading or inciting others to disrupt scheduled and/or normal college activities.
  6. Theft, alteration, or forgery of college documents, records, or evidence of identification or use of same with intent to defraud.
  7. Use by any student or 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. Misrepresenting or falsifying information provided to college officials.
  9. Failure to identify oneself upon request of a college official.
  10. Failure to comply with directions of college officials acting in proper performance of their duties. This includes requests to appear before a college official performing conduct resolution procedures and failure to comply with the terms of disciplinary sanctions.
  11. 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, intimidates, discriminates, or endangers the physical or emotional health or safety of any person.
  12. Sexual harassment of other students, faculty, or staff persons.
  13. Bias-related conduct that is motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.
  14. Theft of or damage to any college property, including game room equipment, or the property of any member of the college community on campus.
  15. Behavior that destroys, defaces, damages, or litters college-owned or controlled property.
  16. Unauthorized entry to or use of college facilities, including buildings and/or grounds.
  17. Lewd, indecent, or obscene conduct or language on campus or at a college-sponsored event.
  18. Improper or indecent dress, including the failure to wear shoes and/or shirts in campus buildings or on college-owned or controlled property.
  19. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similarly known harmful or habit-forming drugs, prescription drugs and/or chemicals on college-owned or controlled property or at college-sponsored events.
  20. Drunkenness or being under the influence of drugs on college-owned or controlled property or college-sponsored events.
  21. Smoking or using tobacco or tobacco like products on college owned or controlled property.
  22. 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.
  23. Unauthorized gambling on college-owned or controlled property or college events.
  24. Repeated disregard for college parking and/or smoking policies.
  25. Violation of the college Technology Acceptable Use Policy.
  26. Use of roller blades, skate boards, or roller skates in the parking garage, inside a building, on stairs, or railings.
  27. Dangerous use of roller blades, skate boards, roller skates, or bicycles on college property.
  28. Failure to respect pedestrian's right-of-way by persons on skate boards, bicycles, roller skates, or roller blades on college property.

## **DUE PROCESS & STUDENT CONDUCT VIOLATIONS:**

### **Enforcement and Reporting of Student Conduct Violations**

College representatives (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. Any college employee or student should report disruptive actions to the Chief Student Services Officer, Dean of Students, or Director of Student Support for consideration of whether these actions rise to the level of a conduct violation. Conduct violation complaints may be submitted for an individual student, group or organization which is disruptive to orderly operations.

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.

All complaints must be filed within 45 business days of the event or action giving rise to the complaint. The Director of Student Support may extend the 45 business day period if good cause to do so is shown. 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 may be submitted to the Office of Student Support online Student Conduct Report site.

The college reserves the right to investigate and adjudicate off campus student conduct if it is perceived to present danger or disruption to the college community. This action may be taken for either college affiliated or non-affiliated activities.

### Office of Student Support

The Office of Student Support will provide assistance with the conduct resolution process for the Complainant and the Respondent. The Director of Student Support 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 Students and to the Dean of the department that is involved with the incident. The Director of Student Support will serve as a Chair of the Investigation and Hearing Board, but will be a non-voting member.

### Disciplinary Actions

Types of disciplinary actions/penalties include, but are not limited to the following:

1. Letter of warning.
2. Co-curricular education – an assignment to complete a specific educational requirement directly related to the violation committed, such as completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, reflective papers, etc.
3. Attendance at a mediation meeting.
4. Completion of a specified number of hours of approved community or college service.
5. Restitution of college property, denial of certain privileges, or restriction of activities.
6. A conduct review which requires the student to meet with a college official for a specific period of time.
7. Mandatory professional counseling.
8. Disciplinary probation which may prohibit 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.
9. Suspension – Interruption of the student's educational activities at the college for a definite, stated period.
10. Expulsion – Termination of enrollment at the college. After a minimum of two years following the date of expulsion, the student may request in writing a sanction review from the Investigation and Hearing Board.

### Procedures

Upon receiving a report of a possible conduct violation, the Director of Student Support, or designee, will begin the procedures for complaint resolution. Family Education Rights and Privacy Act (FERPA) will be followed. Upon examination of the conduct report, the following actions may be pursued:

- If the Director of Student Support in consultation with the Dean of Students deems that the complaint does not rise to the level of a possible conduct violation, the director may close the case or refer the student report to the Behavioral Review Team.
- Minor infractions may be addressed informally through the Student Support Office with consultation and a verbal warning.
- Sex or disability discrimination cases will be referred to the appropriate grievance procedures for processing.
- Dean of Students, or designee, will be notified if there is concern of immediate danger. If the Dean of Students perceives the student to be a present danger to self or others, the Dean of Students is authorized to take immediate appropriate action including, but not limited to, an interim suspension of the student, and possible removal from the college campus. The interim suspension may last until conduct due process has been completed and a determination has been made.
- In cases where multiple complaints have been made against a student for informational purposes in which the complainant is not requesting further action, the Director of Student Support in consultation with the Dean of Students may determine that a possible disruption to the learning environment is occurring and remand the



case to the Investigation and Hearing Board for resolution.

- The Director of Student Support, or designee, will remand the case to the Investigation and Hearing Board for a resolution. Conduct procedures will be determined in a timely manner. No resolution should exceed 60 days except in extenuating circumstances. The Director of Student Support, or designee, will oversee the conduct resolution procedures to ensure that due process is followed.

### *Investigation*

1. The Chair of the Investigation and Hearing Board will assign 2-3 members of the Board to serve as the Investigative Team to conduct the investigation. The Chair of the Investigation and Hearing Board may confer with the Dean of Students on accommodations for the complainant or other necessary remedial short-term actions.
2. The Investigative Team will:
  - Be staffed with trained faculty/staff, students or administrators;
  - Identify the correct policies allegedly violated;
  - Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
  - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action.
  - Meet with the complainant to finalize the grievance;
  - Prepare the notice of charges on the basis of initial investigation;
  - Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent;
  - Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
  - Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
  - Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred;
  - Present the findings to the individual(s) alleged to have committed a conduct violation, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
  - Share the findings and update the complainant on

the status of the investigation and the outcome.

3. If the findings indicate that the alleged conduct violation has not occurred, the investigation should be closed.
4. Where the findings indicate that the alleged conduct violation has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed. The sanction will be determined by the Dean of Students in consultation with the investigative team and/or the Behavioral Review Team.
5. Following the investigation, the Chair of the Investigation and Hearing Board will distribute a written Letter of Determination to the affected parties.

### *Hearing*

1. In the event that the individual(s) alleged to have violated the student code of conduct rejects the investigation findings in part or entirely, the Chair of the Investigation and Hearing Board will convene a hearing under its respective procedures to discuss the contested aspects of the formal complaint. At the hearing, the findings of the investigation will be admitted and the Investigation Team may give evidence. However, the Hearing Board is not bound by the finding(s) of the Investigation Team. The hearing will determine whether it is more likely than not that a violation of policies has occurred. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.
2. If the Hearing Board determines a violation has occurred, it will recommend appropriate sanctions for the violation. The Dean of Students will impose appropriate sanctions for the violation after consultation with the Hearing Board and/or Behavioral Review Team.
3. Following the hearing, the Chair of the Investigation and Hearing Board will send a second written Letter of Determination to the affected parties.

## **APPEAL PROCESS**

Any party may appeal the findings and/or sanctions only under the grounds described below. All sanctions imposed by the initial determination will be in effect during the appeal. A request may be made to the Dean of Students for special consideration in exigent circumstances, but the presumptive stance of

the institution is that the sanctions will stand. Appeals must be submitted in writing to the Director of Student Support within 5 business days following receipt of the written Letter of Determination.

Appeal requests will be reviewed by the Dean of Students. He/she will determine if the appeal meets the limited grounds and is timely, and will send a response to the respondent, complainant, and Director of Student Support to state whether the appeal will be granted. If the appeal is granted, the Director of Student Support will notify the appropriate conduct officials to complete the appeal process.

The party requesting an appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the conduct procedures (e.g. substantial bias, material deviation from established procedures, etc.)
2. New evidence which was unavailable during the original proceeding and which may substantially impact the original finding or sanction becomes available. A summary of the new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation. The Vice President for Student Services will review a request for a sanction appeal and will determine the new sanction if warranted.

If the determination is made that a material procedural or substantive error occurred, the appeal may be returned to the original conduct officials with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the original conduct officials (as in cases of bias), the appeal may be remanded to a new panel of conduct officials.

If new evidence should be considered, the case will be returned to the original conduct officials to reconsider in light of the new evidence only. The reconsideration is not appealable.

The results of a reconvened hearing or conduct panel cannot be appealed. The results of a new hearing or conduct panel can be appealed, once, on the three applicable grounds for appeals.

A written decision on the appeal will be given to all parties as soon as possible or within seven (7) business days of the determination.

### Time Periods

All effort will be made to make a determination within 60 calendar days of filing a formal complaint/grievance.

A business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and NWACC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise.

### No Retaliation

Retaliation against any person who files a complaint, participates in an investigation, or opposes an educational practice or policy is prohibited by NWACC policy and federal and state law. A person who believes retaliation has occurred should notify the Office of Student Conduct or the NWACC Human Resources Department.

### False Reports

NWACC will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing NWACC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

## 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 other's work as their own. To help clarify, the following principles defining academic honesty from Charles Lipson's book, *Doing Honest Work in College* (University 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 Dishonesty

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 exam.
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 separately.
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, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Sabotage of another student's work.
11. Falsification of or forgery 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:
  - a. Written detailed (date and activity) description of the behavior witnessed by the instructor or other parties.
  - b. Written account of verbal warnings issued in class.
  - c. 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:
  - a. Warning and/or admonishment to student
  - b. Revision of assignment, quiz or exam
  - c. Rewrite and/or retest
  - d. Alternative assignment.

If the infraction is significant, the instructor may choose from the following sanctions:

- a. "F" on the assignment, quiz or exam
  - b. "Zero" on the assignment, quiz or exam
  - c. "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 Chief Academic Officer 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 Chief Academic Officer. 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 Chief Academic Officer, 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 Chief Academic Officer. The Chief Academic Officer 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 Chief Academic Officer.

13. After consideration of this information, the Chief Academic Officer makes a decision and delivers the decision to all parties in writing.
14. The Chief Academic Officer'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 The Chief Academic Officer detailing the violation and sanction(s) applied.
16. Since violations of academic honesty are also conduct violations, referrals may be made to the Chief Student Services Officer after grading sanctions are imposed to assess if additional disciplinary actions are warranted.

## **STUDENT COMPLAINT & GRIEVANCE POLICY AGAINST A STAFF MEMBER**

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 complaint is defined as a difference or dispute between a student and a staff related to services rendered. (sex or disability discrimination complaints 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, supervisor, or department head. 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 resolution by contacting the Department Head's office and requesting the name of the appropriate supervisor, or, in exceptional circumstances at the Department Head's discretion, another appropriate administrator to hear the complaint.

#### ***Second Step: Department Level Resolution***

The student should contact the appropriate supervisor or administrator within five (5) working days following the discussion with the staff member or contact with the Department Head.

Within ten (10) working days of being contacted by the student, the supervisor or administrator 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 Department Head.

#### ***Third Step: Grievance***

If the complaint is still unresolved, the student may complete a written grievance form within five (5) working days.

The grievance form is located at the following link: [https://www.nwacc.edu/c/document\\_library/get\\_file?uuid=e1fc0c31-8ce5-4401-9124-41d864d162f1&groupId=300286](https://www.nwacc.edu/c/document_library/get_file?uuid=e1fc0c31-8ce5-4401-9124-41d864d162f1&groupId=300286)

The student may receive assistance in completing the form at the Department Head's office. The Department Head's office will notify the Human

Resources Office 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 resolution session is completed. The Department Head 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 Department Head office the "Staff Response to Grievance" form. Within ten (10) working days of receipt of the staff response to the student grievance, the Department Head 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 Department Head will apprise the Vice President for their division of the grievance and all relevant information. The Department Head will then make a determination on the case and contact the parties concerned to announce the decision. The Department Head 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, the appropriate supervisor, and Human Resources. If it is deemed that a code of conduct violation or gross misconduct has occurred further action may be taken by the Human Resources Department.

#### ***Fourth Step: Appeal***

Either the student or staff member may appeal the Department Head's decision by making a written request for an appeal to the appropriate Vice President within five (5) working days of receipt of the Department Head'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. If an appeal is granted, the Vice President may make a determination on the appeal or they may remand the appeal to a three to five member ad hoc committee. The Vice President or the Ad Hoc Appeal Committee will meet with the student and staff member within ten (10) working days of receipt of the written request for an appeal and will render a written decision to the student, the staff against whom the grievance was lodged, the Department Head, and Human Resources 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 Department Head 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 Department Head 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.

### ***False/Malicious Complaint***

It shall be considered a violation of college policy for any student to knowingly file a false or malicious complaint under this procedure.

### ***Non-retaliation***

No employee or student shall retaliate or discriminate against a student because of the student's filing of or participation in the review of a complaint. The student is assured that retaliation due to filing or participation in the review of a complaint under this procedure is strictly prohibited by this college policy.

## **ACADEMIC COMPLAINT & 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 grievance form is located at the following link: [https://www.nwacc.edu/c/document\\_library/get\\_file?uuid=e1fc0c31-8ce5-4401-9124-41d864d162f1&groupId=300286](https://www.nwacc.edu/c/document_library/get_file?uuid=e1fc0c31-8ce5-4401-9124-41d864d162f1&groupId=300286)

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.

## **NWACC 504/ADA STUDENT COMPLAINT & GRIEVANCE POLICY**

NorthWest Arkansas Community College (NWACC) is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in NWACC programs or activities due to his or her disability. NWACC is fully committed to complying with all requirements of the Americans with Disabilities Amendment Act of 2008 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

The purpose of the NWACC 504/ADA Student Complaint and Grievance Policy is to provide prompt, equitable and orderly processes to resolve disability discrimination and harassment complaints and grievances by students at NorthWest Arkansas Community College. Any NWACC student who believes that he or she has been subjected to discrimination and harassment on the basis of disability or has been denied access or accommodations required by law will have the right to invoke this Complaint and Grievance Procedure. In general, this 504/ADA Student Complaint and Grievance Policy is designed to address the following types of concerns:

- 1) Disagreements or denials regarding requested services, accommodations, or modifications to NWACC practices or requirements
- 2) Alleged inaccessibility of an NWACC program or activity
- 3) Alleged harassment or discrimination on the basis of a disability
- 4) Any other alleged violations of the ADA and/or Section 504.

This Complaint and Grievance Procedure, however, is not intended to and will not supersede other NWACC policies and procedures which may exist for addressing alleged violations of the ADA and/or Section 504 or other issues of concern for which separate NWACC policies and procedures exist, e.g.,

grade appeals. Students are encouraged to consult with the Disability Resource Center (DRC) Director, the Title IX and ADA Compliance Officer, the Dean of Students or their respective designees regarding the most appropriate NWACC policy or procedure to address a particular concern.

Whenever discrimination or harassment based on a disability has been found to occur, NWACC will act to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the victim and the college community.

### **Disability Resource Center Director**

Amy Robertson-Gann  
Director of the Disability Resource Center  
Student Center 114  
(479) 986-4076  
arobertsongann@nwacc.edu

### **Title IX and ADA Compliance Officer**

Kathryn Birkhead  
Director of Diversity and Inclusion  
Burns Hall 3003  
(479) 986-4052  
kbirkhead@nwacc.edu

### **Definitions**

***Discrimination (general definition):*** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

***Discriminatory Harassment:*** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.



**Disability:** A person with a disability is generally defined as someone who (1) has a physical or mental impairment that substantially limits one or more “major life activities,” (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

**Reasonable Accommodation:** In the context of higher education, it is easier to define what is not reasonable and assume that if the accommodation needed does not clearly fall under those guidelines, it is probably reasonable. There are three kinds of accommodations that are not considered reasonable:

- 1) It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others;
- 2) It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint) or a substantial alteration in the manner in which you provide your services; and
- 3) It is not a reasonable accommodation if it poses an undue financial or administrative burden. In the academic context, an accommodation is not reasonable if it means making a substantial change in an essential element of a course or a given student’s curriculum. It is the institution’s responsibility to demonstrate both that the change requested is substantial and that the element targeted for change is essential to the conduct of the course or curriculum. Whether or not the change requested is substantial/essential may be a judgment call on behalf of the administrators and service providers charged with making those decisions but it is not unusual for the decision to be a fairly logical one.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

## **504/ADA STUDENT COMPLAINT & GRIEVANCE PROCEDURES**

Regardless of the specific complaint or grievance procedure invoked by a student, all complaints and

grievances must be filed within 45 business days of the event or action giving rise to the student’s concern(s). As an initial matter, all complaints and grievances will be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. NWACC will not review a grievance which is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. However, the Title IX and ADA Compliance Officer may extend the 45 business day period if good cause to do so is shown. To facilitate a clear and prompt resolution, once initiated, a grievance will not be expanded beyond the issues presented in the student’s initial complaint. NWACC reserves the right to redirect a grievance to the proper grievance procedure or to any other appropriate review procedure.

### **I. Informal Resolution**

#### **a) Self-Advocate**

NWACC encourages students who are registered with the Disability Resource Center to resolve concerns that affect their college experience as informally as possible because students benefit when they learn to advocate for themselves. In some cases, students may discuss a concern directly with the staff member, instructor, program coordinator, department chairperson, or division dean involved to reach an informal resolution. However, if a resolution is not obtained, the student may seek the assistance of the Disability Resource Center as described in b) below.

#### **b) Disability Resource Center Assisted**

In addition to self-advocating, to resolve a complaint without filing a formal grievance, a student may also contact the Disability Resource Center (DRC) Director or his or her designee. That contact should be made as soon as possible after the event or action giving rise to the student’s concern(s) and within 45 business days of its occurrence. Within ten (10) business days of being contacted by the student, the DRC Director or his or her designee will discuss the issue with the student and other parties involved, either individually or collectively, in an effort to resolve the issue. Other parties could consist of faculty, staff, administrators, and other students. The DRC Director or his or her designee will notify the student, either verbally or in writing, of the determination of the informal complaint outcome.

If the complaint is not resolved at this first step, or if the complaint is so serious or controversial that it requires further investigation, the student may proceed

in completing a formal grievance.

## II. Formal Grievance Procedure

To complete a formal grievance, students should pursue the appropriate procedure detailed below as determined by the nature of their concern. There is one process for grievances related to academic accommodations and services, and there is another for grievances related to discrimination or harassment based on a disability.

If a student is unsure as to which formal grievance procedure to follow, he or she may contact the DRC Director, the Title IX and ADA Compliance Officer, or the Dean of Students or their respective designees for guidance.

### Essential Formal Grievance Information:

Regardless of which procedure is followed, the formal grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The formal grievance should be signed by the student or sent as an email using the student's NWACC e-mail account. The grievance should contain the name and all contact information for the student. Any supporting documentation and evidence should be referenced within the body of the formal grievance.

The student's supporting documentation should clearly demonstrate any informal efforts the student has taken to resolve the issue(s) with the person involved. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved is impracticable, the student should state the reasons why.

Students should be aware that the person reviewing the formal grievance may consider issues such as but not limited to whether:

- Adequate documentation was provided;
- The student's documentation supports a determination of eligibility;
- Requested accommodations were reasonable;
- The impact of the requested accommodations constituted a fundamental modification of curriculum;
- The student, faculty, and/or DRC staff followed appropriate procedures, including timeliness for requests and responses.

Although NWACC strongly encourages submission of grievances in writing, formal grievances

can be communicated in person or orally to the Director of the Disability Resource Center or the Title IX and ADA Compliance Officer. A written report will then be prepared for investigative purposes and for record keeping.

For ease of communication, there is a 504/ADA Student Grievance form which may be used for guidance when submitting a formal grievance. This form can be accessed online on the DRC webpage ([https://www.nwacc.edu/web/lss\\_disability/disability.php](https://www.nwacc.edu/web/lss_disability/disability.php)) and may be submitted directly to the appropriate NWACC official or his or her designee as mentioned above.

The student may receive assistance and/or an accommodation in completing the form at the DRC, or by contacting the Title IX and ADA Compliance Officer, or the Dean of Students or his or her designee. However, the student is responsible to supply all essential information in the formal grievance in a timely way.

### A. Formal Grievance Procedure for the Denial of Academic Accommodations and Services

This grievance process will apply to situations where a student has followed the established procedures, as identified on the DRC web page or by DRC staff, to request accommodations on the basis of a disability, either through an individual faculty member, administrator, or DRC staff, and the request has been denied or otherwise not provided.

Please note that grievances related to the denial of a request for a course substitution on the basis of disability are addressed separately. Procedures may be found on the DRC website.

- 1) The student initiates a formal grievance by contacting the DRC Director or his or her designee stating this intent and providing grievance information as to the nature and specific details of his/her grievance, i.e. "Essential Formal Grievance Information." The DRC Director or his or her designee will send the student a notice to acknowledge receipt of formal grievance.
- 2) The DRC Director or his or her designee will review the supplied information and/or other relevant information and will conduct an investigation into the matter.
- 3) The DRC Director or his or her designee will make a decision within 30 business days after receiving the student's grievance, or as soon as possible thereafter. Further, the DRC Director or his or her designee will provide the student with a copy

of the Letter of Determination and take any steps necessary to implement the decision, including, but not limited to, providing a copy of the Letter of Determination to appropriate NWACC officials.

**Appeal:**

If the student who has filed the grievance does not agree with the finding, he or she may appeal the decision if it can be found that the finding was based on an error. Because the original finding is presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

- a) A procedural or substantive error occurred that significantly impacted the decision (e.g. substantiated bias, material deviation from established procedures, etc.).
  - b) New evidence has been found which was unavailable during the original decision-making process that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included.
- 1) The student must submit the appeal to the Title IX and ADA Compliance Officer in written form, such as by email, facsimile, hand delivered notification, or postal delivery. The written appeal must include specific facts and grounds which form the foundation for the appeal, the specific basis of the student's disagreement with the DRC Director's Letter of Determination, and all other relevant information. Upon receiving a timely appeal, the Title IX and ADA Compliance Officer or his or her designee will send the student a notice to acknowledge receipt of written appeal.
  - 2) The Title IX and ADA Compliance Officer or designee will review the supplied written and/or other relevant materials. The Title IX and ADA Compliance Officer and the Vice President for Student Services or their respective designees will consult with each other prior to making a decision regarding the appeal.
  - 3) The Title IX and ADA Compliance Officer or his or her designee will make a decision regarding the appeal within five (5) business days of receiving the appeal or as soon as possible thereafter, and will distribute a written decision to the affected parties. The decision of the Title IX and ADA Compliance Officer or his or her designee will be the final decision of the College.

**B. Formal Grievance Procedure for Other Student Grievances Pertaining to Disabilities**

This grievance process will apply to all other grievances arising from or relating to alleged discrimination or harassment on the basis of a disability. All effort will be made to make a determination in no more than 60 calendar days of filing a formal grievance.

The student initiates a formal grievance by contacting the Title IX and ADA Compliance Officer or deputy, who is designated to formally oversee student grievances, address inquiries and coordinate NWACC's compliance efforts regarding student grievances related to discrimination and harassment. Additionally, the Title IX and ADA Compliance Officer or deputy will send the student a notice to acknowledge receipt of the formal grievance.

**Investigation:**

- 1) Upon receipt of a grievance, the Title IX and ADA Compliance Officer or his or her designee will open a formal case file and notify the Chair of the Investigation and Hearing Board. The Chair of the Investigation and Hearing Board will assign 2– 3 members of the Board to serve as the Investigative Team, who will conduct the investigation.
- 2) The Chair of the Investigation and Hearing Board will confer with the Title IX and ADA Compliance Officer on interim action, accommodations for the grievant, or other necessary remedial short-term actions. The Title IX and ADA Compliance Officer will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against a student, the Vice President for Student Services.
- 3) The Investigative Team will:
  - a) Be staffed with 504/ADA trained faculty/staff and administrators;
  - b) In coordination with the campus Title IX and ADA Compliance Officer, initiate any necessary remedial actions;
  - c) Determine the identity and contact information of the grievant;
  - d) Identify the policies allegedly violated;
  - e) Conduct an immediate initial investigation to determine if there is reasonable cause to charge the individual(s) alleged to have committed discrimination or harassment, and what policy violations should be alleged as part of the complaint;
  - f) If there is insufficient evidence to support

- reasonable cause, the grievance should be closed with no further action;
- g) Meet with the grievant to finalize the grievance;
  - h) Prepare the notice of charges on the basis of the initial investigation;
  - i) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses, who may be given notice prior to or at the time of the interview;
  - j) Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
  - k) Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred;
  - l) Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
  - m) Share the findings and update the student who filed the grievance on the status of the investigation and the outcome.
- 4) Where the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The student who filed a grievance may request from the Title IX and ADA Compliance Officer an extraordinary decision to refer the grievance to a hearing, which will only be granted by the Compliance Officer in exceptional circumstances.
  - 5) Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed. If the complaint is against a student the sanction will be determined by the Vice President of Student Services in consultation with the Title IX and ADA Compliance Officer. If the complaint is against an NWACC employee, the Vice President for the appropriate division in consultation with the Title IX and ADA Compliance Officer will determine the sanction. NWACC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the NWACC community.

- 6) Following the findings, the Title IX and ADA Compliance Officer will distribute a written Letter of Determination to the affected parties.

#### **Hearing:**

- 1) In the event that the individual(s) alleged to have committed discrimination or harassment rejects the findings in part or entirely, the Chair of the Investigation and Hearing Board will convene a hearing under its respective procedures to discuss the contested aspects of the formal grievance. At the hearing, the findings of the investigation will be admitted, but the hearing board is not bound by the findings of the Investigation Team. The Investigation Team may give evidence at the hearing. The hearing will determine whether it is more likely than not that a violation of the policies has occurred forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.
- 2) When the hearing board determines that a violation has occurred, it will recommend appropriate sanctions for the violation. The Vice President for the appropriate division of the grievance, or if the grievance is against a student, the Vice President of Student Services, will impose appropriate sanctions for the violation after consultation with the Title IX and ADA Compliance Officer. NWACC will act to end the discrimination, prevent its recurrence, and remedy its effects on the student who filed the grievance and on the NWACC community.
- 3) Following the hearing, the Chair of the Investigation and Hearing Board will send a second written Letter of Determination to the affected parties.

#### **Appeal:**

Sanctions imposed by the hearing board are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

#### **Appeals Following an Investigation:**

In cases where the individual(s) accused of wrongdoing accepts the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according

to the grounds below by contacting the Title IX and ADA Compliance Officer within five (5) business days following receipt of the Investigation and Hearing Board's written Letter of Determination.

#### **Appeals Following a Hearing:**

After the hearing, either the complainant(s) or the respondent(s) may appeal the findings and/or sanctions only under the grounds described below. All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Title IX and ADA Compliance Officer for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. In the event that either the complainant(s) or the respondent(s) rejects the findings in part or entirely, he/she may seek an appeal by contacting the Title IX and ADA Compliance Officer within five (5) business days following receipt of the Investigation and Hearing Board's written Letter of Determination.

#### **Appeal Procedures:**

Any party who files an appeal must do so in writing to the Title IX and ADA Compliance Officer. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX and ADA Compliance Officer will share the appeal with the other concerned parties and will draft a response memorandum, which will also be shared with all concerned parties. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:

- 1) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
  - 2) New evidence has been discovered that could substantially impact the original finding or sanction and which was unavailable during the original hearing or investigation. A summary of this new evidence and its potential impact must be included; or
  - 3) The sanctions imposed are substantially disproportionate to the severity of the violation.
- If the Title IX and ADA Compliance Officer determines that new evidence should be considered,

he or she will return the grievance to the Investigation and Hearing Board to reconsider in light of the new evidence only. The reconsideration of the Investigation and Hearing Board is not appealable.

If the Title IX and ADA Compliance Officer determines that a material procedural or substantive error occurred, it may return the grievance to the Investigation and Hearing Board with instructions to reconvene to correct the error. The results of a reconvened hearing cannot be appealed.

In rare cases, where the procedural or substantive error cannot be corrected by the Investigation and Hearing Board, as in cases of bias, the Title IX and ADA Compliance Officer may order a new hearing on the complaint with a new body of Investigation and Hearing Board members. The results of a new hearing can be appealed once on the three applicable grounds for appeals.

If the Title IX and ADA Compliance Officer determines that the sanctions imposed are disproportionate to the severity of the violation, the Title IX and ADA Compliance Officer will return the grievance to the Vice President for the appropriate division of the grievance, or if the grievance is against a student, the Vice President of Student Services, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business days.

The procedures governing the hearing of appeals include the following:

- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- The Chair of the Investigation and Hearing Board will render a written decision on the appeal to all parties within ten (10) business days, or as soon as possible thereafter from hearing of the appeal. The committee's decision to deny appeal requests is final.

### **III. Complaint and Grievance Process Provisions**

### *Time Periods*

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and NWACC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the DRC Director and/or Title IX and ADA Compliance Officer or their respective designees will notify the student who filed the grievance in writing within the set timeline.

### *No Retaliation*

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited by NWACC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX and ADA Compliance Officer as soon as possible.

### *False Reports*

NWACC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### *OCR Complaint*

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

### *Notice That Cases Will Not Be Re-Hear*

Absent new evidence, NWACC will not re-hear a complaint if the same complaint allegations have been filed by the complainant against the same respondent with another civil rights enforcement agency of the federal, state or local government or through NWACC's internal complaint procedures, including due process proceedings.

### *Effective Date*

This Complaint and Grievance Policy will be effective upon formal adoption. NWACC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community. Please check the NWACC Disability Resource Center webpage at [https://www.nwacc.edu/web/lss\\_disability/disability.php](https://www.nwacc.edu/web/lss_disability/disability.php) for updated/amended Complaint and Grievance Procedures.

## **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:

1. The academic integrity of the College is violated.
2. The maintenance of the College's program of higher education is jeopardized.
3. 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 Vice President for Student Services or designee. 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*

1. 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.
2. 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.
3. 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 auditorium except to attend performances or events where children or minors are allowed.
4. 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.
5. The college does not assume any liability for injuries to children or minors while they are on college property.

### *Justification*

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.

### *Exceptions*

Exceptions may be made for emergencies at the discretion of the faculty in the classroom or staff member in charge of the particular facility.

### *Procedures*

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.

Reference Relied Upon: Legal reference: A.C.A. 5-71-213

## **POLICY & PROCEDURES FOR SEX DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL MISCONDUCT**

### **POLICY STATEMENT**

No person at NorthWest Arkansas Community College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

### **INTRODUCTION**

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. NorthWest Arkansas Community College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a responding party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those

expectations have been violated.

## JURISDICTION

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

## DEFINITION OF TERMS

**Reporting Party:** Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

**Responding Party:** The person(s) against whom a complaint has been made.

**Definition of Status:** A full time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment. Allegations of sex discrimination or sexual harassment may require the college to take measures applicable to both students and employees.

**Discrimination (general definition):** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or familial status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

**Sexual Harassment:** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct of a sexual nature that is sufficiently severe or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, such as sexual assault or sexual violence. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

**Quid pro Quo Sexual Harassment:** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

**Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

**Sexual Harassment of a Student by Another Student:** Any unwelcome sexual advances, requests for



sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

**Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member's house uninvited.

**Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member or by a campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Consent:** Consent is clear, knowing and

voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- In order to give effective consent, one must be at least 16 years old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that

a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

**Domestic Violence:** A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

**Dating Violence:** : A pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. It is physical, sexual, or psychological/emotional violence within a dating relationship and can occur in person or electronically by a current or former dating partner. Other terms used include relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, domestic violence, and stalking.

**Stalking:** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his or her safety or the safety of others and/or suffer substantial emotional distress.

**Gender Identity:** Refers to one’s sense of oneself as male, female or transgender. When one’s gender identity and biological sex are not congruent, the individual may identify as transsexual or as another transgender category.

**Sexual Orientation:** Refers to the sex of those to whom one is sexually and romantically attracted. Categories of sexual orientation typically have included attraction to members of one’s own sex (gay men or lesbians), attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals). While these categories continue to be widely used, research has suggested that sexual orientation does not always appear in such definable categories and instead occurs on a continuum.

## POLICY EXPECTATIONS WITH RESPECT TO

## CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## RESPONSIBILITY TO REPORT

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. In order to maintain a safe environment, the college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of college faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized

professional confidentiality between the reporting party and the person to whom the harassment is reported, the report may be withheld at the request of the reporting party.

## CONFIDENTIALITY

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

## AMNESTY

NWACC recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. An individual who reports sexual misconduct, either as a reporting party or a third party witness, will not be subject to disciplinary action by the College for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

## NOTIFICATION

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to a member of the Title IX team. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate.

A person who raises a complaint may discuss any situation believed to constitute sex discrimination

or sexual harassment with any member of the Title IX team. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment. A complaint against a student may also be reported through the college's online Student Conduct Reporting Form, Advocate, which can be found on the Student Conduct website or at the following link: [https://nwacc-advocate.symplicity.com/public\\_report/](https://nwacc-advocate.symplicity.com/public_report/). A complaint against an employee may be made through the college's online Ethics Point report line (<https://secure.ethicspoint.com/domain/media/en/gui/15781/index.html>). After selecting the Make a Report tab, the reporting party should look for the Discrimination and Harassment button under the Human Resources arrow.

Upon receipt of a complaint/grievance, the Title IX team will meet to review the information presented and to determine the appropriate course of action. The Title IX team consists of:

Title IX Compliance Officer  
Kathryn Birkhead  
Director of Diversity and Inclusion  
Burns Hall 3003  
(479) 986-4052  
kbirkhead@nwacc.edu

Title IX Deputy (Student Issues)  
Dale Montgomery  
Dean of Students  
Student Center 225J  
(479) 619-4234  
dmontgom@nwacc.edu

Title IX Deputy (Employee Issues)  
Beverly Hill  
Employee Relations Manager  
Burns Hall 1128  
(479) 619-2679  
bhill3@nwacc.edu

Director of Student Support  
Dr. Patrice Whitley  
Student Center 230C  
(479) 619-4315  
pwhitley@nwacc.edu

Executive Director for Institutional Policy, Risk Management and Compliance  
Ethan Beckcom  
Burns Hall 1133  
(479) 936-5173  
ebeckcom@nwacc.edu

Director of Human Resources  
Wendi Cadle  
Burns Hall 1128  
(479) 619-3149  
wcadle@nwacc.edu

If it is determined that an informal resolution is most appropriate in the circumstances given, the incident will be documented and appropriate remedies will be enacted.

If it is determined that a formal investigation is warranted, the appropriate deputy or designee will convene an investigation team and will assign 1-3 members of the Investigation and Hearing Board to conduct the investigation. The deputy will determine appropriate accommodations for the reporting party or other necessary remedial short-term actions. In any complaint, the appropriate deputy or designee will play a role in the investigation of the incident and in the enforcement of sanctions, if any. The Title IX Compliance Officer or his or her deputy will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against the student, the Vice President of Student Services.

#### **INVESTIGATION AND RESOLUTION PROCEDURES**

To learn how an investigation into a Title IX case will proceed and how resolution will be reached, please visit the Student Conduct page on the Current Students tab at [www.nwacc.edu](http://www.nwacc.edu).

#### **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

##### *Time Periods*

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a

business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and NWACC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Compliance Officer or his or her respective deputies will notify the reporting party who filed the grievance in writing within the set timeline.

### ***No Retaliation***

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by NWACC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Compliance Officer as soon as possible.

### ***False Reports***

NWACC will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing NWACC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### ***Office of Civil Rights Complaint***

Although reporting parties are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

### ***Notice That Cases Will Not Be Re-Heard***

Absent new evidence, NWACC will not re-hear a complaint if the same complaint allegations have been filed by the reporting party against the same responding party with another civil rights enforcement agency of the federal, state or local government or through NWACC's internal complaint procedures, including due process proceedings.

### ***Effective Date***

This Complaint and Grievance Policy will be effective upon formal adoption. NWACC reserves the

right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

## **RIGHTS OF THE REPORTING PARTY/AND RIGHTS OF THE RESPONDING PARTY**

To understand the rights that pertain to the reporting party and to the responding party, please visit the Student Conduct page on the Current Students tab at [www.nwacc.edu](http://www.nwacc.edu).

## **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 should first obtain approval from the Associate Vice President of Student 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 Student 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 Student 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.

## **PETS ON CAMPUS POLICY**

NorthWest Arkansas Community College prohibits individuals from bringing dogs or other pets inside College-controlled buildings and on College grounds, except for those animals that are specifically exempted by this policy.

The College wishes to uphold federal, state, and local laws and regulations; ensure the health and safety of its community; preserve the integrity of its grounds, buildings, and other property; and supports a healthful educational environment that respects the rights of individuals.

The following animals are permitted on College-controlled property:

- Service animals while performing their duties;
  - Approved research, clinical and teaching animals (used in direct support of NWACC academic programs);
  - On-duty police dogs;
  - Fish in containers of ten gallons or fewer, at the discretion of the department manager;
  - Dogs on a leash when accompanied by owner on walking trail only;
  - Animals by special approval of College Cabinet.
- Failure to comply with this policy may result in disciplinary actions. Pet owners will be held responsible

for damage caused by pets to College property, facilities or grounds. Unattended pets on campus are subject to removal.;

## **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 or smokeless tobacco products, including the use of electronic vaping devices (Electronic vaping devices are electronic inhalers meant to simulate and substitute for tobacco smoking, and include devices such as electronic cigarettes (e-cigarettes), personal vaporizers (PV), and electronic nicotine delivery system (ENDS), with the exception of medical vaping devices), 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/ smokeless tobacco products, including the use of electronic vaping devices 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, Dean of Students, 479-619-4234, dmontgom@nwacc.edu, Student Center 230 C, fax 479-619-4346.

## INCLEMENT WEATHER OR EMERGENCY CLOSING & CANCELATION POLICY

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, cancelations 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
- Adult Education Center
- Washington County Center
- Regional Technology Center
- The Jones Center for Families
- 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 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.

### ECE Career and Technical Inclement Weather Policy

The decision to cancel any ECE Career and Technical class for inclement weather will correspond to the closing of the facility identified for each ECE Career and Technical class site location listed below.

| <i>ECE Career and Tech Class Site</i>   | <i>Corresponding Facility</i> |
|---|-------------------------------|
| CAN/PCA+@ Non-Profit Center             | NWACC                         |
| Criminal Justice @ NTI                  | NTI                           |
| Criminal Justice @ Non-Profit Center    | NWACC                         |
| Food Prod Mgmt & Serv @ Non-Profit      | NWACC                         |
| Dental Assist @ ALLPS (old West Campus) | Fayetteville Schools          |

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 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.

## **TECHNOLOGY ACCEPTABLE USE**

### ***Policy***

NWACC users are prohibited from excessive use of the College network, computer systems, and servers including access to the use of the Internet, e-mail and other information resources during regular office hours for non-College business.

#### **1. Use of Technology**

- 1.1 Appropriate Uses of Technology include, but are not limited to:

- 1.1.1 Academic uses such as class preparation, research, accessing library resources, etc.
- 1.1.2 Accessing the Internet/e-mail for NWACC related research and information gathering.
- 1.1.3 Utility and application of software that accomplishes tasks and fulfills job task function.
- 1.1.4 Communication and collaboration between users and/or other appropriate entities.
- 1.1.5 Access to the Internet for up-to-date information published by NWACC, other state agencies, and other information providers as necessary
- 1.2 Inappropriate Uses of Technology include, but are not limited to:
  - 1.2.1 Interfering with the security or operation of the computer systems.
  - 1.2.2 Vandalizing equipment, software, or hardware.
  - 1.2.3 Attempting to alter or gain access to unauthorized files or systems.
  - 1.2.4 Violating the rights of the College and/or others by publishing or displaying or transmitting any information that is defamatory, obscene, known to be inaccurate or false, profane, or threatening.
  - 1.2.5 The Sharing of copyrighted material inappropriately using technologies such as peer-to-peer file sharing.

#### **2. Privacy of Information**

- 2.1 NWACC reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all website communications, and therefore, users should have no expectation of privacy in the use of these resources.
  - 2.1.1 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.
  - 2.1.2 Messages may be monitored during the course of investigations of illegal activity.
- 2.2 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, with the approval of the Director of Human Resources and appropriate Cabinet member, such as investigating illegal activity or misuse of the system, or resolving a technical problem.

### 3. *Electronic Email*

- 3.1 Email 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.
- 3.2 It is the responsibility of the employee to use email accounts in accordance with established guidelines and in such a way that does not interfere with their duties.
- 3.3 Specifically prohibited in the use of e-mail:
  - 3.3.1 Any activity covered by inappropriate use statements included in this policy.
  - 3.3.2 Sending/forwarding chain letter, virus, hoaxes, etc.
  - 3.3.3 Sending, forwarding or opening executable files (.exe) of other attachments unrelated to specific work activities.
  - 3.3.4 Use of abusive or profane language in message.
  - 3.3.5 Submitting any large, unnecessary mail attachments.
  - 3.3.6 Use that reflects non-professional image of NWACC.

### 4. *Internet*

- 4.1 Appropriate Use of Web Access includes, but is not limited to:
  - 4.1.1 Access to and distribution of information that is in direct support of the business of NWACC.
  - 4.1.2 Communication of information related to professional development or to remain current on topics of general interest to the College.
  - 4.1.3 Announcement of new laws, rules, or regulations.
  - 4.1.4 Encouraging collaborative projects and sharing of resources.
- 4.2 Inappropriate Use of Web Access includes, but is not limited to:
  - 4.2.1 Viewing, downloading or sending pornographic or other materials generally considered to be obscene.

- 4.2.2 Otherwise endangering productivity of NWACC.
- 4.2.3 Purposes which violate a Federal or Arkansas law.
- 4.2.4 Dissemination or printing copyrighted materials (including articles and software) in violation of copyright laws.

### 5. *Network Use and User Accounts*

Appropriate network and user account guidelines include:

- 5.1 Users 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 accounts so that responsibility for the work can be determined and users can be contacted in unusual situations.
- 5.2 Accounts will be used for authorized purposes. This policy shall not prevent informal communication, but accounts will not be used for private consulting or personal gain.
- 5.3 Information Technology may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- 5.4 Users should not expect files and documents to always remain private.

### 6. *Passwords*

- 6.1 It is the student's responsibility to protect his/her password. A password should never be shared.
- 6.2 If an account is believed to have been compromised, contact the IT Department immediately to have the password changed. The student must supply proof of identity before a password will be changed.

### 7. *Copyright*

- 7.1 Copyright Infringement
  - 7.1.1 In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority is prohibited and constitutes an infringement.
  - 7.1.2 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.
- 7.1.3 Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law.
  - 7.1.4 Unauthorized use of copyrighted materials or another person's original writing is considered copyright infringement.
  - 7.1.5 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.
  - 7.1.6 Each user is responsible for observing all local, state, federal laws, especially in regard to copyright laws.
  - 7.1.7 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 intent or purpose of the user.
  - 7.1.8 All users of software owned by NWACC or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.
  - 7.2 Software Availability  
NWACC users must honor copyright laws regarding protected commercial software used at the College.

### *Justification*

1. NorthWest Arkansas Community College provides its faculty, staff, students and guests ("users") with technology resources and a local area network with access to the Internet and e-mail for specific purposes. Each user is expected to use accounts and resources for these purposes, which include:
  - 1.1 Enhancing the programs and services provided by NWACC.
  - 1.2 Conducting NWACC business.
  - 1.3 Supporting NWACC projects.
  - 1.4 Communication, research, collaboration, and other tasks required to fulfill NWACC-related obligations.
2. E-mail is provided to support open communication and the exchange of information between NWACC and other users. This communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at NWACC.

3. NWACC provides utility and application software that enhances the efficiency and productivity of its users.
4. Use of the state's Internet connection and E-mail resources is a privilege and its expected that all faculty and staff abide by acceptable user guidelines.

### *Definitions*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

### *Reference Relied Upon*

Governor's Policy Directive GPD-5, 1997 clearly states that..."Use of any State-owned equipment and supplies shall be restricted to official state use only. Unauthorized personal use of equipment or supplies may be grounds for dismissal."

### *Responsibilities*

Technology users are responsible for appropriate access and use of the Internet that does not interfere with their job duties or negatively impact the professional image of the College.

### *Non-Compliance*

1. The NWACC users are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:
  - 1.1 Sanctions determined through student conduct disciplinary proceedings.
  - 1.2 Suspension or usage restrictions of Internet service and e-mail/messaging services.
  - 1.3 Internal disciplinary measures, including discharge.
  - 1.4 Initiation of criminal or civil action, if appropriate.
2. Copyright Infringement Penalties
  - 2.1 Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and not more

than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504,505.

- 2.2 Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Exceptions**

Limited personal use of NWACC technology resources is allowed during breaks and lunch time, or to address critical personal matters.

### **Procedures**

#### 1. E-mail Storage

Staff 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 staff will monitor storage usage and advise when limits are reached and purging is required.

#### 2. Email Quotas

What are email quotas?

An email quota is the amount of email (including attachments) that a user can store on the central email server. If your mailbox becomes full, and reaches quota maximum, no new mail can be stored in the account Inbox – new mail is returned to sender.

Why do I have an email quota?

Email quotas are needed to provide adequate storage resources for all NWACC students, faculty, and staff. They provide a systematic approach to combat storage consumption and misuse on NWACC email systems.

What are current quota limits?

Faculty/staff – 3 gb Students – 1 gb

What can I do if I’m reaching maximum quota?

Users reaching their maximum quota should take advantage of offline storage of email in personal folders. In addition, it is a good idea to download attachments to your local computer and remove

them from your email inbox. Frequently, the size of attachments is the factor which puts the mailbox over quota.

How do I know how much space is used?

Users are notified automatically via email when their usage exceeds 90% of their storage quota.

A final notice is sent automatically when the account reaches 100% of the quota, after which no new mail will be received in the account Inbox until the amount stored is reduced or the limit is raised.

Once your mailbox has been migrated to Exchange 2010, you can view quotas by hovering over your name in OWA.

What can I do if my quota has reached maximum?

Contact the Faculty/Staff or Student Technology Help Desk for help archiving email or freeing up storage space. Requests for increases may be considered on an “as needed” basis, provided that the usage supports the mission of the College.

#### 3. Use and User Accounts

Users are encouraged to maximize the use of the technologies covered under the user policy to reduce the cost of postage, letters, reports, etc.

## **COMMUNITY RESOURCE DIRECTORY**

### **Alcohol & Substance Abuse Treatment**

#### *Alcoholics Anonymous of NW Arkansas*

Bella Vista/Bentonville

(479) 876-6024

24 Hour Answering Service (479) 878-2730

<http://www.nwarkaa.org>

#### *Decision Point*

<http://www.decision-point.org/documents/home.htm>

Bentonville

602 N. Walton Blvd.

Bentonville, AR 72712

(479) 464-1060

After Hours: (479) 381-4549

Springdale

301 Holcomb St.

Springdale, AR 72764

(479) 756-1060

#### *Ozark Guidance Center*

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

Bentonville

2508 SE 20th St.  
Bentonville, AR 72712  
(479) 273-9088  
Springdale  
2400 S. 48th St.  
Springdale, AR 72762  
(479) 750-2020

***Springdale Treatment Center/ Riverwood Group, LLC***

1353 Henri de Tonti Blvd. Suite A  
Springdale, AR 72762  
(479) 306-4480  
Fax: (479) 306-4488  
<http://www.methadonetreatmentcenter.com/springdale-treatment-center>

**Debt Counseling**

***Credit Counseling of Arkansas (CCOA)***

Bentonville/Rogers  
1732 Moberly Lane, Suite A  
(479) 271-8866

Springdale  
614 E. Emma, Suite 235  
Springdale, AR 72764  
(479) 872-8877

Fayetteville  
111 E. Zion Rd.  
Fayetteville, AR 72703  
(479) 521-8877  
<http://www.ccoacares.com/ccoacares/>

**Disabilities Resources**

***ADA (American Disabilities Act)***

113 W. Mountain  
Fayetteville, AR 72701  
ADA Information Line: (800) 514-0301/TTY  
(800) 514-0383  
<http://www.ada.gov/>

***Adult Development Center***

1906 Town West Drive  
Rogers, AR 72757

Phone: (479) 636-5082

**Domestic Violence/Sexual Assault**

***NWA Rape Crisis Center***

589 White Road  
Springdale, AR 72762  
24-hour Hotline: (479) 927-1020  
Toll Free: (800) 794-4175  
<http://www.nwarapecrisis.com/>

***NWA Women's Shelter***

1639 N Arkansas St.  
Rogers, AR 72756  
(479) 246-9999  
24-hour Crisis Line: (800) 775-9011  
<http://nwawomensshelter.com/>

***Restoration Village (Restoration Ministries, Inc.)***

2215 Little Flock Drive  
Rogers, AR 72756  
Phone: (479) 631-7345 Fax: (479) 631-9011  
Email: [restore89@cox.net](mailto:restore89@cox.net)  
<http://www.restorationvillage.net/>

**Food Pantries/Emergency Needs**

***AR Department of Human Services, Benton County***

900 SE 13th Court  
Bentonville, AR 72712  
Phone: (479) 273-9011  
Toll Free: (800) 482-8988  
<http://humanservices.arkansas.gov/Pages/default.aspx>

***Helping Hands Inc.***

320 Airport Road  
Bentonville, AR 72712  
Phone: (479) 273-2511  
Fax: (479) 273-0838  
<http://helpinghandsnwa.org/index.htm>

***Life Source International***

602 S. School Ave.  
Fayetteville, AR 72701  
Phone: (479) 521-4000

Fax: (479) 521-4009  
<http://www.lifesourceinternational.org>

***Samaritan Community Center***

Rogers Center  
1211 West Hudson Road  
Rogers, AR 72756  
(479) 636-4198

Springdale  
1300 N. Thompson Ave., Ste. G  
Springdale, AR 72764  
(479) 872-1115  
<http://samcc.org/>

***Northwest Arkansas Food Bank***

1378 June Self Drive  
Bethel Heights, AR 72764  
(479) 872-8774  
<http://www.nwafoodbank.org>

**Health Services**

***Community Clinic***

Rogers Medical Clinic  
1233 W. Poplar  
Rogers, AR 72756  
Toll Free: 1-855-438-2280

Rogers Dental Clinic  
3710 Southern Hills Blvd. Suite 700  
Rogers, AR 72758  
Toll Free: 1-855-438-2280

Springdale Medical Clinic  
614 E. Emma Ave. Suite 300  
Springdale, AR 72764  
Toll Free: 1-855-438-2280

Springdale Dental Clinic  
610 E. Emma Ave. Suite A  
Springdale, AR 72764  
Toll Free: 1-855-438-2280  
<http://www.communityclinicnwa.org>

***Northwest Arkansas Free Health Center***

1100 N. Woolsey Ave.  
Fayetteville, AR 72703  
Phone: (479) 444-7548 Fax: (479) 444-3381  
<http://www.nwafreehealthcenter.org>

**Housing**

***Genesis House***

1030 East Ashley St.  
Siloam Springs, AR 72761  
Phone: (479) 549-3438 Fax: (479) 549.3439  
<http://www.SiloamGenesisHouse.org>

***The Hanna House***

321 E. Walnut St.  
Rogers, AR 72756  
(479) 936-7990

***Oxford House (Bentonville Blue House)***

1012 SW A St.  
Bentonville, AR 72712  
(479) 268-6610  
<http://oxfordhousearkansas.org/>

***Seven Hills Homeless Shelter***

1555 W. Martin Luther King Blvd.  
Fayetteville, AR  
(479) 251-7776  
<http://www.7hillscenter.org>

***Soul's Harbor***

1206 N. 2nd St.  
Rogers, AR 72756  
(479) 631-7878  
<http://www.soulsharbornwa.org/>

**Mental Health Counseling**

***Ozark Guidance Center***

Springdale  
2400 S. 48th St.  
Springdale, AR 72762  
(479) 750-2020

Bentonville  
2508 SE 20th St  
Bentonville, AR 72712  
(479) 273-9088

Rogers  
1200 W. Walnut Suite #1400  
Rogers, AR 72756  
(479) 725-6000  
<http://www.ozarkguidance.org>

#### ***Vista Health***

Fayetteville  
4253 Crossover Road  
Fayetteville, AR 72703  
Phone: (479) 521-5731  
Toll Free: (800) 545-HOPE

Bentonville (Outpatient Center)  
2003 SE Walton Blvd.  
Bentonville, AR 72712  
(479) 464-8081  
<http://www.vistahealthservices.com>

#### **Stop Smoking**

##### ***Arkansas Department of Health***

1-800-QUIT-NOW  
<http://stampoutsmoking.com>

#### **Suicide Prevention**

##### ***Arkansas Crisis Center***

614 E. Emma Ave. Suite 213  
Springdale, AR 72764  
Toll Free: 1-888-CRISIS2 (274-7472)  
<http://www.arcrisis.org>

##### ***National Suicide Prevention Hotline***

Toll Free: 1-800-273-TALK (8255)  
<http://www.suicidepreventionlifeline.org>

*\*For additional resources not found in our Student Handbook, please stop by the Student Information Center located in the Student Center lobby.*

Updates to the Student Handbook may have been made since the printing of this catalog. You may refer to the NorthWest Arkansas Community College website for the most up to date version of the Student Handbook.

## **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 accessible, 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 accessible 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 hangtag

### \$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.

# COLLEGE ADMINISTRATION



# COLLEGE ADMINISTRATION

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Career and Workforce Education  
J.D., University of Arkansas at Little Rock

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Ph.D., University of Arkansas

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M.F.A., University of Arkansas

**Erin Wirth-Beaumont** ..... Behavioral Science  
Ph.D., University of Arkansas

# NWACC MISSION STATEMENT & STRATEGIC INITIATIVES

## MISSION

The mission of the NorthWest Arkansas Community College 5-Year Strategic Plan is to guide the direction of the institution by utilizing key data, current initiatives, and leadership vision/support.

## HISTORY

The NorthWest Arkansas Community College Board of Trustees and NWACC administration participated in the annual Board Summer Retreat, which included a work session focused on strategic planning, and a session to develop broad goals for the College. The plan and the development of specific objectives and actions needed to achieve those goals and objectives were developed through the input of President's Cabinet, faculty and staff.

## FOCUS AREAS

The NWACC 5-Year Strategic Plan has seven (7) focus areas, shown below.

### 1. Increase Student Success

- Direct marketing of programs to increase enrollment.
- Identify and address barriers to enrollment and develop strategies for improvement.
- Increase Early College Experience Program participation rates and subsequent enrollment at the College.
- Increase enrollment of GED and ESL graduates into the College.
- Increase enrollment of students from underrepresented populations.
- Increase Fall to Fall retention rate.
- Increase IPEDS graduation rates.
- Increase college course success rates (C grade or better).
- Identify key campus improvements to enhance the overall campus experience for students.

### 2. Provide Quality Programming and Assessment

- Design a data quality and distribution system.
- Identify criteria used for new course and program

approval to determine how student learning outcomes will be met.

- Identify what the standards are and how they are determined for student readiness.
- Identify and deliver new programs to meet the needs of the community.
- Improve the teaching and learning processes.
- Build cost-effective strategy for ending current major grants and sustaining the valued programs/services.

### 3. Support Financial Stability

- Balance revenue and potential expenses with enrollment.
- Ensure that the Strategic Plan priorities drive the budget planning process and outcomes.
- Diversify State appropriation funding.
- Work to increase Foundation revenue.

### 4. Increase Community Outreach, Support and Relations

- Increase Workforce and Economic Development programs and contracts.
- Support student and employee involvement in non-profit events for the community.
- Increase the number of community education programs offered.
- Create, prioritize, and build relationships.

### 5. Support and Enhance Institutional Operations

- Sustainably increase technology alignment to strategic objectives, manage full lifecycle of systems and make attempts to reduce ongoing licensing expenses.
- Increase employee satisfaction, evaluate and recognize employee contributions to the institution.
- Hire, develop, fairly evaluate, actively engages, and retain College employees.
- Develop and implement an employee tracking and assessment systems throughout the College.

### 6. Improve Land and Facilities

- Identify and prioritize major facility needs and projects.
- Enhance facilities administrative processes through technological implementations.

- Provide enhanced educational opportunities to Washington County.
- Work with the city to enhance and preserve the College campus.
- Maximize facilities to support educational programs.

#### **7. Increase Diversity and Inclusion**

- Cultivate an atmosphere of diversity and inclusion throughout the College.

## **CONCLUSION**

The NorthWest Arkansas Community College 5-Year Strategic Plan is a living, breathing document compiled to grow with the institution.

# NWACC BOARD OF TRUSTEES



Mr. Ric Clifford  
*serves as Chair of the  
Board of Trustees*

# MEMBERS OF THE BOARD

Members of the Board of Trustees of NorthWest Arkansas Community College are elected by district in groups of three each even year at the general election. Current members are:



Daniel Shewmaker  
*Vice Chair*



Mauricio Herrera  
*Secretary*



Keven Anderson



Scott Grigsby



Geovanny Sarmiento



Todd Schwartz



Mike Shupe



Joe Spivey

# NWACC FOUNDATION BOARD OF DIRECTORS / 2015-2016

The NorthWest Arkansas Community College (NWACC) Foundation is a 501(c)3 non-profit organization that 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.

## DIRECTORS

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*\*Denotes Officers*

# ACCREDITATION & 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. NorthWest Arkansas Community College's accreditation was reaffirmed in 2013 by the Higher Learning Commission, and has been extended until the year 2020.

In addition to institutional accreditation, several of NWACC's programs have received accreditation from professional organizations:

- The Business and Computer Programs are accredited by the Accreditation Council for Business Schools & Programs (ACBSP).
- 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).
- The Nursing AAS Degree Program is approved by the Arkansas State Board of Nursing, University Tower Bldg., 1123 South University Suite 800, Little Rock, AR 72204-1619. Phone: 501-686-2700

## INSTITUTIONAL MEMBERSHIPS INCLUDE THE FOLLOWING:

|  |  |
|--|--|
| American Association of Community Colleges                           | National Academic Advising Association                             |
| American Association of Community College Trustees                   | National Association of Colleges and University Business Officers  |
| Arkansas Association Advising Network                                | National Association of International Educators                    |
| Arkansas Association of Collegiate Registrars and Admission Officers | National Association of Student Financial Aid Administrators       |
| Arkansas Association of Developmental Education                      | National Association of Student Personnel Administrators           |
| Arkansas Association of Institutional Research                       | National Council of Marketing and Public Relations                 |
| Arkansas Association of Student Financial Aid Administrators         | National Council for Research and Planning                         |
| Arkansas Association of Two-Year Colleges                            | National Council for Student Development                           |
| Association of Fundraising Professionals                             | National Institute for Staff and Organizational Development        |
| College and University Personnel Association                         | International Association of Chiefs of Police                      |
| Council for Advancement and Support of Education                     | International Association of Campus Law Enforcement Administrators |
| Council for Resource Development                                     | Southwest Association of Student Financial Aid Administrators      |
| League of Innovation   |  |

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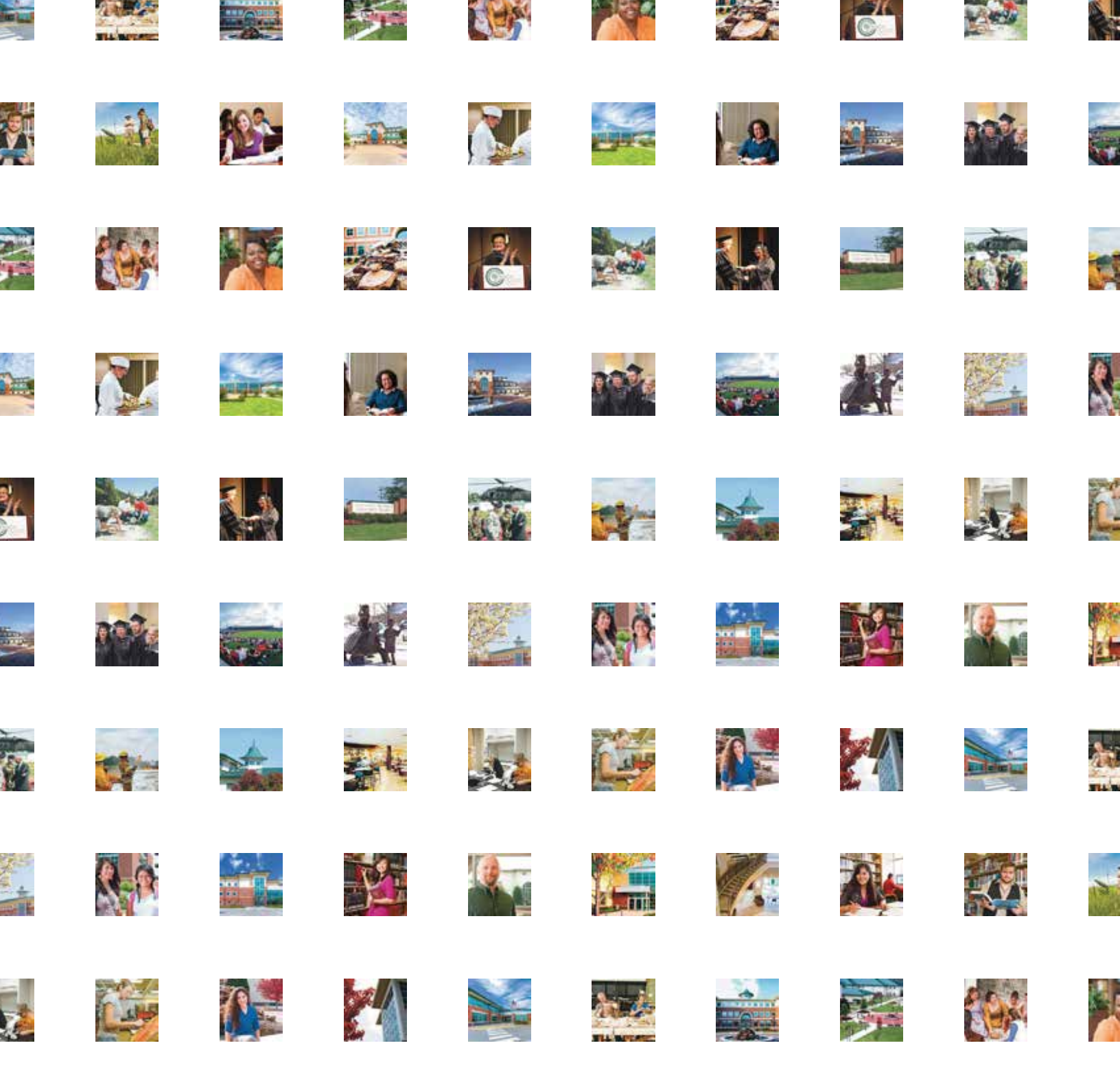
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# NORTHWEST ARKANSAS COMMUNITY COLLEGE

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